



## Graduate Student Association Student Group Reimbursement Form

<b>Date:</b>	
<b>Name:</b>	
<b>Payroll ID (JHED ID):</b>	
<b>Student Group:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>Amount to be Reimbursed:</b>	
<b>Reason for Expense:</b>	

- Events funded for \$200 or more must submit an article reporting on the event for the GSA Newsletter within one month of the funded activity.
- This year we ask you to keep track of both the number of SOM graduate students that attend your events as well as the length in hours of each event. For example, if you have 5 people on your dodgeball team and you play 10 2-hour games, # attendees = 50 and hours = 20. Alternatively, if you hold one 4-hour event to which 400 SOM grad students show up, # attendees = 400 and hours = 4. This information can be submitted to me with your receipts for reimbursement, and will also be requested on any additional funding applications including that for next year.
- A reimbursement form along with all receipts for expenses from an approved event must be submitted within one month of the event. Original receipts must be submitted to the GSA VP of Finance ([gsa.finance@jhmi.edu](mailto:gsa.finance@jhmi.edu)), and one copy retained for your records. If receipts have not been received within a month of a scheduled event, funds allocated for that event will return to the GSA general budget and will not be available to cover the costs of the event.