



Graduate Student Association Travel Award Reimbursement Form

Date:	
Name:	
Payroll ID (JHED ID):	
Funding Cycle:	
Contact Number:	
Email Address:	
Amount to be Reimbursed:	
Description of Expense:	

ORIGINAL receipts must be submitted along with the appropriate cover letter for reimbursement to the GSA VP of finance (gsa.finance@jhmi.edu). Please submit receipts within two weeks of your return or awarding of travel funds, whichever comes last. Late travel receipts will not be accepted. If you are reimbursed for any part of the travel award by your advisor/department, you must give the contact info of the departmental financial officer to the GSA VP of finance in lieu of the receipts. The GSA will not reimburse receipts that have already been reimbursed by another entity.