



GRADUATE AND PROFESSIONAL STUDENT SENATE
OF YALE UNIVERSITY



PROFESSIONAL DEVELOPMENT TRAVEL FUND:
REIMBURSEMENT REQUEST FORM

REIMBURSEMENT REQUEST CHECKLIST

Only completed reimbursement requests will be processed. Failure to present this only acceptable form of expense justification will result in a partial/complete cancellation of awarded funding.

A completed reimbursement request must include the following:

- 1) GPSS PDTF Reimbursement Request Form with Parts A, B, and C completed.
- 2) All related receipts/invoices, attached to Part B. Photocopies are not acceptable. If you need to keep the originals, please contact Seanne Hanke to discuss.
- 3) 1/2 to 1 page narrative of activities undertaken with PDTF support in part C.

Please mail completed applications to:
 GPSS PDTF Administrator: Seanne Hanke
 GPSS Professional Development Travel Fund
 P.O. Box 209118
 New Haven, CT 06520-9118

Questions? – email:
 seanne.hanke@yale.edu

PART A: AWARDEE IDENTIFICATION

Name: Department/School:

Email: Year of Study:

Mailing Address:

Name of Conference:

Title of paper/poster/abstract/talk:

Where & when did the conference take place?

PART B: EXPENSE REPORTING

Type of Expense	Amount	Receipt Submitted?
TOTAL Submitted receipts:		

OTHER SOURCES FROM WHICH YOU HAVE RECEIVED FUNDING:
(IE: SCHOOL, DEAN, ADVISOR, CONFERENCE SUBSIDY)

Source	\$ Requested	\$ Received
GPSS		

PART C: FOLLOW-UP NARRATIVE

At the time of receipt submission, PDTF recipients are required to submit a short (1/2 to 1 page) narrative of activities undertaken with the support from the GPSS PDTF upon return from their conference. This short report can include a description the student's panel, talk, poster presentation, other panels or lectures attended during the conference, as well as any other professional development activities

PLEASE ATTACH