

THE UNIVERSITY OF RHODE ISLAND	Graduate Student Association Memorial Union Kingston, RI 02881	<b>GSA SCHOLARSHIP REQUEST</b>								
Purpose of Travel:					Name:			Student ID:		
Conference & Location:					Continental U.S.?					
DATE:									n/a	
DAY:									n/a	
Currency Exchange Rate : US\$1.00									n/a	

<http://www.oanda.com/convert/fxdaily>

OUT-OF-POCKET EXPENSES										
Airfare										n/a
Miles traveled										n/a
Rate of Reimbursement	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	\$ 0.50	
Mileage Expense										
Taxi/Limo										
Car Rental										
Parking										
Tolls										
Breakfast										n/a
Lunch										n/a
Dinner										n/a
Hotel (Room & Tax)										
Printing (for poster and/or presentation handouts)										
Conference Registration										
<b>TOTAL OUT-OF-POCKET (A)</b>										
Currency Adjustment (A1)										
EXPENSES PAID BY OTHER FUNDING SOURCES (Will not be reimbursed by GSA)										
<b>TOTAL PAID FUNDING (B)</b>										

**CHECKLIST:**

Original Receipts are attached for all expenses **REQUIRED**

Original Receipts are not attached because:

Other: \_\_\_\_\_

Lost

Report is signed by Advisor or Department Chair

I certify that the above expenses are correct and have not been paid by another source. I further understand that these expenses are subject to audit by URI GSA.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Advisor or Department Chair

TOTAL EXPENSES (A or A1) SUM

LESS:

EXPENSES ALREADY PAID (B)

SUBTOTAL

MAXIMUM AMOUNT ALLOWED BY GSA

AMOUNT OWED SUBMITTER

**NOTE: REFER TO GSA GUIDELINES AND DUE DATES.**

<http://www.uri.edu/gsa/pages/conference.html>

MAKE CHECK PAYABLE TO:	FOR URI GSA OFFICE USE ONLY	
Name:	Check #	Amount
Address:		
Phone:		
Email:		