Graduate Conference Reimbursement Guidelines

Overview

The Graduate Conference Reimbursement is designed to assist graduate students who demonstrate need in attendance of professional conferences related to their area of study.

Students may be granted only one award per fiscal year, not to exceed $250.

Student must submit all documents to an HSRC Graduate Teaching Assistant at Avery Lodge, within thirty (30) days of attending. The application will be reviewed for accuracy and proof of need. The student will be contacted via e-mail or phone within one (1) week of submission for additional information if needed. Staff will determine need and eligibility based on all documentation received. Student will then be contacted regarding acceptance or denial of their application.

Eligibility

1. The student, who attends a professional conference, should receive educational benefit and represent the OSU community.
2. Students must provide all completed forms and documents.
3. Students must submit the application to the HSRC within thirty (30) days of attending
4. Students must be paying student fees for the current term that they are applying for the subsidy.
5. Be aware that reimbursements cannot be made until AFTER you attend the conference and provide the required proof of attendance.
6. Intentionally providing INACCURATE information can result in DISQUALIFICATION

For questions or assistance: Call (541)737-3747, email hsrd@osu.edu, or visit our office in Avery Lodge (1030 SW Madison Avenue).

Preferred method of contact (check one): □E-Mail  □Regular Mail  □Phone

CONTACT INFORMATION:

Name: _______________________________  OSU ID #: __________________
Address: ____________________________  Phone #: ______________________
____________________________________  Email: ________________________
Graduate Conference Reimbursement Checklist

☐ OSU Personal Reimbursement Request form.

  a. Available via email request, in our office, or from our website
  b. Fill out the form in its entirety, leaving no spaces blank. Use N/A if something doesn’t apply to your situation.
  c. Under Business Purpose, please list the name of the conference spelled out (i.e. National Association of Student Personnel Administrators not NASPA), a brief statement regarding whether you were attending or presenting (i.e. to present original research on student needs or attending for professional development), and the dates and location of the conference.
  d. Under Vendor Information, please list the name, address, phone # of the hosting organization/entity.
  e. Under Items Purchased, please list registration fees, lodging costs, transportation (not airfare) and meal costs.
  f. Under Amount list total of all your expenses.
  g. Sign and Date in the lower left-hand corner (Claimant’s Signature).

☐ Copy of completed registration form from the conference, including dates and location.

  a. The conference itinerary.
  b. Copy of conference abstract or agenda that states the purpose and value of the conference.

☐ A letter from the department explaining need for conference attendance and verification of what financial help has been provided to the student for costs of the conference.

☐ Proof of payment for all expenditures seeking to be reimbursed. This can be:

  a. A copy of your on-line payment confirmation from the conference web site.
  b. A copy of your credit card statement (please black out account number, and other charges/ balances that might appear on your statement).
  c. A receipt issued at the conference if payment was made at that time, or confirmation of amount paid.
  d. Any other documentation that proves payment.

______________________________________________  __________________________
Signature of Applicant       Date

______________________________________________  __________________________
Signature of GTA       Date

______________________________________________  __________________________
HSRC Director’s Signature      Date

Questions? – Call: (541)737-3747 or Email: hsrc@oregonstate.edu