

Graduate and Professional Student Government Association

211N, Student Union

Phone # 405445003

<http://gpsga.okstate.edu>

GPSGA Travel Reimbursement Guidelines



Travel Reimbursement Guidelines

GPSGA Travel Awards are for current OSU graduate students and are meant to assist in the costs associated with travel for students presenting their own research at a state, national, or international meeting/conference, etc.

All the required documentation such as receipts and a copy of the completed Travel Reimbursement Request Form must be turned in or mailed to:

Graduate and Professional Student Government Association
ATTN: Finance Committee
211N Student Union Stillwater, OK 74078

Please be aware that incomplete application will be automatically rejected. **Incomplete applications include application without proper receipts for the amount requested.**

The application deadlines for the travel award are as shown in the table below. If your presentation is in between the start date and end date in the table, then your deadline for submitting the application is before the date provided in the table

Start Date	End Date	Application Deadline
The second Monday of October	The second Sunday of January	The first Monday of February of the same year
The second Monday of January	The second Sunday of April	The first Monday of May of the same year
The second Monday of April	The second Sunday of July	The first Monday of September of the same year
The Second Monday of July	The second Sunday of October	The first Monday of November of the same year

We process applications in a batch. Typically, awards will be disbursed within four to six weeks from the application deadline.

**In order to comply with the guidelines, set forth by the Graduate College and University Accounting, all students will receive the travel reimbursement/award as a check (cheque).

Please type your application, and submit it to GPSGA via email at treasurer.gpsga@okstate.edu. (Please title email, 'GPSGA Travel Grant'). Or drop off a printed copy to the GPSGA Campus Life Office (SU-211N) or mailbox, by **5:00pm** on the mentioned due date (refer GPSGA "**Important Announcements**" to know more).

Late or incomplete applications will NOT be reviewed.