

GUIDE FOR RECEIVING FUNDING FOR OSD EXTERNAL COMPETITIONS

I. All Affinity Competitions

The first step to receiving GSPA funding is to fill out the online application form on the GSPA website. Applications must be in by the given deadline. All the deadlines are listed on the site. There are four application deadlines based on what time of year each competition falls on. Please pay close attention to your competition deadlines or you will not be reimbursed. Each student is eligible to receive up to \$300 from the GSPA.

Once your application is submitted it must be approved by the GSPA Finance Committee. If you are approved you will receive an award letter and instructions on what documents need to be submitted to complete the reimbursement. The final step for reimbursement, if approved, is to provide the following documentation: a copy of your student ID, stamp of the registrar's seal, and proof of all expenses (original receipts). Once everything is received by the GSPA, it is sent to the Business office which will then mail the reimbursement check to the address that you provide. The sooner you submit your application and appropriate documents the sooner you will be reimbursed.

II. Receipts and Documents Needed for GSPA Funding

The GSPA provides reimbursement for the following: Airfare, lodging, car rental, bus, train, and registration fees. (Please note that if you do travel by air you must submit a copy of your boarding pass to show you took the flight). The GSPA does **not** reimburse for food and beverages. Any reimbursement request for food and beverage will be rejected. Once approved you must have the original receipts-they cannot be photocopied-, and they must be dated. Without the original receipts the GSPA will deny your request. Below is the link to the GSPA website that will give you further information on their funding requirements.

Funding: http://www.gpsa.neu.edu/conference_travel_funding.php

Deadlines: http://www.gpsa.neu.edu/funding_deadlines.php

Frequently Asked Questions: http://www.gpsa.neu.edu/FAQ_funding.php

III. All Other School Sponsored Competitions

To receive reimbursement from the NUSL you must first fill out the reimbursement form, available in the Dean's Suite, 120 Knowles. You must also fill out an expense sheet

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which is also in the Dean's Suite. If your form is not complete it will be sent back to you, which will slow down your reimbursement. You will need to attach all original or itemized receipts. NUSL provides reimbursement for lodging, transportation, registration, books and materials needed for the competition, and also food and beverages. (Please note that you will not be reimbursed for alcoholic beverages). There is a daily allotment of \$46 per day for food per person. To be reimbursed for your hotel expenses you will need to have the hotel invoice.

IV. Finalizing your NUSL reimbursement.

Each reimbursement form must have your competition and team name. All expense sheets must also have the competition name as well the dates which it took place. You must also have your name and current address on it because if approved your check will be mailed to the address that you provide. As stated before every single travel and non-travel expense must be on your expense sheet, and you must have all your original receipts to secure your reimbursement. Your reimbursement forms and receipts must be submitted to Maureen Underhill who will then send it to Accounts Payable. Accounts Payable will then mail your reimbursement check to the address you provided on your expense sheet and reimbursement form within four weeks. The sooner you submit all forms and appropriate documentation, the sooner you will be reimbursed. Please make sure all forms are complete or you will not be reimbursed.

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