



## Recreation Application

This application form covers the two GSO Recreation reimbursement funding lines:

- 1) **Recreation – Fitness** supports participation in fitness classes and gyms. Reimbursable expenses include gym memberships, exercise classes (online or in-person), yoga and dance studios, meditation/mindfulness classes, registration fees for marathon/obstacle races, ski passes, and equipment **rentals (not purchases)**.
- 2) **Recreation – Cultural/Social** supports attendance at artistic and cultural events. Reimbursable expenses include tickets for plays, musicals, dance performances, art museums, Staller Center Events, concerts, comedy shows, sports and e-sports games, aquariums, and zoos.

Students are allotted up to **\$300** per funding line per academic year, and expenses must be made within the current fiscal year (**July 1, 2022 – June 30, 2023**). **Funding is not guaranteed. If the information and documentation requested on this form is not provided, the application will be rejected.** Travel expenses to these activities are not reimbursable under this funding line.

Access to GSO funding is contingent upon having an active GSO Senator in your department and payment of the graduate student activity fee. **There is a \$100 application minimum, so receipts must be compiled to reach this minimum per funding line. If the application minimum is not reached, it will be automatically rejected. Students must apply within 30 days of the last expense date.**

### Required Documentation Checklist

Applications lacking the required documentation listed here will be **rejected**:

- ☐ **Completed Application Form:** page 2
  - Contact information and description of events/activities
  - Itemized budget table
  - Attestation signature
- ☐ **Receipts and Proof of Payment**
  - All original, **itemized** receipts/invoices for all eligible expenses. Any non-itemized receipts will not be processed.
  - Proof of payment:
    - If invoice, final receipt showing **zero balance due**.
    - If there are multiple guests listed on the ticket, receipt, or membership contract, the total will be divided by number of guests.
- ☐ **Event Brochure, Website Screenshot, or Proof of Attendance**
  - For the activity, any relevant documentation describing the activity and related costs.
    - Examples: screenshot of gym membership information/plan, attendance dates, exercise class enrollment, ticket stubs.

GRADUATE STUDENT ORGANIZATION  
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Stony Brook, NY 11794-2800  
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E-mail: [office@sbgso.org](mailto:office@sbgso.org)  
Updated September 8, 2022



## Recreation Reimbursement Application

### 1. Applicant Contact Information

Applicant Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Department and Program: \_\_\_\_\_ GSO Senator Name: \_\_\_\_\_  
Applicant's Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### 2. Event Information

Which recreation reimbursement line are you applying for? Please select **one** of the following:

☐ Fitness ☐ Cultural/Social

Please provide a brief description of classes, membership, or activity in 250 words or fewer:

Recreation: Itemized Expenses Table		
Events/Activities	Dates	Amount
<i>Grand Total:</i>		

### 3. Application Signature – Please read this carefully

By submitting this application, I attest **under penalty of perjury** that the information given is truthful to the best of my knowledge. I attest that I am the individual that personally incurred these expenses and will not be receiving any monetary gain from the GSO upon receiving this reimbursement. Any fraudulent attempts to secure funding over and above the total cost of a program will result in permanent ineligibility for GSO funding. The GSO will report any fraudulent applications to any other funding organizations involved in your program and will cooperate with any administrative and/or criminal proceedings undertaken by those organizations.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_