



Fill out the application form online

1.



Include a copy of **current** semester's transcript. (Previous semester's transcript not accepted.)

2.



Submit "advisor approval" form to your advisor

3.

Provide proof you're attending the conference



Presenter

Attach a document verifying you'll be presenting.

or



Attendee

Attach a document verifying you'll be attending.

4.



Submit the application at least **3 weeks** prior to departure

5.

6.

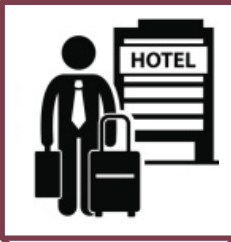
Save receipts for accommodation, transportation, registration.



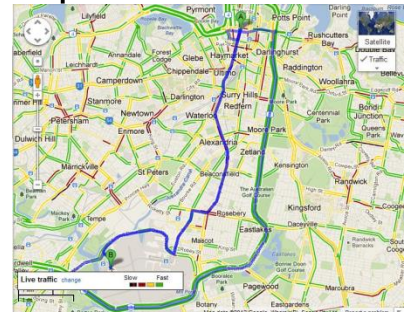
- Airline ticket



- Provide google map of driven route or a taxi receipt.



- Receipt of payment





Assemble all travel receipts (minus food)

7.



Scan or tape receipts to a sheet of paper. (Do not staple)



8.

Email or bring paper to GSA Office



9.

Reimbursement

Receive email to come to GSA office to sign reimbursement



10.



Wait 6 - 8 weeks for confirmation of reimbursement



11.



- a. Direct deposit if university employee
- b. Local address if social security card holder.
- c. Home country address if international

12.