



Conference Participation Report

SUBMIT TO YOUR PROGRAM

Date: _____

Student

Full Name: _____ Emory Email: _____

Program: _____ Empl/Student ID: _____

Did you receive a GSC travel grant for this conference? Yes No

If yes: Please attach a copy of your GSC award letter to this report and submit this entire packet along with your original receipts to your program administrator. Once your travel expense report is complete you will need to send a copy of your travel expense report to the GSC office for final approval and to ensure your payment goes through in a timely manner.

Conference

Conference Name: _____

Dates: _____ to _____ Location (City, State, Country): _____

Award

Amount Awarded: _____

Amount Reimbursed: _____

Date Reimbursed: _____

The annual limit is as follows: students in **pre-candidacy** status are eligible to receive a maximum of \$650 in the academic year for domestic travel. Students in **candidacy** are eligible to receive a maximum of \$1000 in the academic year for domestic travel. All students are eligible to receive a maximum of \$1000 for a conference that requires international travel.

If the amount awarded is greater than the amount reimbursed, your eligibility for future awards will **increase** by the difference between the two amounts.

If the student declines the award, complete and submit this report. Students should list the amount awarded (stated in the award letter) and the amount reimbursed as "\$0" if they are declining the award. Student signature is required. If the student has received the payment they will be required to make a check payable to Emory University and should walk it over to James Hughes in the LGS office.

I attest that the conference participation support award was spent in accordance with the purpose for which it was awarded.

Signature: _____

Confirmation of Reimbursement – completed by Program Administrator

Confirmation is managed in the CollegenET Admit system. In the relevant application record:

1. Edit the Amount Awarded field, if needed (i.e., if the amount reimbursed differs from the amount awarded).
2. Enter "Yes" in the Report Submitted field.
3. Upload a scanned copy of this to the ADMIT file it is associated with.

Your completion of steps 1 (if needed), 2, and 3 serves as your confirmation that the student was reimbursed in the amount indicated.