

## **GPSA Publishing Reimbursement Instructions**

### **Instructions for reimbursement:**

1. Please read the guidelines outlined below and review the example provided on the GPSA Funding Board portal on VandalSync.
2. Collect allowable receipts (see “Allowable receipts” below).
3. Complete the GPSA Publishing Reimbursement Form (must be submitted within 60 days).
4. Turn in receipts and completed reimbursement form to Laurel Meyer (formerly Laurel Eschen) in Idaho Commons 302G.
5. Wait up to 10 weeks for reimbursement.

### **Reimbursement guidelines:**

- GPSA publishing award recipients are eligible to be reimbursed for allowable expenses within 60 days after publishing. All award recipients must present appropriate receipts for their expenses.
- All award recipients must present allowable receipts and the GPSA Publishing Reimbursement Form to Laurel Meyer in the Department of Student Involvement (Idaho Commons 302G) in accordance with the receipt deadline above. You may be contacted for additional signature or information after the submission of your original receipts.

### **Allowable receipts:**

All receipts of expenses must be provided with this reimbursement form. To reimburse the cost of anything purchased through the internet you should provide the e-mail receipt or confirmation. This document must include your name, the form of payment (i.e. Visa Debit), and the last four digits of your payment form (i.e. XXXX-XXXX-XXXX-1234). To reimburse the costs of anything purchased where original receipts were received (i.e. in-person purchases) you must provide the original receipts. The only reimbursable expenses allowed are fees paid directly to the publisher.

### **If you have any questions or concerns, please contact:**

Laurel Meyer | Administrative Coordinator  
Department of Student Involvement  
[laurelm@uidaho.edu](mailto:laurelm@uidaho.edu) | 208-885-6415 | Idaho Commons 302G

### **GPS A Publishing Reimbursement Form**

<b>Student Information</b>		
Student name:	Student ID number:	Student email & phone number:
<b>Department Information</b>		
Student's department:	Department contact (i.e. dept. Administrative Assistant):	Department contact email:
<b>Additional Information</b>		
Will you be reimbursing a University of Idaho budget number?  Yes_____ No_____	Will you be reimbursing an advisor's purchasing card?  Yes_____ No_____	Did you split the cost of publishing with another student?  Yes_____ No_____
<b>Expense Information:</b>	<b>Actual expenses:</b>	<b>Actual expenses:</b>
	Purchased by student	Purchased by student's advisor or dept. (that needs to be reimbursed)
<b>Publishing costs:</b> -See "Allowable receipts" above for details		
<b>Total cost:</b>		

**Submit in person to:**

Laurel Meyer | Administrative Coordinator

Department of Student Involvement

[laurelm@uidaho.edu](mailto:laurelm@uidaho.edu) | 208-885-6415 | Idaho Commons 302G

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