



# International & Research Award Funding Form

## Graduate Student Senate Revised August 2015

Graduate Student Senate  
120LM Kent Student Center  
Center for Student Involvement Box 18  
Kent, OH 44242  
Email: [GSS@kent.edu](mailto:GSS@kent.edu) (preferred)

\*Please submit this form along with all original receipts within **14 calendar days** of the end of your experience related to this award to our GSS Office (above). All forms must be typed; electronic submissions are not accepted and considered void. Food receipts are **not** required\*

### Section 1: Processing Information

Kent State University processes all monetary Graduate Student Senate awards as a **scholarship classification**. Graduate Student Senate and associated department money will be distributed via a paper check sent to your Flashline Banner Home Address through Accounts Payable (76035). The IRS 1098T (1042S) Forms will include this information and is subject to federal, state, and University guidelines. No exceptions may be made regarding this designation as GSS's purpose is to supplement student cost towards research experiences and professional development opportunities.

### Section 2: Award Type. Indicate the Funding Award related to this form.

\_\_\_\_ For International Travel Award, GSS agrees to pay the amount of student-incurred expenses\* which qualify awarded by the International Travel Award Committee. Please include a copy of your confirmation email.

\_\_\_\_ For Research Award, GSS agrees to pay the amount of student-incurred expenses\* which qualify awarded by the Research Award Committee. Please include a copy of your confirmation email.

*\*Student-incurred expenses include airfare, lodging, and registration fees. Funding related to food costs is based upon the University minimum (\$41/day) following an overnight accommodation in accordance with Kent State University, state, and federal policy. The expenses funded by GSS are subject to approval by the Finance Chair in accordance with GSS Bylaws, Kent State University, state, and federal policies. GSS will make a one-time charge to the applicant's department in the event that he/she is receiving supplemental funding from his/her department for the above travel dates. An electronic copy of the completed application may be obtained upon written request to the current GSS Executive Board (GSS@kent.edu).*

### Section 3: Personal Information.

<b>Name (First, MI, Last)</b>	
<b>Banner ID</b>	
<b>Email</b>	
<b>U.S. Citizen?</b>	
<b>If not, country of residence</b>	
<b>Flashline Home Address</b>	
<b>College Name</b>	
<b>Department/Program Name</b>	
<b>Graduate Assistant within this department?</b>	
<b>Name of Travel (Purpose of Award)</b>	
<b>Dates of Travel</b>	
<b>Location of Travel</b>	

**Section 4: Special Notes.** Provide detailed comments for special circumstances regarding your funding. For example, did you split a hotel room? Who stayed in the room? Be sure to include a receipt (copy of check) showing that you split the amount with that person(s). Without this, your reimbursement may be significantly delayed. Please check the GSS website for examples.

*Example: Jane Doe and I split a hotel room. I've attached a copy of my personal check to Ms. Doe for half of the total hotel bill (\$212.14, below).*

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**Section 5: Itemized Receipts.** Please list all receipt explanations and dollar amounts of the total student-incurred expenses (U.S. Dollars). Food receipts are not required as University per diem will be applied.

Receipt No.	Explanation of Receipt	U.S. Dollar Amount
<i>Example</i>	<i>Westin Hotel, Cleveland Ohio: 3 nights stay</i>	<i>\$212.14</i>
1		
2		
3		
4		
5		
*If more receipts are included, please include another form. Subtract taxes and other fees not considered valid expenditures. Include an exchange rate if applicable.		*Total Incurred-Expenses (do not include food)
* Food per diem is added by GSS. Do not include the \$46/day in your total as the total is based upon University policy/travel times. The total qualifying expenses is computed by GSS.		*Office Use Only - Food
		*Office Use Only -Total

**Section 6: Other Funding.** Please list all other funding sources here (grants, department funding, etc.). This does not impact your total award. All student-incurred expenses will be considered in the calculation of GSS Award Funds as outlined by the GSS Bylaws. Students cannot receive more money than expenses qualify. If additional funding sources exist, please include another form.

Other Funding Sources	Award Amount	Contact Person	Contact Email	Index to be Charged
<i>Example Department</i>	<i>\$100.00</i>	<i>John Doe</i>	<i>JDoe@kent.edu</i>	<i>xxxxxxx</i>

**Section 7: Other Funding Notes.** Please provide specific details as to how the other funding will be paid (e.g. Have you been paid? Funds paid by department? How much- 50% up to \$200?). Be specific in this distinction as vague remarks may delay your reimbursement. Please complete under the advisement of your Department Business Manager.

*Example Business Manager: The Department will reimburse up to \$100 of additional funds.*

**Section 8: Signatures and Agreement.** Please check the following information. All information is required. If you are unsure of your Business Manager, please contact your Department GSS Representative ([www.kent.edu/graduatestudies/gss](http://www.kent.edu/graduatestudies/gss)).

- Only student-incurred expenses will be considered- neither GSS nor KSU is responsible for fees or costs incurred on my behalf.
- I understand processing of GSS funds may take between 6 - 8 weeks pending external review by the Division of Graduate Studies and KSU Accounts Payable in conjunction with all University, state, and federal policies.
- I understand that misrepresentation on this form forfeits my right to GSS Funding.
- I have submitted all original receipts and made copies for my records.
- I am responsible for proper tax reporting of this payment and understand all original receipts will not be returned.
- I have included PROOF OF PRESENTATION or conference ATTENDANCE (if applicable). Includes name badge or flight itinerary.
- I understand the GSS per diem process requires an overnight accommodation to qualify for this expense and is based upon travel times outlined by the University.
- I understand GSS money cannot be used to reimburse existing grants.
- I understand the money provided by GSS may be less than the listed amount above, based on my total incurred-expenses upon pre-established maximum and agree to the policies outlined by the GSS Bylaws, KSU, state, and federal policies.
- I understand that it is my responsibility to secure the appropriate Business Manager signature in order for this form to be complete.

I have read the above statements and agree to them:

_____	_____
Applicant Signature	Date
<i>Business Manager: Please check all that apply</i>	
<input type="checkbox"/> Student is not receiving funding from the department	<input type="checkbox"/> Student is receiving funding from the department and I authorize the index provided above
<input type="checkbox"/> Please contact me	
_____	_____
Business Manager Name	Business Manager Email
_____	_____
Business Manager Signature	Date