



Special Contingency Award Funding Form

Graduate Student Senate Revised December 2018

Graduate Student Senate
120LM Kent Student Center
Center for Student Involvement Box 18
Kent, OH 44242
Email: 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

Graduate Student Senate awards are considered **scholarships**. Graduate Student Senate awards will be distributed via your student account through the Financial Aid office. The IRS Form 1098T or Form 1042S will include this information and is subject to federal, state, and University guidelines. This award could reduce your eligibility for student loans or affect your federal Work Study allocation for a graduate assistantship, because it is considered to be a scholarship/grant offered by Kent State University. No exceptions may be made regarding this designation as GSS's purpose is to supplement student cost towards research experiences and professional development opportunities. Visit <https://www.kent.edu/tax/scholarships-fellowships> for tax implications of this award.

Section 2: Award Type. Initial on the line.

_____ For Special Contingency Award, GSS agrees to pay the amount of student-incurred expenses* which qualify awarded by the Graduate Student Senate. 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 (\$51/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*

Section 3: Personal Information.

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

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).

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. <u>Subtract taxes</u> 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 \$51/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).

- Only student-incurred expenses will be considered- neither GSS nor KSU is responsible for fees or costs incurred on my behalf.
- I understand the GSS award will be posted to my student account and the process 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 have read the above statements and agree to them:

_____ Applicant Signature

_____ Date