

### GSFF Application Cover Page

Department Representative—please fill out the top portion of this application cover page before final application submission.

<b>Applicant Name (first and last):</b>	
<b>Applicant DU ID Number:</b>	
<b>Department:</b>	Music
<b>Dept. Representative Name:</b>	Sophie Lewis

By printing my initials below I, the Department Representative, confirm this application has been reviewed for completion and all necessary documentation has been attached.

<b>Dept. Representative Initials:</b>	SL
---------------------------------------	----

-----  
*The following is to be completed during the final funding meeting.*

<b>Date of Application Review:</b>	
------------------------------------	--

<b>Second Reviewer Name:</b>	
<b>Revisions to Application:</b>	

<b>Third Reviewer Name:</b>	
<b>Revisions to Application:</b>	

<b>Executive Board Reviewer Name:</b>	
<b>Application Status:</b>	

Graduate Student Conference Funding Application – GSA and GSPDG Common Application\*

\*For both Graduate Student Association and Graduate Student Professional Development Grant funding

RETURN THIS FORM TO YOUR INDIVIDUAL GRADUATE STUDENT ASSOCIATION (GSA)

Date 5/12/2022 Student ID # [REDACTED]  
Last Name [REDACTED] First Name [REDACTED]  
Phone Number [REDACTED] Email [REDACTED]  
PioneerWeb mailing address\* [REDACTED]

\*If funded, check will be mailed to PioneerWeb mailing address (unless already set up for direct deposit for student reimbursements in PioneerWeb)

Academic Department or Graduate Program Music Degree MA

Type of Activity (Please circle only one): Professional Academic Conference Other Venue

Name of Conference/Venue The Music Society of Temple University

Date(s) 9<sup>th</sup> APRIL 2022 Location Philadelphia, PA

Role(s): Presenter Chair Attending

☒ **GSPDG:** Check here if you are eligible and would like to be considered for additional funding from the Graduate Student Professional Development Grant (GSPDG). Please see GSPDG Application and Guidelines for eligibility requirements and instructions.

GSA GSFF GSA Representative Name Sophie Lewis

Total Reimbursement Requested\* \$ 451.97 (Amount should match expenses listed on page 2)

\*Include GSPDG reimbursement request, if applicable.

Have you or will you receive additional funding for this activity, other than from your Graduate Student Association? Yes No

If yes: Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

By signing below, I confirm that I have **read, understand, and agree** to all of the policies and guidelines of my Graduate Student Association for funding. I also confirm that I am requesting reimbursement for legitimate conference expenditures and I have not been reimbursed for them by any other means. I understand that submitting duplicate expenses is a violation of the honor code and will be reported.

Applicant: [Signature] Date: 5/12/2022

Graduate Director or Thesis/dissertation advisor: [Signature] Date: 17 May 2022



## Expenses Log

**IMPORTANT** Please include all expenses for which you are requesting GSA and GSPDG reimbursement on one application. Do not submit separate expense logs or receipts. Review your individual GSA and the GSPDG guidelines for details on which expenses can be submitted for reimbursement. Include only expenses for which you have receipts in your name or, if you reimbursed another individual, written confirmation from the individual that you incurred the expense.

Attach all original, official, detailed receipts. An original receipt must include: your name, a description of the expense, an amount, a date, and a method of payment. For receipts received electronically (e.g., an airline ticket), you must print an original version of the receipt. Photocopies of traditional or electronic receipts will not be valid and should not be included with your application. If your application is missing an original, official, detailed receipt, it will be rejected.

Important-please include <u>all</u> expenses for which you are requesting GSA and GSPDG reimbursement!			
Expenses	Dates	Description	Amount
Transportation	04/8/2022	DENVER-PHL FLIGHT (£91,90GBP)	\$ 112.67
	04/10/2022	JFK -DENVER FLIGHT	\$248.60
	04/9/2022	TRAIN PHILADELPHIA-NYC	\$69.70
	04/9-10/2022	LONG ISLAND RAILROAD TICKETS	\$ 21.00
Lodging	N/A	Hotel comped due to booking mistake	\$
			\$
			\$
			\$
Registration Fees	N/A		\$
			\$
Other			\$
			\$
			\$
			\$
			\$
			\$
Subtotal			\$ 451.97
Less amount reimbursed by others (NOT including GSA funding)			\$( )
Total amount requested from GSA (and GSPDG if applicable)			\$ 451.97

### For Graduate Student Association Use Only

Approved\* ☐ Yes ☐ No Amount approved for the above activity \$ \_\_\_\_\_

\*If approved, please forward original application materials to the budget office for your GSA. If the applicant checked GSPDG box above please ask your GSA budget office to scan the Direct Pay Cover Sheet and all materials and email to the Office of Graduate Studies at [gstbud@du.edu](mailto:gstbud@du.edu).

By signing below, I confirm that I am authorized by my GSA to make funding decisions and the information that I am providing is accurate

Approved by: Printed Name: \_\_\_\_\_ GSA Office held: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_