
**JOINT DOCTORAL PROGRAM GRADUATE STUDENT ASSOCIATION
APPLICATION FOR CONFERENCE REIMBURSEMENT**

This application must be submitted to the Joint Doctoral Program Graduate Student Association to receive reimbursement for past conference-related costs (e.g., travel, lodging, rental car, and registration/membership fees). Submit this application along with original, itemized receipts for expenditures and proof of attendance/presentation (e.g., conference program/bulletin, registration email). Applications without original, itemized receipts for expenditures and proof of attendance/presentation will not be accepted.

Current Joint Doctoral Program Students Only

Date:

Name:

DU ID Number:

Address:

City, State, Zip Code:

Telephone Number:

Email Address:

Date of Conference:

Description of Conference Participation (Provide rationale for costs-incurred):

Amount of Reimbursement Requested: \$100.00 (Attendance) \$150.00 (Presentation) \$300.00 (International)

Transfer Funds From: 90147 (DU/Illiff Joint PhD)

Signature:

President/Director of Communications

Signature:

Vice President/Director of Finance

Both signatures are required for all transactions regardless of the amount. All parts of this form must be completed. Incomplete forms will not be processed.

Note: The University of Denver is not able to reimburse for tax

Submit/Mail to: Joint Doctoral Program Graduate Student Association –
Iliff School of Theology, 2201 S. University Blvd., Denver, CO 80210