**First meeting GSFF. Spring Quarter**

Grad student appreciation events. First week of the quarter. Encourage everyone to attend

Pitfalls from last quarters:

- Proof of Presentation needed for GSFF applications. Important to remember that GSG don’t fund attendees.

- Always write down the total amount of reimbursement requested and NOT the approximated 30% we reimburse.

- Paying for multiple people on the same transaction.

- Upgraded seats are not reimbursable.

- Receipts from actual expense, not just credit card statements. Submit a receipt and credit card as well.

- Don't make percentage adjustments yourself.

- Need receipts, not invoices. Should include amount paid.

- Send emails with questions BEFORE the last meeting.

New business

Adding summer funding to our bylaws. We will create guidelines.

This executive board is in their las quarter. We will be receiving nominations and elections will be held the last meeting on this spring quarter. Descriptions for each position are posted in our GSFF website.

Invitation to submit your work at the DU Research & Scholarship Showcase.