



**NAZARETH
COLLEGE**

Office of Research,
Scholarship, & Innovation

2019-2020 Graduate Student Professional Development Reimbursement Award FAQ

Q1. I am an undergraduate student; can I apply for GSPDA funding?

This funding initiative is only for graduate students who meet the eligibility criteria as outlined in the Guidelines. Check with your advisor for possible sources of funding for undergraduates.

Q2. Why do I need to submit my application by the 14th of the month before my travel?

Applications are reviewed on the 15th (or next business day) of each month and all reimbursements require award pre-approval.

Q3. When and how will I know if I am approved for GSPDA funding?

Notifications are generally made within 7 to 10 days of the monthly deadline via email from the Office of Research, Scholarship, and Innovation.

Q4. Can I receive a cash advance from the College?

All awards are paid on a reimbursement basis only. This means you must spend the money to pay for an allowable expense first and then complete the appropriate paperwork to receive reimbursement. This applies to hardship cases, as well.

Q5. How do I complete the budget information on my application if I will be sharing expenses with other Nazareth students?

Indicate the amount of funds required for your portion of the expenses. In the narrative, explain what expenses you will be sharing and indicate the other students' name(s). Review Q9 and Q10 below for more information.

Q6. What should be considered when deciding whether to drive or fly?

College policy states that the cost of non-local auto travel should not exceed the cost of the least expensive air fare. If auto travel would be more expensive but you decide to drive, you will only be reimbursed up to the cost of the least expensive air fare.

Q7. Who is responsible for insurance if I drive?

The owner of the car is responsible for insurance and the safety of the passengers as well as for physical damage to the vehicle.

Q8. May I include parking in my transportation budget?

Airport parking may be included if you are flying. Parking at the hotel may be included if you are driving.

Q9. May I include mileage, gas and/or toll expenses in my transportation budget?

Reimbursements will be based on actual gas and toll expenses incurred and supported by original receipts.
No mileage allowance will be considered.

If multiple students will be travelling in the same vehicle, each student should pay their share of gas and toll expenses and then include their paid receipt(s) with their request for reimbursement.

Q10. I will be sharing accommodations with other Nazareth students. How does that work?

All reimbursements require original paid receipts. There are two options:

- Each student directly pays the hotel for their portion. Multiple payments will be displayed on the final paid receipt. Each student claims their payment when submitting for reimbursement. **OR**
- The student named on the hotel reservation pays the bill and actually receives reimbursement funds from the College. He/she would be reimbursed on behalf of other Nazareth students who are GSPDA recipients and sharing the room.

Q11. How do I submit my reimbursement request if I shared expenses with other Nazareth students?

Each student should complete their own paperwork, indicating the names of all students sharing a particular expense, as outlined in Q9 and Q10 above, the Guidelines and award letter. Then, **one person should collect all completed requests and submit them as a packet.**

Q12. Do I need to document/prove that I spent the matching funds that I committed?

Yes, you must submit paid receipts that support that commitment as part of your request for reimbursement. Matching funds must be your personal funds, not other College or Program funds.

Q13. Will my reimbursement request be processed if I do not submit a summary of my travel experience?

Reimbursement requests are not considered complete for processing until your summary addressing the prompts found in the Guidelines is submitted via email to Mrs. Debbie Mathewson at dmathew4@naz.edu.

For other questions, please refer to the GSPDA Guidelines and Application. If you still have questions, please contact Debbie Mathewson at dmathew4@naz.edu.