

Graduate Student Professional Development Reimbursement Award



Office of Research,
Scholarship, & Innovation

Reimbursement and Reporting Requirements (upon completion of travel)

1. **Within 10 days**, submit the following originals with ink signatures to Mrs. Debbie Mathewson in GAC 208:
 - a. Original receipts for allowable expenses (e.g., airfare, fuel costs, conference registration fees, lodging bill with zero balance),
 - b. Completed and signed Student Payment Check Request,
 - c. Completed and signed Certification Form, and
 - d. Completed and signed Student Travel Expense Form
2. Submit a short summary of your experience that we may feature on our website. You are welcome to include a copy of your poster or a photo. Summaries should be sent **via email** to both your faculty sponsor *and* Mrs. Debbie Mathewson at dmathew4@naz.edu. In your summary, please reflect on the following points:
 - How did this experience enrich your knowledge of the discipline?
 - What did you learn during this event?
 - What surprised you?
 - How does this experience relate to your major coursework?
 - Describe how this experience exposed you to new and different cultures and/or beliefs? What was your reaction?
 - What about this experience will serve you in your life's work and how?
3. Reimbursements are made through the Accounts Payable Office, and follow their procedures and timelines.