

UNIVERSITY OF
NORTHERN COLORADO

Graduate Student Association

Graduate Student Association (GSA) Grant Final Report

Conference Travel Reimbursement and Accountability Form

Instructions:

This form must be completed and submitted within **two weeks** of returning from the conference. Attach all relevant receipts and supporting documentation. Incomplete forms could result in a potential outstanding balance placed on your student account

1. Applicant Information

- Name: _____
- Graduate Program and Department: _____
- Award Date (from award document): _____
- Total Awarded Funds: \$_____
- Conference Name: _____
- Conference Location: _____
- Conference Dates: _____ to _____

2. Purpose of Travel

Provide a brief summary of the purpose of your travel. If you presented, attach a copy of your presentation (or abstract). If you attended sessions, describe key takeaways and benefits to your academic and professional development.

(Attach additional pages if needed.)

3. Documentation of Attendance

Check all that apply and attach supporting documents:

Conference badge or registration confirmation

Conference schedule listing your presentation (if applicable)

Photos at the conference (if applicable)

4. Use of Grant Funds

Provide an itemized breakdown of expenses covered by the GSA grant. Attach receipts for all claimed expenses.

Expense Category	Amount	Receipt Attached (Y/N)
Conference Registration	\$_____	Yes / No
Airfare/Transportation	\$_____	Yes / No
Lodging	\$_____	Yes / No
Total Amount Used	\$_____	

Explanation for "Other" expenses (if applicable):

5. Certification and Signature

By signing below, I certify that all information provided in this report is accurate and that all expenses claimed were used for the intended academic purpose. I understand that any misuse of funds may result in repayment of the award and potential ineligibility for future funding.

Signature: _____

Printed Name: _____

Date: _____

Submission Instructions:

Once completed, submit this form and all required attachments via email to **gsa@unco.edu** with the subject line: **"GSA Grant Final Report – [Your Name]"**.