



GPSA @ UNM

Graduate And Professional Student Association

GPSA SRAC/STC AWARD & TRAVEL PAYMENT FORM

Congratulations again on receiving a GPSA Student Research Allocations Committee (SRAC) or Specialized Travel (ST) grant. Please return this form, a copy of your grant proposal, original budget and all your original receipts to the GPSA Office within 90 days of your award notification. Copies of your proposal and budget are available in the GPSA Office. If your budget has changed significantly from your original you must submit a revised budget as well. Highlight any changes from the original, and explain in a few sentences the reasons for the changes. Please make copies of your receipts for your records.

You will be reimbursed for your receipts up to the amount that you are awarded. If your receipt total is less than the amount you were awarded, you will receive only the amount provided for by the receipts. **Please note: if New Mexico Gross Receipts Tax is paid on goods, the tax cannot be reimbursed.** Once processed, the reimbursement will be mailed to your current address on file with UNM. Direct deposit will occur only if you are a UNM employee already receiving your payroll as direct deposit. Please note that **reimbursements may be taxable for international students depending on the individual countries' treaty stipulations.** Any other disbursement questions may be directed to the Student Government Accounting Office at (505) 277-7888. *Please allow at least four weeks to process your award.*

SRAC or ST Grant Total Amount You Are Claiming \$ _____

Name _____ Banner ID # _____

Phone _____ Email _____

Current Address on file with UNM _____

Street City State Zip

Please Provide a Short Description of Research or Activity: _____

If Funds Cover Travel, Please Provide The Following Information

Destination: _____

Departure: _____ Return: _____

Date Time Date Time

Certification Required for all GPSA & UNM Reimbursements:

I hereby certify the expenses incurred, as reported on this form, were necessary and proper, are just and true in all respects, and that no part of the amount requested to be paid or reimbursed has been paid or reimbursed by any other source. I also certify that any travel associated with the above has been completed for the stated UNM Business Purpose.

Signature _____ Date _____

For GPSA Office Use Only

Approved By _____ Date _____

Revised Budget Approved _____