



*Career Services*  
MSC06 3710  
1 University of New Mexico  
Albuquerque, New Mexico 87131-0001

September 11, 2013

Md Mottaleb Hossain  
1611 Gold Ave SE, Apt D  
Albuquerque, NM 87106


Dear Mr. Hossain,

The Student Conference Award Program Committee has reviewed your application for S-CAP funds. I am very pleased to inform you that your application has been approved. This award is to reimburse allowable conference expenses, not to exceed \$600.00.

As an award recipient, you will be reimbursed for your travel expenses to the conference for which you applied for funds. Your reimbursement check will be for the total amount of eligible conference expenses, provided that you submit original receipts for your travel expenses. Therefore, it is imperative that you retain all original receipts. In order to claim your reimbursement check, please bring all receipts to Career Services **no later than 5 business days** after your travel is completed. If any other UNM Department/Organization provides funds, with the expectation of being reimbursed, we will need copies of those purchasing documents. If you have any questions, or need additional information, please contact Cathy Chalk at 277-7794.

Congratulations on your award and I wish you the best of luck in all your endeavors at UNM.

Sincerely,

  
Jenna Crabb, Director  
UNM Career Services

JC/cc  
Enclosure: S-CAP Final Reimbursement Checklist