GRADUATE STUDENT RESEARCH AND CREATIVITY REIMBURSEMENT PROGRAM

The Office of Graduate Education is sponsoring small research and creativity reimbursements to graduate students. This reimbursement program was created to support efforts such as conference travel, conference fees, publishing fees, materials/ equipment/ software purchases, and other research and creativity related activities. All graduate students from all academic programs are welcome to submit proposals.

Matching funds from department and/or college is strongly encouraged.

Funds are limited and reimbursement is not guaranteed to all applicants.
Please read this entire document before applying for the reimbursement program.

Eligibility

- You must be a current graduate student enrolled at Rochester Institute of Technology and engaged in scholarship, research, or a creative endeavor under the direction of a faculty.
- You must request funds from your department, school, college, or from other sources that are available. You must report all funding provided. **Note:** Funding from these sources is not required to apply, only that you check on other potential funding sources.
- You must not have received a reimbursement for your research or creative work from the Office of Graduate Education in the last year.

Reimbursement Information and Guidelines

- Reimbursements are subject to availability of funding.
- **Only student applicant out of pocket expenses will be reimbursed.** This award is not intended to reimburse departments but rather support each student awarded in collaboration with department and college level funding.
- **Allowable expenses include the following:** Materials for an art exhibit or scientific procedure, funds you used to start a creative and innovative business venture, travel cost or registration fees to give a presentation at a refereed conference or juried exhibition in your field where you (student applicant) are primary author.
- If you are requesting reimbursement for presenting at a conference, you must provide proof of attendance.
- All original receipts submitted are part of the application and will not be returned to applicants.
- As required by the Federal IRS, your reimbursement may be reported as taxable income and may be subject to tax withholdings.
Requirements

- You are required to provide original receipts, each taped to a Receipt Form.
- You must provide a mileage log if you are asking for reimbursement for driving expenses.
- Shared Expense Memo (required if you shared travel and conference expenses with other students)

WHAT IS NOT REIMBURSABLE?

- Conference attendance when the student is not presenting.
- Any item a student did not pay themselves out of pocket.
- Expenses charged to grant/department/collage or other university units.*
- Reimbursement requests that do not have original receipts or mileage reimbursement requests that do not have a mileage record/log.

Complete the application, attach all receipts, and return the packet to the Office of Graduate Education. Incomplete applications will not be accepted.

Tips for Success

- Submit your application as soon as you have all materials and receipts, do not wait until the deadline
- Be sure the total you are requesting matches your receipt totals
- All documents should be legible
- Make sure meal receipts are itemized

*There are some exceptions for department charges, contact the office at 585-475-2127 for details.
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Application and Check List

Original receipts must accompany your application in order to be considered for reimbursement.

Part 1A - Student Information

<table>
<thead>
<tr>
<th>Full Name</th>
<th>ID #</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIT Email</td>
<td>Phone #</td>
</tr>
</tbody>
</table>

Title of research, scholarship, or creative project: __________________________________ Current GPA __________

Faculty mentor for this project (please print) ____________________________ Faculty Email_____________________

☐ I have not received reimbursement from the Office of Graduate Education in the last 12 months.

Part 1B – Reimbursement Options

You may choose ONE of the following options for receiving your funds

- Payroll Direct Deposit (Recommended if you work on campus and have a direct deposit set up for payroll)
- Bank Account Direct Deposit (Fill out the Direct Deposit form provided on our website)
- Get the check at your mailing address (Fill out the local address where you want the check to be delivered)

Mailing Address (with zip code) | Signature __________________________
---------------------------------|-----------------------------------
                                 | Date ___________________________
                                 | _______________________________

Part 1C - Checklist for Submission

Be sure to complete and include all of the following with your application:

- Application (signed by student and faculty mentor)
- Expense Breakdown (Part 2 & 3 of application)
- Description of Presentation/Project Essay (one page)
- Acceptance letter (for conferences)
- Shared Expense Memo (if applicable)
- Matching funds letter from department
- Letter of support from faculty
- Proof of conference attendance (if applicable)
- Direct Deposit Form (if not set up already)
- Mileage Log/record (if applicable)

Approved/Denied by __________________________
Date ___________
Part 2A Cost to present or carry out your work of scholarship, research, or creativity
(Use this section for projects, see Part 2B if you presented at a conference)

List each expense:
Example: Domain name registration for new business - $35.00

Total cost to carry out project $________________

Tape all receipts to an 8 ½ by 11 sheet of paper showing all purchases and totals before submitting. Loose receipts will not be accepted. Be sure you have your original receipts and/or a mileage log, you must attach them to your application.

Part 2B Conference Detail

Name of Conference: ________________________________
Location: _________________________________________
Date(s) of Presentation: ____________________________
List each expense:

Total cost to attend conference $________________

Note: You must apply for this program after you have attended the conference. This is a reimbursement program and you must provide proof that you have attended. If you share expenses for the conference with other students you must fill out the shared expense memo.

Tape all receipts to an 8 ½ by 11 sheet of paper showing all purchases and totals before submitting. Loose receipts will not be accepted. Be sure you have your original receipts and/or a mileage log, you must attach them to your application.
# Part 3 Certify Funding

Indicate the total amount funded to you by your department or other source.  
(If no funding is provided, please enter 0.)

<table>
<thead>
<tr>
<th></th>
<th>Check one</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student’s Expense Total</strong></td>
<td>$ _______________</td>
</tr>
<tr>
<td><strong>Support from College</strong></td>
<td>$ _______________</td>
</tr>
<tr>
<td><strong>Support from Department</strong></td>
<td>$ _______________</td>
</tr>
<tr>
<td><strong>Other (Specify)</strong></td>
<td>$ _______________</td>
</tr>
</tbody>
</table>

**Student’s actual out of pocket expense $___________**

Indicate the amount you are asking for reimbursement (can only be up to $500) $___________

Tape all receipts to an 8 ½ by 11 sheet of paper showing all purchases and totals before submitting. Loose receipts will not be accepted.

## Part 4 Signatures

I certify that I have requested funding from other sources as listed above. I am aware that the reimbursement amount may be taxable as required by the IRS.

__________________________________________  _______________________________
Student signature      Date

__________________________________________  _______________________________
Faculty mentor signature     Date
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Instructions for Shared Expense Memos

Complete a Shared Expense Memo when eligible expenses for a conference are paid by one member of a group and other group members repay that person for their share of expense(s).

Follow the model attached.

Note:
It is important that this memo be signed and dated by all members of the group that paid for their expenses in this manner. Failure to obtain all signatures and dates will result in these expenses not being considered for funding.

If more than one expense is paid in this way, the breakdown for each expense should be listed like this example and included on a single memo. Each member of the group must submit their own copy of the memo, even if more than one student wins a reimbursement award.

Reminders:
1) No reimbursement will be given for expenses charged to a grant, or to a department/school or other university unit unless there is good cause why it had to be charged to the department/school. An explanation will need to be provided and signed by the department/school for us to make an exception.

2) Do not submit requests to pay someone other than an eligible student applicant. The Research and Creativity Reimbursement Program can only reimburse eligible student applicants for expenses that they actually paid (out of pocket) themselves. It cannot reimburse others for expenses paid on behalf of the applicant.

**Check with your hotel, most will issue individual cash receipts or split payment across your group’s various credit cards at checkout**
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Shared Expense Memo

(Example)

To: Office of Graduate Education and Comptroller’s Office

From: (Names of all members of the group that attended conference and split their expenses together)

Date: (List dates of conference)

Re: Shared expenses for (Name and location of conference)

This group of (department title) students attended this conference together. Our expenses and how they were paid are as follows:

Donald Trump--Paid $ 300 (the full amount) for our hotel room on his credit card

(Student #2)--Paid--$ 100 to Donald Trump for his share of the room cost

(Student #3)--Paid--$ 100 to Donald Trump for his share of the room cost

________________________________________________________________________________

Signature and date for all parties must be included.

--Student Signature-- Date

--Student Signature-- Date

--Student Signature-- Date
ROCHESTER INSTITUTE OF TECHNOLOGY
GRADUATE EDUCATION

RECEIPT REIMBURSEMENT SUBMISSION FORM

Tape each itemized store/restaurant receipt to ONE form and fill in details at the bottom. You must do this for each and every receipt you are requesting reimbursement for.

Item Purchased_________________
Purpose of Purchase_________________

Was any alcoholic beverage part of this purchase?
Yes___ No___

Note: RIT does not reimburse alcohol purchases.

Total reimbursement you are requesting from this receipt $__________