



The RIT Graduate School sponsors small research and creativity reimbursements, which may be available for costs graduate students paid related to representing RIT while presenting scholarly or creative work at a juried conference, lab materials associated with conducting research for publication, or supplies purchased for the purpose of public exhibition of creative work. All graduate students from all academic programs are welcome to apply for reimbursements.

***Funds are limited and reimbursement is not guaranteed to all applicants. Matching funds from your department and/or college is strongly encouraged.***

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.
- request funds from your department, school, college, or from other sources that are available and report all funding provided.  
**NOTE:** *Funding from other sources is not required to apply, only that you check on other potential funding sources.*
- not have received a reimbursement for your research or creative work from the RIT Graduate School in the last 12 months.

**Reimbursement  
information and  
guidelines**

- Reimbursements are subject to availability of funding.
- **Only student applicant's out-of-pocket expenses will be reimbursed;** This award is not intended to reimburse departments but rather support students 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 or 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 the primary applicant.
- If you are requesting reimbursement for presenting at a conference, you must provide proof of attendance.
- All original receipts must be submitted as a part of the application and **will not be** returned to the applicants.
- As required by the Federal IRS, your reimbursement maybe reported as taxable income and maybe subject to tax withholdings.



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**Requirements****You must provide**

- original receipts, each taped to the receipt form.
- a mileage log, if asking for reimbursement for driving expenses.
- a Shared Expense Memo, if you shared travel and conference expenses with other students.
- presentation of your work during the upcoming Graduate Education Week & Showcase in early April.

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**What is not reimbursable**

- Conference attendance when the student is not presenting.
- Any item that the student(s) did not pay themselves.
- Expenses charged to a grant/department/college or other university unit(s).
- Reimbursement requests that do not have an original receipt or mileage reimbursement.
- Requests that do not have a mileage log.

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**Tips for Success**

- Submit your application as soon as you have all your receipts and required material; Do not wait until the deadline.
- Be sure that the receipts submitted match the total you are requesting.
- All the documents should be legible should include your (applicant's) name.

\*There are some exceptions for department charges. Please contact our office at [gradstudies@rit.edu](mailto:gradstudies@rit.edu) for more information.

*Please complete the application, attach all original receipts and return the packet to the RIT Graduate School . Incomplete applications will not be accepted.*



**Application and Checklist**

*Original receipts must be included with this application in order to be eligible for reimbursement.*

I have not received reimbursement from the RIT Graduate School in the last 12 months **(Required)**

**1a – Checklist for Submission**

*Please complete and include all of the following with this application*

Application *(Signed by student and faculty mentor)*

Matching funds letter from department

Expense breakdown *(Parts 2 and 3 of the application)*

Letter of support from faculty mentor

Presentation description/Project Essay *(One page)*

Proof of conference attendance

Acceptance letter *(for conferences)*

Direct Deposit Form *(If not already set up)*

Shared expense memo *(If applicable)*

Driving directions and miles record *(If applicable)*

**1b – Student Information**

FULL NAME

UNIVERSITY ID #

RIT EMAIL

GPA

PHONE

PROJECT TITLE

FACULTY MENTOR

FACULTY EMAIL

**1c – Reimbursement Options**

*Please choose one of the following options to receive your funds*

Payroll Direct Deposit *(Recommended if you work on campus and have a direct deposit set up for payroll)*

I, the primary applicant, would like the reimbursement through Payroll Direct Deposit.

STUDENT SIGNATURE

DATE

Bank Account Direct Deposit *(Please fill out the direct deposit form available on our website)*

Check mailed to local address *(Please fill out the local address where you want the check to be delivered)*

MAILING ADDRESS (WITH ZIP CODE)



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## 2 – Conference/Project Expense Details and Breakdown

*Tape all the original receipts to the receipt reimbursement form at the end of this application showing all purchases and totals before submitting. Loose receipts will not be accepted. If you have a mileage reimbursement request, please use the mileage reimbursement form and submit it along with the application.*

**Note:** You must apply for this program **after** you have attended the conference or completed the project. This is a reimbursement program and you must provide proof that you attended.

**If you share expenses for the conference with other students you must fill out the shared expense memo.**

NAME OF THE CONFERENCE

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LOCATION

DATE(S) OF PRESENTATION/PROJECT

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**List each expense below**



**3 – Certify Funding**

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

*Tape all the original receipts to the receipt reimbursement form at the end of this application showing all purchases and totals before submitting. Loose receipts will not be accepted.*

STUDENT'S TOTAL EXPENSES	\$		
SUPPORT FROM COLLEGE	\$	RECEIVED	PROMISED
SUPPORT FROM DEPARTMENT	\$	RECEIVED	PROMISED
OTHERS (Specify)	\$	RECEIVED	PROMISED

STUDENT'S ACTUAL OUT OF POCKET EXPENSES	AMOUNT ASKING FOR REIMBURSEMENT
\$	\$
	<i>(Cannot exceed \$500)</i>

**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 \_\_\_\_\_

FOR OGE OFFICE USE ONLY

APPROVED/DENIED BY \_\_\_\_\_ DATE \_\_\_\_\_

**Shared Expense Memo**

*Please follow the instructions and the model as shown below.*

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).

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 and included on a single memo (*see example in the form below*). Each member of the group must submit their own copy of the memo, even if more than one student wins a reimbursement award.

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**Reminders**

- 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.
- 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 themselves. It cannot reimburse others for expenses paid on behalf of the applicant.

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**Instructions  
for memo**

FROM: Names of all members of the group who attended the conference and split their expenses

DATES: Dates of conference attendance

RE: Shared expenses for <name and location of the conference>

*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

TO RIT Graduate School

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FROM

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DATES

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RE Shared expenses for

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The following students from the Department of \_\_\_\_\_ attended this conference together.  
The details of their expenses and how they were paid are as follows.

**Example**      *John Doe paid \$ 200 for our hotel room on his credit card.*  
*Student 2 paid \$ 100 for his share of room cost.*  
*Student 3 paid \$ 100 for his share of room cost.*

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All the individuals mentioned on this form must print their name and provide signature.

NAME	SIGNATURE	DATE
NAME	SIGNATURE	DATE
NAME	SIGNATURE	DATE



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## 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.*

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ITEM PURCHASED

PURPOSE OF PURCHASE

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Was any alcoholic beverage part of this purchase?

YES

NO

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Total reimbursement being requested from this purchase

\$

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## Mileage Reimbursement Worksheet

*Please include the original receipts for your fuel expenses along with this using the receipt reimbursement form.*

DATE	REASON FOR TRAVEL	FROM	TO	MILES TRAVELLED

**TOTAL MILES**

**RATE PER MILE**

**GRAND TOTAL**


**STUDENT SIGNATURE**

**DATE**

**ADDITIONAL COMMENTS**