



## 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 Office of Graduate Education

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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
_____	_____	_____