

**GSE Student Affairs Committee  
Support for Student Conference Participation  
GSAC Post-Conference Expense Reimbursement Checklist 2025-2026**

Please attend to this information so that we can reimburse you! The following is not GSAC policy—it is **Rutgers policy**—so you *must* submit all necessary documentation and information or else we have no way of reimbursing you. Please be careful to adhere to the following guidelines as you are preparing the materials for your reimbursement submission—we are much happier when we can process your application for funding easily and quickly!

Materials must be submitted electronically via email **within 30 days** (one month) of attending the conference. You must submit a [TABER](#), all necessary documentation, and this **Expense Reimbursement Checklist**. Each file must be named as follows in order to easily identify the content of the file: LastName\_Type of Expense/Documentation. Please keep the pdfs separate (i.e., do not submit one merged pdf). If files are not named in this way, you will be asked to re-name and re-send.

**GSAC Email Account:** [gsac@gse.rutgers.edu](mailto:gsac@gse.rutgers.edu)

**Subject:** ATTN: REIMBURSEMENT REQUEST

**NOTE:** GSAC must adhere to its policies related to reimbursement amounts for conference participants and presenters. For those instances when students split expenses, we are unable to reimburse one student using money from another student's GSAC reimbursement allotment in order for personal debts to be resolved. Students must arrange for personal reimbursement amongst themselves. In all cases, GSAC will reimburse only the amount that is appropriate.

Please contact us at [gsac@gse.rutgers.edu](mailto:gsac@gse.rutgers.edu) if you have any questions before submitting your **Expense Reimbursement Checklist**. We are happy to help!

1. **TABER:** Submit one TABER per conference regardless of whether you are receiving funding from multiple sources. Please leave the Account Distribution section blank—this is for office use only. The TABER can be found [here](#). Please ensure that all types of expenses you are requesting for reimbursement are clearly indicated in the TABER.
2. **Conference Information**
  - a. **Conference Description:** Attach a brief, 3-5 sentence narrative describing the conference outlining its goals, the sponsoring body, and its location. You can use the official description/theme from the website or program if available.
  - b. **Agenda at a Glance:** Please include a copy of the basic conference schedule. This schedule need not (and ideally should not) contain information about particular sessions, but it should make clear the duration of the conference as well as any meals that are provided by the conference organizers.
3. **Attendance Information**
  - a. **Reason for Attendance:** You must include a detailed reason for your attendance at this conference, regardless of whether or not you presented or attended. Even if you include this

in your TABER in the box labeled, "Please Explain the Reason or Purpose of Business Reimbursement," please also include it here.

- b. **Proof of Attendance:** Attach a copy of your conference badge or your boarding passes as proof of attendance.
  - c. **Proof of Presentation:** If applicable, attach a copy of the program page(s) showing your name as the presenter and detailing your presentation session.
4. **Supporting Documentation of Expenses:** Please clearly name each file with your last name and type of expense, and keep the pdfs separate (i.e., do not submit one merged pdf). In other words, for each type of expense there should be one pdf related to that expense (e.g., All documents related to conference registration would go in one document: scan of receipt showing conference registration fee and credit card statement showing the relevant purchase).

Common types of expense:

- Conference registration
  - Professional membership
  - Lodging/accommodation
  - Travel: train ticket(s), personal car mileage, parking, tolls, ride sharing service, etc.
- a. **Receipts:** We need **original receipts** from purchases. Receipts should show both amount and method of payment (e.g., last four digits of credit card). Please circle or highlight the amount and the last four digits of the card that you used (if applicable).
  - b. **Credit/Debit Card Statements:** If you are asking for reimbursement for anything that you paid for with a credit/debit card, you must submit a statement as proof of payment. The statement must have your name and the last four digits of your credit card. These digits must match the digits used in your receipts. Please circle or highlight your name, the last four digits of the card, and the **relevant purchases**. All other information (e.g., other purchases, your address, etc.) can be blacked out.

**If the card does not belong to you** (e.g., you used a parent's or spouse's card), you must also include a short letter from the cardholder stating that they are giving permission to Rutgers to reimburse you.

**If you split the cost of a room with someone who paid in full**, you must also include: the proof of payment to the person who paid for the entire room; proof of the room reservation for the stay during the conference; a copy of the person's bank statement for the room payment; a short letter clearly indicating that the person gives Rutgers permission to reimburse you for your portion.

5. **Indication of per diem meal reimbursement request:** Please be sure to indicate in your Application for GSAC Conference Funding Support if you will be requesting per diem meal reimbursement. Based

on the per diem information provided in your GSAC application, the per diem meal reimbursement will be calculated in the Concur Travel and Expense system. No other documentation is needed.

6. **Documentation of travel itinerary/receipts:** Because travel (e.g., airfare, car rental) are now booked through the online booking tool and charged to specified accounts ahead of time, this documentation must be provided so that the GSAC treasurer can determine the appropriate amount of the reimbursement being submitted in the expense report. For example, if GSAC is covering a maximum amount of \$1,200 for a given conference and \$800 for travel has already been charged to the GSAC account, then the expense report for this conference can be no more the \$400.
7. **Documentation of Dean's support** (or other funding source) -- if applicable: If you have been approved for Dean's support, please submit a pdf of the email from the Dean's office indicating that approval. If you are receiving funding from another source, such as a faculty grant, please submit a pdf of an email from the appropriate faculty member indicating approval of using grant funds.

**Checklist:**

\_\_\_\_\_ I have submitted the TABER and supporting documents online by email in separate pdfs that are clearly named.

I have included:

\_\_\_\_\_ Conference Information

\_\_\_\_\_ Conference description

\_\_\_\_\_ Agenda at a glance

\_\_\_\_\_ Attendance information

\_\_\_\_\_ Reason for attendance

\_\_\_\_\_ Proof of attendance

\_\_\_\_\_ Proof of presentation (if applicable)

\_\_\_\_\_ Supporting Documentation of Expenses

\_\_\_\_\_ Receipts

\_\_\_\_\_ Credit/debit card statements (if applicable)

\_\_\_\_\_ Indication of per diem meal reimbursement request

\_\_\_\_\_ Documentation of travel itinerary/receipts

\_\_\_\_\_ Documentation of Dean's support (or other funding source) -- if applicable

Student Signature \_\_\_\_\_ Date \_\_\_\_\_