



Request Form

University of Connecticut Graduate Student Senate

Phone: (860) 486-3907
Fax: (860) 486-0203
Email: gssuconn@gmail.com

Student Union, Room 213
2110 Hillside Road, U-3061
www.gss.uconn.edu

In order for the GSS Office to process this payment request, the submitter **must** include the appropriate information for **numbered items (1)/(10) on Page 1 and at least one numbered item on Page 2**. Payment requests and all supporting materials must be submitted to the GSS Office **within 30 days of the date of the expense**.

Organization Information

- (1) Organization Name: _____
- (2) Contact Person: _____
- (3) Phone and/or Email Address: _____
- (4) Date Submitted to GSS: _____

Event Information

- (5) Name of Event: _____
- (6) Date(s) of Event: _____
- (7) Number of graduate attendees: _____
- (8) Number of total attendees: _____

- (9) Method of Advertising - Required*
(select all that apply)
- | | | | |
|-----------------------------------|--------------------------|----------------------|--------------------------|
| *Graduate student listserv | <input type="checkbox"/> | Flyers around campus | <input type="checkbox"/> |
| Other email distribution list(s) | <input type="checkbox"/> | Announcements | <input type="checkbox"/> |
| Other electronic (Facebook, etc.) | <input type="checkbox"/> | Other | <input type="checkbox"/> |
- Description of "Other": _____

- (10) Event's Success: (select one)
- 1 Not at all successful
 - 2
 - 3
 - 4
 - 5 Extremely successful
- How would you improve your event? _____

This form may **NOT** be used to request payment for travel, honoraria, awards/prizes, etc. without additional documentation (as appropriate for that specific type of reimbursement).

In order for GSS to process this payment request, either a valid email address or phone number must be listed for each payee. Additionally, an **original copy** of each expense receipt/bill/invoice must be submitted, along with other documentation as appropriate (copy of credit card, copy of bank statement, canceled check, etc.).

*As of January 2016 the GSS requires that an **attendance list** is provided with all reimbursements, this can either be handwritten or collected via OneCard Reader. If handwritten, it the GSS template must be used.

	Payee	Email Address	Phone Number	Amount
(1)	_____	_____	_____	_____
(2)	_____	_____	_____	_____
(3)	_____	_____	_____	_____
(4)	_____	_____	_____	_____
(5)	_____	_____	_____	_____
(6)	_____	_____	_____	_____
(7)	_____	_____	_____	_____
(8)	_____	_____	_____	_____
(9)	_____	_____	_____	_____
(10)	_____	_____	_____	_____
(11)	_____	_____	_____	_____
(12)	_____	_____	_____	_____
(13)	_____	_____	_____	_____
(14)	_____	_____	_____	_____
(15)	_____	_____	_____	_____

Total amount of reimbursement request: _____

Check Disbursement

- Allow two weeks for check disbursement. Incomplete reimbursement requests will delay the issuing of checks.
- Payees will be notified by phone and/or email when checks are ready to be picked up from the GSS Office.
- A payee may send someone to pick up a check on his or her behalf.
- For your convenience, checks under \$20 in value may be cashed directly at the Student Activities Business Office (Student Union, Room 314) during business hours with a valid UConn student or government ID card.