

FELLOWSHIP REIMBURSEMENT REQUIREMENTS

In order to process the Graduate Research Mentorship (GRM), Graduate Summer Research Mentorship (GSRM), Dissertation Year Fellowship (DYF), and/or Research Travel Grant (RTG) reimbursement, please provide the following to the Fellowships and Financial Services Office:

GRM*	GSRM*	DYF**	RTG
Completed Student Research Travel & Reimbursement Form	Completed Student Research Travel & Reimbursement Form	Completed Student Research Travel & Reimbursement Form	Completed Student Research Travel & Reimbursement Form
General Conditions for Student Travel Form	General Conditions for Student Travel Form	General Conditions for Student Travel Form (if you traveled)	General Conditions for Student Travel Form
Itemized receipts (copies only)	Itemized receipts (copies only)	Itemized receipts (copies only)	Itemized receipts (copies only)
Proof of payment (ex. a bank statement that displays your name AND indicates the charges, an image of the credit card matching the last 4 digits on receipts)	Proof of payment (ex. a bank statement that displays your name AND indicates the charges, an image of the credit card matching the last 4 digits on receipts)	Proof of payment (ex. a bank statement that displays your name AND indicates the charges, an image of the credit card matching the last 4 digits on receipts)	Proof of payment (ex. a bank statement that displays your name AND indicates the charges, an image of the credit card matching the last 4 digits on receipts)
Proof of conference participation (Ex. an email invitation to present, the conference program with your listed)	Proof of conference participation (Ex. an email invitation to present, the conference program with your listed)	N/A	N/A
N/A	Collaborative Institutional Training Initiative (CITI) basic research course. Please turn in the CITI completion report.	N/A	N/A

REMINDERS

*The GRM and GSRM reimbursement is for conference attendance and participation only.

**The DYF allows for various dissertation-related expenses. Please see the [manual](#) for a list of allowable expenses and include the description of expenses in the Student Research & Travel Reimbursement Form.

Fellowships and Financial Services Office, 1228 Murphy Hall, 310.825.1025