OGPS/GSSA Travel Reimbursement Checklist

Legal Name:

Email:

Department:

Date of Travel:

Circle Only One: **Attended Conference** **Presented at Conference**

GSSA Representative's Name:

ALL PACKETS MUST INCLUDE:

Copy of GSSA Travel Award Approval Letter

OGPS/GSSA Travel Expense Itemization Form, Completed and Signed

If you drove to the conference, use the correct mileage rate ($0.725/mile as of 2026, based on IRS rates). Also include a map showing origin, destination, and miles travelled with your receipts.

If you are seeking reimbursement for airfare, include your boarding passes as well as the ticket showing the price from Concur. **All airfare must be booked in Concur.**

Original, itemized receipts

All receipts show payment information (name, credit card #)

All receipts must be itemized

More than one receipt can be taped to each page, but none can overlap

Proof of Presentation ex: abstract in the conference program, certificate of presentation from conference organizers

Proof of Attendance (ex: name badge from the conference, boarding passes)

Were you the person who incurred the initial travel expenses? Circle only one: **Yes** **No** **Mix**
If you answered NO or MIX, please explain on the itemization form

Amount to be Reimbursed by GSSA for Travel:

Amount to be Reimbursed by GSSA for Registration:

Total amount to be reimbursed by GSSA:

Submitter must email their packet to their GSSA representative. BMS and WSPH students should email directly to ogps@tulane.edu. Please combine all documents into one PDF and follow the naming convention Last Name_First Initial_SemesterYear.