

## Theology Graduate Student Association: Conference Expense Reimbursement Cover Sheet

Details and forms available online at <http://www.bc.edu/schools/cas/theology/gradpage/tgsa/travel/>

Active students of the Theology Department attending a conference may request funding, whether presenting a paper or not. For the most part, only one type of funding can be granted per year:

**If presenting a paper at a conference:** Up to \$500 for transportation costs, \$200 for related expenses.

**If attending but not presenting:** Up to \$50 for conference fees, \$50 for related expenses.

### Reimbursement Procedure

1. **Get your trip authorized.** Reimbursements come through two points: the Graduate School of Arts and Science (GSAS) and the Theology Graduate Student Association (TGSA). Once you begin making plans to attend a conference, email GSAS Dean Candace Hetzner [hetzner@bc.edu](mailto:hetzner@bc.edu) and the TGSA rep [wardrh@bc.edu](mailto:wardrh@bc.edu) to inform them of your intention to attend a conference and to confirm that you will be able to receive the funding outlined above.
  
2. **Save all of your receipts and bring back-up documentation.** Save original itemized receipts and proof of payment from conference registration, car rental, tolls and gas, hotels, etc. If flying, save the original boarding pass stubs. Also keep official conference advertising that includes the name, date and location of the conference (and your talk if presenting).
  
3. **Do the paperwork.** There are two sets of forms to be submitted, whether presenting or not:
 

To GSAS Dean Hetzner (McGuinn 221) Attach original receipts to a completed and signed BC GSAS Expense Report (don't forget your 8 digit eagle ID). The Expense Report is available on the GSAS website.	To TGSA rep (Ray Ward, dept mailbox) Attach original receipts not submitted to GSAS and/or <i>copies</i> of GSAS-submitted receipts to the GSA Payment and Expense Forms (online) <i>and this cover sheet</i> .
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4. **Wait for your reimbursement.** You should get an email notifying you that your check is available for pickup in More Hall within a few weeks of submitting your paperwork.

Name \_\_\_\_\_

Eagle ID \_\_\_\_\_

### I attended and presented a paper at a conference

Type of Expense	Amount Spent	Limit	Submit to	Amount to be Reimbursed
Transportation		\$500	GSAS (Hetzner)	
Related Expenses		\$100		
		\$100	TGSA	
<b>Total</b>		<b>\$700</b>	<b>\$700</b>	

Students presenting at a conference may apply for a total up to \$500 for travel and \$200 for related expenses: \$100 of the related expenses fund comes from Theology GSA, while GSAS Dean Hetzner's office handles the rest .

### I attended a conference

Type of Expense	Amount Spent	Limit	Submit to	Amount to be Reimbursed
Conference Fee		\$50	GSAS (Hetzner)	
Related Expenses		\$50	TGSA	
<b>Total</b>		<b>\$100</b>	<b>\$100</b>	

Students attending but not presenting at a conference may apply for a total of up to \$100-- up to \$50 for conference fees (from GSAS) and up to \$50 in related expenses (from the TGSA).