

# GSO Academic Enrichment Award Checklist

## APPLICATION

- Application form
  - Impact statement
- Itemized budget form
- Letter of support from faculty member
- Event acceptance (if applicable)
- Event registration (if already registered)
  - Event information if registration info is not available (call, website, official post, etc.)
- Make sure all documents are anonymized**

## \*REIMBURSEMENT DOCS

- Save all original documents: boarding passes, hotel folios, conference badges, etc.
- Receipts in your name with dates of travel/stay/attendance
  - If receipts are not in your name, provide proof of relationship of the payer to you
  - If receipts in foreign currency, documentation of exchange rate of the day
- Confirmation of attendance

## TRAVEL

- Arrival and departure must be within 24 hours of event (on either side)
- Provide three price comparisons of flights originating in Honolulu to your event destination (and back)
- If travel is paid for, provide original receipts in your name

## ACCOMMODATIONS

- Hotel receipt if already paid
  - If payment/booking not finalized, proposed venue of stay and estimate of cost
- If staying with other people, hotel receipt confirming number of guests in room and documentation of your payment portion

## REGISTRATION

- Registration receipt (if already paid)
  - If not paid, documentation on estimated cost (email, previous year cost, event website projection)