

Student Information

Name	<input type="text"/>		
Address/State/ZIP	<input type="text"/>		
GUID	<input type="text"/>	Phone Number	<input type="text"/>

Reimbursement Request

Amount Requested	<input type="text"/>	Date of Event	<input type="text"/>
Explanation	<input type="text"/>		

Applicable Organization	<input type="checkbox"/> MSA	<input type="checkbox"/> McCourt E&E	<input type="checkbox"/> GTPI
	<input type="checkbox"/> EAPA	<input type="checkbox"/> McCourt Policy in Practice	
	<input type="checkbox"/> EduWonks	<input type="checkbox"/> Policy Conference	
	<input type="checkbox"/> FaHRM	<input type="checkbox"/> SAPRI	
	<input type="checkbox"/> GPPReview	<input type="checkbox"/> Women in Public Policy Initiative	
	<input type="checkbox"/> LAPA	<input type="checkbox"/> LPI	

Requestor Signature	<input type="text"/>	Date	<input type="text"/>
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Treasurer Signature	<input type="text"/>	Date	<input type="text"/>
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Authorization	<input type="text"/>	Date	<input type="text"/>
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McCourt Authorization	<input type="text"/>	Date	<input type="text"/>
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PLEASE VERIFY THAT YOU HAVE COMPLETED ALL NECESSARY STEPS

- Reimbursements must be submitted within 90 days of purchase, 3 weeks after the event date, with an original itemized receipt.
- A copy of your bank statement is required if payment was made with debit or credit card.
- **For MSA only:** you must submit a [post-event evaluation](#); send photos to **the MSA Secretary**.
- Submit this form to the **MSA Treasurer** along with your documentation.
- Reimbursements will be mailed to your address on file in MyAccess, or direct deposited if a GU employee.

MSA Treasurer: treasurer@gppsa.org
MSA Secretary: secretary@gppsa.org