

PDS: Conference Participation Report

SUBMIT TO YOUR PROGRAM

This document can be filled in electronically, if desired. All fields are fillable using a PDF reader.

Today's Date: ___/___/___

Student Info

Full Name: _____ Emory Email: _____

Program: _____ EMPL/Student ID: _____

Are you receiving a GSC travel grant for this conference? Yes ___ No ___

If yes: Please attach a copy of your GSC award letter to this report and submit this entire packet along with your original receipts to your program administrator. Once your travel expense report is complete you will need to send a copy of your travel expense report to the GSC office for final approval and to ensure your payment goes through in a timely manner.

Conference Info

Conference Name: _____

Dates: ___/___/___ to ___/___/___ Location (City, State, Country): _____

PDS Award Info

Amount Awarded: _____

Amount Reimbursed: _____

Date Reimbursed: _____

If the amount awarded is greater than the amount reimbursed, your eligibility for future awards will **increase** by the difference between the two amounts.

If the amount reimbursed is less than the amount awarded (i.e. the student spent less than the original award amount), please complete and submit this report to your program administrator so that your amount awarded can be accurately reported in the CollegeNET Admit system.

If the student declines the entire award, complete and submit this report. Students should list the amount awarded (stated in the award letter) and the amount reimbursed as "\$0" which indicates that the student is declining this award. Student and program administrator signature is required. If the student has received payment already, please write a check payable to "Emory University" with your student EMPL ID in the memo. Please contact LGS.profdev@emory.edu on how to submit your check.

I attest that the conference participation support award was spent in accordance with the purpose for which it was originally awarded.

Student Signature: _____

Confirmation of Reimbursement – **to be completed by Program Administrator**

This portion is managed within the CollegeNET Admit system. In the student's relevant application record:

1. Edit the "Amount Awarded" field, if needed (i.e., if the amount reimbursed differs from the amount awarded).
2. Select "Yes" in the "Report Submitted" field.
3. Attach this document under "File Attachments" → "Attach Report" under the student's application.

Your completion of steps 1 (if needed), 2, and 3 serves as your confirmation that the student was reimbursed in the amount indicated. *The student has been reimbursed in the amount indicated above.*

Graduate Program Administrator Name (or person processing the award): _____

Emory email: _____

Signature: _____