

Student Support Grant (SSG) Reimbursement Guidelines

For guidance on reimbursement procedures, send us an email at ssg@fordham.edu

[Last Updated: Fall 2023]

In the course of submitting a reimbursement request for a Graduate Student Support Grant (SSG), please adhere to the guidelines stipulated in this document. Note that the Graduate Student Council (GSC) follows the requirements as per the Office of Accounts Payable at Fordham University; if you have any questions about the basis for the required documentation for the reimbursement process, please be sure to contact AP at ap@fordham.edu.

Congratulations! If you are filling out this form, you have been given an SSG award to pursue scholarly and/or professional development in your degree. By accepting the award, you also accepted to adhere to the following guidelines in submitted your reimbursement request:

- **Formatting**
 - Unless approved otherwise, **please submit all reimbursement requests digitally as one PDF** using the [SSG Reimbursement Google Form](#).

- **Structure of required documents**
 - When submitting your request using the **Google Form**, please fill out all information and follow the steps outlined in the form; you will receive an email confirmation after your submission. The documents we need you to submit are:
 - A copy of your Award Letter
 - Redacted bank/card statements with the relevant transactions highlighted or circled
 - Redactions can be done via your bank, any PDF editor, or through MS Word by covering the personal information and saving the Word document as a PDF
 - Copies of your receipts from the transactions (email confirmations, receipt scans, etc)
 - If receipts are in foreign currency, each receipt must be converted to US dollars and the conversion rate table must be provided

- **Timeline**
 - **Requests must be submitted within 30-days of the date the expense was incurred or no later than 6 months after the original date of your award letter**, whichever comes first (if there is an unforeseen delay in your project, please contact us directly). Please retain a copy of all materials/receipts/documentation for your records

- Reimbursement requests will be sent to the Graduate Student Council who will verify and then send to the GSAS Budget Manager for approval/administrative signing. GSAS will then send the request to [Accounts Payable](#) for the issuance of funds. This process can take anywhere from 3 - 5 weeks, though we at GSC/GSAS try to expedite our end to better serve our students. If you have any questions for Accounts Payable (including ensuring they have the correct contact information on file), please contact them at 718-817-2255

Additional notes:

- **Amount being claimed for reimbursement must not exceed the amount stated on the award letters**
- **Consider compressing your PDF using any online compressor to reduce the file size**
- **For faster processing, please consider**
 - **Circling the relevant transactions along with the card number associated with your account in each receipt**
 - **Writing a clear and concise explanation of the reimbursement being sought in the explanation section of the request**
 - **Withholding unnecessary pages that contain no information, for example extra information about the airline you are using or the details of the interest rate breakdown of your credit card. This reduces the file size and the amount of pages Accounts Payable needs to check**