

## STUDENT REIMBURSEMENT REQUEST

The Chicago School of Professional Psychology supports the professional development of all students. Student organizations, professional memberships, conference attendance, and conference presentations all contribute to professional growth and community involvement.

### Instructions

Complete this form in its entirety, including signing and dating. Submit it along with supporting documentation to justify your request.

Reimbursement applications can be submitted as soon as the conference has begun and are approved on a rolling basis. A student is eligible to submit one reimbursement request per fiscal year. Copies of all receipts for conference and travel expenses for which you are requesting reimbursement **must** be submitted with this application.

### Maximum Refund for Event or Membership

Conference Presentation: Up to \$300

Conference Attendance (not presenting): Up to \$200

Professional Membership Application: Up to \$100

Training/Continuing Education Credits: Up to \$75

Student Organization: See your Student Life & Events Coordinator for budget restrictions

### Submission

Submit the completed form and documents **within 10 days of purchase or conference attendance:**

SUBMIT COMPLETED REQUEST TO:

CHICAGO/GRAYSLAKE/ TCSP@XULA Emily Hilleren <a href="mailto:ehilleren@thechicagoschool.edu">ehilleren@thechicagoschool.edu</a>	ONLINE Daniel Esquivel <a href="mailto:desquivel@thechicagoschool.edu">desquivel@thechicagoschool.edu</a>	SOUTHERN CALIFORNIA Shaniece McGill <a href="mailto:smcgill@thechicagoschool.edu">smcgill@thechicagoschool.edu</a>	WASHINGTON, D.C. Matthew Le Brasseur <a href="mailto:mlebrasseur@thechicagoschool.edu">mlebrasseur@thechicagoschool.edu</a>
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STUDENT NAME:				STUDENT ID#:		
E-MAIL:		PHONE#:		CAMPUS:		
CURRENT TERM & YEAR:		DEGREE LEVEL:		PROGRAM:		

### Event or Membership Information

NAME:				LOCATION:		
DATES ATTENDED :						

### REASON FOR REQUEST (Check one):

- Conference presentation **\*Required:** Conference materials (e.g. acceptance letter, conference badge, program itinerary)  
 Conference attendance (not presenting) **\*Required:** Conference materials (e.g. conference badge, program itinerary)  
 Professional membership application **\*Required:** Supporting documentation (e.g. copy of application, confirmation page, receipt)  
 Training/continuing education credits **\*Required:** Program materials (e.g. program syllabus, training course, program material)  
 Student organization **\*Required:** Approval from Student Life & Events Coordinator

### FUNDING DISBURSEMENT (Check one):

- Direct Deposit **\*Required:** Apply to Account Balance?       Yes    No  
 Check (will be mailed to address on file)

**\*Required:** Describe the costs associated with the event or membership:


**How has this event contributed to your professional or personal growth as a professional? :**


STUDENT SIGNATURE:

DATE:

*If approved, please allow for 2-3 weeks for processing.*

FOR OFFICE USE ONLY		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date Received:	Date Reviewed:
Comments:		
Applicable departments:		
• Student Life & Events:    Date:		Staff Initial:
• Business Operations:    Date:		Staff Initial:
• Student Accounts:    Date:		Staff Initial:
• Other:    Date:		Staff Initial: