

## **Graduate Student Association (GSA) Reimbursement Rules**

All **funding** questions should be directed to the **GSA Finance Officer**.

All **reimbursement** questions should be directed to the **GSA Vice President**.

GSA approved funding will be provided via reimbursement only.

GSA approved reimbursements will be completed as one-time reimbursement requests AFTER conference attendance.

AFTER the conference, the graduate student RSO Finance Officer/Representative must provide the following to the GSA using the google folder link provided by the GSA upon approval of the budget request:

- Completed Appropriate Reimbursement Excel File. Please use the appropriate Excel file (e.g., for individual/RSO travel, use the Travel/Expense form; for Campus Programming Events, use the Campus Programming Expense form). Please fill the forms out completely.
- FULL receipts in PDF format for all expenses to be reimbursed (see further explanations and samples below)
- Only PDF copies of full receipts showing payment will be accepted; partial receipts, screenshots, screenshots saved as a PDF, receipts embedded within emails, pictures, links to shared drive documents will not be accepted

The GSA will review the information and submitted RSO receipts to confirm information provided is complete and correct and the proper receipts have been included. The GSA will also confirm with the RSO representative the approved amounts for each of the spending categories (i.e., conference registration, lodging, or transportation). Any expenses over the approved amounts will be the responsibility of the student(s). The GSA will forward correct information and receipts to the Graduate School for reimbursement processing.

If one student pays for another student's expenses such as lodging or transportation, the student who made the payment will be reimbursed for both students' expenses per the approved GSA funding amounts. Students are responsible for any amount over the approved GSA amount.

If a student who is listed on the funding request does not attend the conference, the RSO may not be reimbursed for any expenses related to that student, and the amount allotted to the RSO may be reduced if the number of students approved to attend were less than 10.

Business & Finance will not split reimbursements for receipts that show only one form of payment.

**Lodging Receipts (see sample):**

Must be FULL folio receipt (usually provided at check-out)

Must include the following information:

- Name and address of hotel/Airbnb/VRBO
- Name(s) of student(s) paying for hotel
- Check-in and check-out dates
- Number of nights of stay
- Daily breakdown of room charge, taxes, and fees
- Total charge(s)
- Proof of payment

**Transportation Receipts (see sample):**

Must be FULL folio receipt

Must include the following information:

- Name of airline
- Date of purchase
- Passenger name
- Confirmation number and/or ticket number
- Dates and times of flights
- Departing and destination airports
- Flight numbers
- Breakdown of base fare, all taxes and fees including seat upgrades, baggage fees, etc. NOTE: GVSU DOES NOT REIMBURSE SEAT UPGRADE FEES
- Total charge(s)
- Proof of payment

**Conference Registration Receipts (see sample):**

Must be FULL receipt

Must include the following information:

- Name of conference
- Dates of conference
- Date of registration
- Name of student
- Registration fee
- Any additional fees charged
- Proof of payment

# CLUB QUARTERS

HOUSTON, DOWNTOWN  
720 Fannin Street  
Houston, TX 77002  
Tel: +1.713.224.6400

Name of Guest  
Address of Guest  
United States  
  
Group Code:  
Company Name: NON MEMBERS WEB  
Account No.

Print Date: 03-28-25  
Room No.: 1420  
Arrival: 03-23-25  
Departure: 03-27-25  
Page No.: 1 of 2  
Conf. No.: 571715071  
Reference

DATE	DESCRIPTION	CHARGES	CREDITS
03-23-25	Deposit Transferred at Check-In		823.68
03-23-25	Room Charge	154.00	
03-23-25	Texas Hotel Occupancy Tax	9.24	
03-23-25	Harris County and HSA Tax	6.16	
03-23-25	City of Houston Tax	10.78	
03-24-25	Room Charge	178.00	
03-24-25	Texas Hotel Occupancy Tax	10.68	
03-24-25	Harris County and HSA Tax	7.12	
03-24-25	City of Houston Tax	12.46	
03-25-25	Room Charge	194.00	
03-25-25	Texas Hotel Occupancy Tax	11.64	
03-25-25	Harris County and HSA Tax	7.76	
03-25-25	City of Houston Tax	13.58	
03-26-25	Room Charge	178.00	
03-26-25	Texas Hotel Occupancy Tax	10.68	
03-26-25	Harris County and HSA Tax	7.12	
03-26-25	City of Houston Tax	12.46	
Total		823.68	823.68
BALANCE		0.00	USD

NEW YORK | WASHINGTON, D.C. | BOSTON | PHILADELPHIA | CHICAGO | SAN FRANCISCO | HOUSTON | LONDON

+1.203.905.2100 [US] | +44(0) 20 7451.5800 [EUR]  
clubquarters.com

# CLUB QUARTERS

HOUSTON, DOWNTOWN  
720 Fannin Street  
Houston, TX 77002  
Tel: +1.713.224.6400

Name of Guest

Print Date: 03-28-25

Address of Guest

Room No.: 1420

United States

Arrival: 03-23-25

Departure: 03-27-25

Group Code:

Page No.: 2 of 2

Company Name: NON MEMBERS WEB

Conf. No.: 571715071

Account No.

Reference

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[clubquarters.com](http://clubquarters.com)

Date of Purchase: Jan 30, 2025

## Flight Receipt for Grand Rapids, MI to Philadelphia, PA

### PASSENGER INFORMATION

Name of Passenger  
SkyMiles Number:

Confirmation Number: XXXXX  
Ticket Number: XXXXXXXXXXXXX

### FLIGHT INFORMATION

Date and Flight	Status	Class	Seat/Cabin
GRR>ATL Wed 02Apr2025 DL 1074	OPEN	K	
ATL>PHL Wed 02Apr2025 DL 2642	OPEN	K	
PHL>DTW Sun 06Apr2025 DL 1540	OPEN	U	
DTW>GRR Sun 06Apr2025 OO 3923	OPEN	U	

### DETAILED CHARGES

#### Air Transportation Charges

Base Fare: \$463.60 USD

#### Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$34.77 USD
United States - Passenger Facility Charge (XF)	\$18.00 USD
United States - Flight Segment Tax (ZP)	\$20.80 USD

**Total Price: \$548.37 USD**

Paid with American

Express \*\*\*\*\*XXXX

### KEY OF TERMS

# - Arrival date different than departure date  
\*\* - Check-in required  
\*\*\*- Multiple meals

F - Food available for purchase  
L - Lunch  
LV - Departs

\*S\$ - Multiple seats  
AR - Arrives  
B - Breakfast  
C - Bagels / Beverages  
D - Dinner

M - Movie  
R - Refreshments, complimentary  
S - Snack  
T - Cold meal  
V - Snacks for sale

Check your flight information online at [delta.com](https://delta.com) or call the Delta Flightline at 800.325.1999.

Baggage and check-in requirements vary by airport and airline, so please check with the operating carrier on your ticket.

Please review Delta's [check-in requirements](#) and [baggage guidelines for details](#).

You must be checked in and at the gate at least 15 minutes before your scheduled departure time for travel inside the United States.

You must be checked in and at the gate at least 45 minutes before your scheduled departure time for international travel.

For tips on flying safely with laptops, cell phones, and other battery-powered devices, please visit [Flying safely government guild](#).

Do you have comments about service? Please [email](#) us to share them.

## NON-REFUNDABLE / CHANGE FEE

When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply and are displayed in the sections below.

This ticket is non-refundable unless issued at a fully refundable fare. Any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

All Preferred, Delta Comfort+™, First Class, and Delta One seat purchases are Nonrefundable.

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- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
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- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

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# Society for Freshwater Science 2025 Annual Meeting

Puerto Rico Convention Center, 18th - 22nd May 2025

**From:**

ASN Conferences Pty Ltd  
PO Box 200  
Balnarring VIC 3926 Australia

**To:**

Name of Student  
Grand Valley State University

United States

**Tax Invoice**

ABN	Date	Invoice #
90 093 246 176	25/02/2025	SFS-XXXX

**Description**

	Qty	Price inc. GST	GST	Total
Visa/Mastercard: XXXXX				-470.81
Welcome Reception	1	0.00	0.00	0.00
Student Member Full Registration - Earlybird	1	465.00	0.00	465.00
- If you are an undergraduate student and would like to be kept informed about undergraduate activities at the b annual meeting, please opt in here: No				
Credit Card Surcharge	1	5.81	0.00	5.81

**Pay by credit card:**

Browse to <http://members.asnevents.com.au/register/event/1960>

**Reference:** Please quote SFS-XXXXX and name 'Student Name' with all payments.

**or Remit via EFT to:**

Account Name: ASN Conferences Pty Ltd USD - SFS  
Bank: National Australia Bank  
Branch: Main Street, Mornington 3931 AUSTRALIA  
BSB: 083-914  
IBAN / Account Number: ASNCNUSD01  
Swiftcode: NATAAU3303M

Please email remittance to [finance@asnevents.net.au](mailto:finance@asnevents.net.au)

Total GST	USD 0.00
Invoice Totals	USD 470.81
Payments	USD 470.81
Balance Due	USD 0.00

\*Only payment in US Dollars via VISA, Mastercard or International Bank Transfer will be accepted.\*

Fees payable prior to commencement of event to ensure admission, unless by prior arrangement.

**\*\*Accommodation Full Prepayment Required\*\***