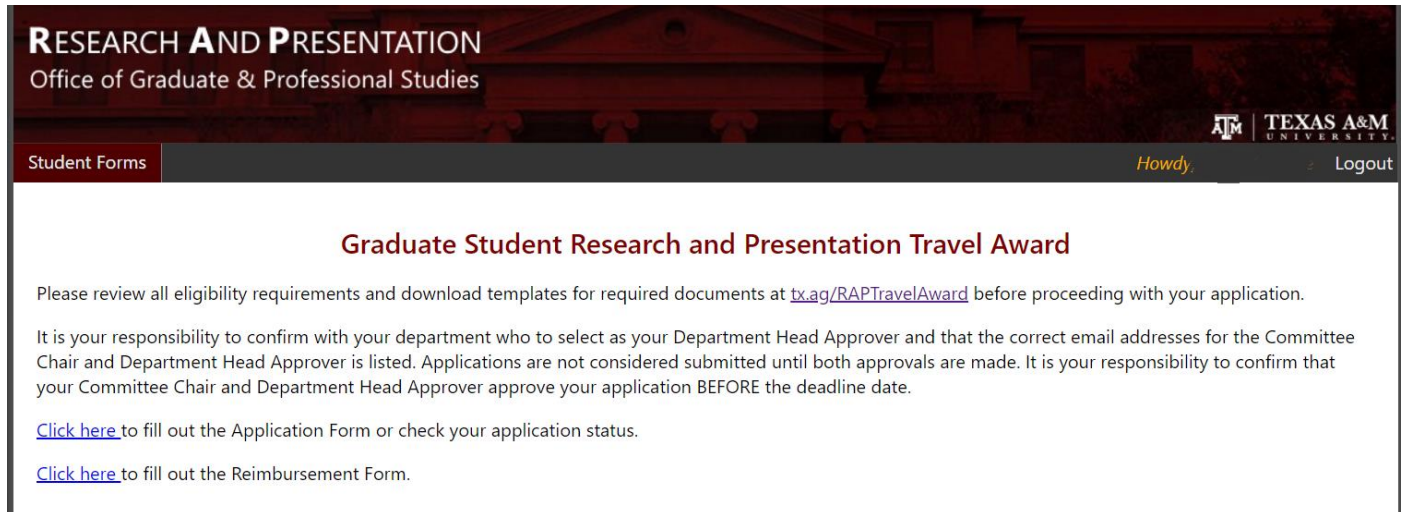


## Research and Presentation Travel Award Student Reimbursement Form Instructions

If you have questions, please email [grad-travel-award@tamu.edu](mailto:grad-travel-award@tamu.edu)



The screenshot shows a web page for the "RESEARCH AND PRESENTATION Office of Graduate & Professional Studies". The page title is "Graduate Student Research and Presentation Travel Award". It contains instructions for users to review eligibility requirements and download templates at [tx.ag/RAPTravelAward](http://tx.ag/RAPTravelAward). It also states that users are responsible for confirming their Department Head Approver and email addresses. Two links are provided: "Click here" to fill out the Application Form or check status, and "Click here" to fill out the Reimbursement Form. The page includes a navigation menu with "Student Forms" and "Logout" options, and a "Howdy" greeting.

### Instructions:

- Log into [ogapsportal.tamu.edu](http://ogapsportal.tamu.edu) with your netID and password.
- Use this link (*Click here to fill out the Reimbursement Form.*) to start or finish a reimbursement form OR to check the STATUS of a completed form.

### Important Reminders:

- Please reference your **Graduate Student Research and Presentation Travel Award notification email** as well as our webpage, [tx.ag/RAPTravelAward](http://tx.ag/RAPTravelAward), to ensure you are meeting all guidelines and requirements.
- Reimbursement for the Graduate Student Research and Presentation Travel Award will be posted to your Texas A&M University account in the form of a scholarship. **The Grad School will not issue a check, nor will your department receive reimbursement.** Any remaining funds from the award will then credit to your account and will be sent to you via direct deposit.
- Have a question or need help? Email us at [grad-travel-award@tamu.edu](mailto:grad-travel-award@tamu.edu)



## EXPENSE REPORT PAGE:

**Travel Award Reimbursement Form**

STUDENT INFO      **2**      EXPENSE REPORT      3      REQUIRED DOCUMENTS

**Expense Report**

Please identify the travel category, cost, and vendor for each travel expense you are submitting for reimbursement. Each expense must be accompanied by an itemized receipt (provided on the next screen). Only travel expenses will be reimbursed. Please review the OGAPS Travel Award webpage ([tx.ag/RAPTravelAward](http://tx.ag/RAPTravelAward)) or email us at [ogaps-travel-award@tamu.edu](mailto:ogaps-travel-award@tamu.edu) for more information."

NOTE: Reimbursement will be posted to your student account as a scholarship posting. You will not receive a check from the Office of Graduate and Professional Studies. You must be a currently enrolled student to have an active student account through which this reimbursement is delivered. Questions? Contact [ogaps-travel-award@tamu.edu](mailto:ogaps-travel-award@tamu.edu).

Item Description	Cost	
<input type="text"/>	<input type="text" value="0"/>	<a href="#">Add Expense Item</a>

**Total Expenses:**

Did you receive any funds from your department, advisor or other sources to help support your travel? If so, please enter the total amount from these sources? If none were received, enter 0

**Other funds received:**

**Amount OGAPS will Reimburse:**

### Instructions:

- This page creates your **Expense Report**. Please provide your complete Expense Report (detail ALL expenses) even if it is more than the amount of the award.
- Please identify the Item Description (travel category & vendor) and Cost for each travel expense. Each expense must be accompanied by an itemized receipt (provided on the next screen). Only travel expenses will be reimbursed. Please review the Graduate and Professional School Travel Award webpage ([tx.ag/RAPTravelAward](http://tx.ag/RAPTravelAward)) or email us at [grad-travel-award@tamu.edu](mailto:grad-travel-award@tamu.edu) for more information, including a list of **eligible and ineligible expenses**.
  - **Item Description:** include Travel category and vendor name
    - *Example:* Lodging – Hilton Hotel New Orleans, LA
    - *Example:* Airfare – United Airlines
- **Sub-Total:** this will sum all the expenses you have added to the report to give your total expenses for the trip.
- **Subtract alternate funds:** provide the total amount of other funds you have received.
  - *Example:* If you received \$300 from your advisor and \$500 from the conference association, please enter here \$800
- **Total:** This is the amount you are requesting for reimbursement from the travel award. The Graduate and Professional School will only reimburse travel expenses up to the award amount.

## REQUIRED DOCUMENTS PAGE:

The screenshot shows the 'REQUIRED DOCUMENTS' page of the 'Travel Award Reimbursement Form'. At the top, a progress bar indicates three steps: 'STUDENT INFO' (checked), 'EXPENSE REPORT' (checked), and 'REQUIRED DOCUMENTS' (active, circled with a '3'). Below the progress bar, the page title is 'Required Documents'. The main content area contains instructions: 'Please combine the following items into one PDF and upload it here: 1) OIGAPS Travel Award Notification Email, 2) Itemized receipts for each expense (each receipt on a separate page), 3) Two-page reflection summarizing your trip and its impact on your professional development and academic pursuits. This reflection must include the following statement followed by your signature: "I verify that this is an accurate representation of my accomplishments using these travel funds. Please refer to your award letter and the Travel Award Website (tx.ag/RAPTravelAward) for additional information."' Below the instructions is a file upload area with the text 'Combined PDF (.pdf): No File Selected' and an 'Upload' button. At the bottom of the form are three buttons: 'Previous Page', 'Save Form & Continue', and 'Exit Form'.

### Instructions:

- Please combine the following items into one PDF and upload it here:
  - 1) **RAP Travel Award Notification Email**
  - 2) **Itemized receipts for each expense** – each receipt must be on a separate page (and in the order it was listed in the Expense Report).
  - 3) **Two-page reflection** – This reflection should summarize your trip and its impact on your professional development and academic pursuits. It must also include the following statement followed by your signature: *“I verify that this is an accurate representation of my accomplishments using these travel funds.”*

Please refer to your award letter and the Travel Award Website ([tx.ag/RAPTravelAward](http://tx.ag/RAPTravelAward)) for additional information.

- When you click “**Save Form & Continue**” you are **submitting** your Reimbursement Form. Please be sure everything is accurate and up-to-date. If you need to make any changes please email [grad-travel-award@tamu.edu](mailto:grad-travel-award@tamu.edu) and we can return your form to you.

## CONFIRMATION PAGE:

The screenshot shows the 'Confirmation' page of the 'Travel Award Reimbursement Form'. At the top, a progress bar indicates three steps: 'STUDENT INFO' (checked), 'BUDGET INFO' (checked), and 'REQUIRED DOCUMENTS' (checked). Below the progress bar, the page title is 'Confirmation'. The main content area contains a message: 'Your request for reimbursement has been submitted. You will be emailed with further information on this request.'

You will be emailed once your reimbursement application has been processed, typically within two weeks.