

## **Instructions for Submitting Conference/Meeting Reimbursement Requests**

1. There are two locations where you can find student travel reimbursement forms:
  - a. On **CANVAS**, under the **Office of Student Affairs Course**, go to the **National/Regional Meeting Reimbursements** Module.
  - b. On the SSPPS Website, under the *Current Students* tab and *Student Travel* subtab.
2. Select the correct reimbursement form based on what you are looking to get reimbursed from the School.
3. Fill out the form
  - a. Note: the school will **never** ask you for your social security number for travel reimbursements. If the form you have requests that info, you have the faculty reimbursement form, not the students form.
4. Title the reimbursement form in this way:
  - a. **Last name\_first name\_meeting name\_reimbursementform**
5. Title the receipt in this way:
  - a. **Last name\_first name\_meeting name\_receipt**
6. Submit the completed form and receipt/proof of payment to [sspps-studentaffairs@health.ucsd.edu](mailto:sspps-studentaffairs@health.ucsd.edu) before the meeting.