Pratt

GRADUATE STUDENT ENGAGEMENT FUND
STUDENT AWARD EXPENSE REPORT
2023-2024

GENERAL INFORMATION

TYPE OF APPLICATION: ❑ INDIVIDUAL ❑ JOINT **DATE:**

PROJECT TITLE:

PROJECT START DATE: **PROJECT END DATE:**

PRIMARY APPLICANT'S NAME & EMAIL:

Complete the table below reporting how your funds were spent compared to how they were budgeted in your GSEF application. **Itemize** expenses on **page two** of the expense report, attaching all receipts and statements.

EXPENDITURE CATEGORY	AWARD BUDGET	AWARD EXPENSE	DIFFERENCE
MATERIALS	$	$	$
EQUIPMENT	$	$	$
FACILITIES	$	$	$
TRAVEL	$	$	$
MEALS & LODGING	$	$	$
FEES	$	$	$
CONSULTANT/HONORARIUM	$	$	$
OTHER	$	$	$
TOTAL:	$	$	$

If the project came under budget, please return remaining funds to GSEF addressing checks to Pratt Institute.

TOTAL TO BE RETURNED TO PRATT INSTITUTE: $

If spending between award budget and award expense categories changed, please offer a brief description of the circumstances surrounding the shift in spending. For example, if you came under budget in one category and still used the funds to support your project, please describe how the funds were utilized across categories.

Attach additional explanation if necessary.

The GSEF awardee certifies that: All information herein and all attachments are true and correct. All funds received through GSEF were expended solely for the described project in accordance with the Graduate Student Engagement Fund Guidelines and Procedures.

STUDENT SIGNATURE   **DATE**

Complete the following section using the **dropdown** to select an expenditure type, grouping expenses together by type. List amount, vendor, and date of expense. Label the receipts/statements with numbers that correlate to the appropriate column. In the case of a missing receipt, use a bank statement, blacking out everything but the expenditure. Attaching both a receipt and bank statement verification for the same purchase is unnecessary. Remember to attach **all** receipts and statements. Add additional pages as necessary.

Attach countersigned award letter as the final page of this expense report.

EXPENDITURE TYPE	AMOUNT	VENDOR	DATE	RECEIPT	STATEMENT
	$				
	$				
	$				
	$				
	$				
	$				
	$				
	$				
	$				
	$				
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TOTAL:	$				