



## SPA Reimbursement Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SFSU ID No: \_\_\_\_\_ Current email address: \_\_\_\_\_

**Reimbursement is being requested for the following items/activities (select all that apply):**

- ☐ STEM Textbooks/Supplies
- ☐ Travel (Attachment of travel request form required)
- ☐ Conference Registration
- ☐ Research Stipend
- ☐ Research Supplies
- ☐ GRE Test Fee(s)
- ☐ GRE Preparation Class
- ☐ Other (please describe): \_\_\_\_\_

**Total Reimbursement Requested:** \_\_\_\_\_

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**Requester should not write below this line**  
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Approved SPA Application is on file: ☐ Yes ☐ No

Approved Reimbursement Total: \$ \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Date reimbursement/stipend was processed: \_\_\_\_\_