

NSU Florida

Pan Student Government

Professional Development Grant

Instructions For Reimbursement

Introduction & Disclaimer

The PanSGA Professional Development Grant (PDG) supports our undergraduate and graduate students in furthering their academic and professional learning through attendance and participation in conferences and workshops throughout the academic year. By accepting your PDG award, you have assumed the responsibility to understand the Travel policies and Original Detailed Receipt Guidelines outlined in the Student Activity Fee Accounts Office Manual.

Failure to discern these policies prior to travel as well as those indicated below does not excuse the recipient from failure to comply and the Student Activity Fee Accounts Office reserves the right to adjust the recipient's total reimbursement amount accordingly.

This document was created to serve as an aid for the PDG reimbursement process, provide clarity, and ensure efficiency for recipients seeking reimbursement through their awarded grant. Any questions or concerns regarding the reimbursement process can be directed by email to studente@nova.edu or by phone at (954) 262-7290.

Reimbursable Expenses:

- Conference registration fees as approved in PDG Application.
- Economy/Coach Class Airfare (*not booked with personal miles or frequent flyer program points*) WITH a physical or digital copy of boarding pass.
- Hotel/Airbnb/Stay Accommodations reservations.
- Rideshare/Taxi services (Lyft, Uber, etc.) and Public Transportation (train, bus, taxi between residence, airport, hotel, and conference location if different from hotel.
- Mileage (wear-and-tear reimbursed at IRS Mileage Rate) for use of personal vehicle as means of transportation between NSU campus to hotel/conference location.
- Parking fees and gas ONLY for car rentals booked through Student Activity Fee Accounts Office.

Non-Reimbursable Expenses:

- **Additional workshop fees in addition to the base conference registration approved in your PDG Application**
- **Food and meals**
- Airfare, hotel, and any other expenses booked and paid with personal miles, frequent flyer points, or credit card points.
- Cancellation, re-booking, upgrades, and oversize or extra luggage fees.
- Premium economy, business, or first-class airfares
- Personal flight charges (i.e., priority boarding, travel insurance, Wi-Fi, extra luggage).
- Personal accommodation charges (i.e., in-room movies, room service and other food/beverages, Wi-Fi, gift shop purchases).
- Car rentals paid for out-of-pocket (*must be booked with Student Activity Fee*).
- Parking fees and gas for personal cars and car rentals paid for out-of-pocket.
- Transportation expenses outside of the approved locations.

Sharing Costs with Other Travelers

We understand that it is of economic benefit to share Hotel/Airbnb and other expenses with other travelers. Please note the Student Activity Fee Accounts Office does not reimburse “splits” or shared costs between multiple grant recipients with Venmo/Zelle/bank statements.

Shared expenses will be reimbursed in full ONLY to the student(s) who completed and paid for the original transaction (per the card/payment method listed on the receipt). The shared expenses will be deducted from the grants awarded to the students that stayed in the hotel/stay accommodation per the below reimbursement limits:

- \$275.00 per night if the room was paid for/used by 1 student.
- \$325.00 per night if the room was paid for/used by 2 students.
- \$375.00 per night if the room was paid for/used by 3 students.
- \$425.00 per night if the room was paid for/used by 4 or more students.

If one traveler was held responsible and paid for the full cost on a single card with the expectation of being reimbursed by other travel-mates, it is the responsibility of that group to discuss split costs and timelines of reimbursement amongst themselves. The full applicable cost will be reimbursed to the student whose name and card/payment method is indicated on the provided folio unless the folio/receipt document provided by the hotel indicates the amount portion of the shared cost paid individually by each student as well as the cards/payment methods belonging to each student.

REIMBURSEMENT PROCESS – YOU MUST FOLLOW THIS PROCESS FOR REIMBURSEMENT:

Following your return from the conference, complete a Request for Funds Form (RFF) through the link below to request reimbursement for approved expenses with itemized and paid receipts.

The RFF must be submitted by the deadline provided by PDG in your recipient award letter.

<https://www.nova.edu/webforms/studentfeeacct/requestfunds/>

To start the form, sign in with your SharkLink credentials and please select Professional Development Grant (PDG) at the top of the page. Please only submit **ONE (1) RFF for all eligible costs associated with your awarded PDG.**

In Section 1:

Input total check amount of your reimbursement expenses (not to exceed your PDG Award Amount) and respective personal information.

In Section 2:

Payment Information: If you do not have Direct Deposit set up with the University, this is the address where your check will be sent. Please ensure that it is accurate and includes any applicable Building, Apt, Unit, or Box numbers.

In Section 3:

Event Information: State the Event Name and Event Start Date as indicated in your PDG Application.

Fund Total: Select Professional Development Grant and ensure that this amount matches the Check Amount indicated in Section 1.

In Section 4:

Organization Name: Please list as “PanSGA PDG.”

Affiliation: Select “RESTRICTED - PDG ONLY” from the drop-down menu. DO NOT select your college affiliation.

Preparer: Input your information, as you are preparing the form.

In Section 5:

Treasurer Name: In this case, please list – Pan Student Government and pansga@nova.edu.

Advisor Name: In this case, please search Student Activity Fee Accounts and choose from the drop-down menu. The email will auto-populate as studente@nova.edu.

In Section 6:

You must attach all itemized and paid receipts for the eligible expenses you would like to be reimbursed for. **These receipts MUST be clear and legible, and they MUST also be itemized, paid receipts.**

Please note the form has a maximum limit of 6 attachment files, and you may combine additional receipts in a Word or PDF document if needed.

Acceptable Hotel Folio



The hotel folio must reflect the hotel name, your name, itemization with dates and nightly rates, method of payment, and a zero balance confirming it was fully paid

Joe Traveler

Arrival: 10/24/06
 Departure: 10/27/06
 Room: 4152
 Page: 1

Folio No. 205422

Date	Description	Debit	Credit	Cashier
10/24/06	Long Distance Calls	14.78		FOSERVER
10/24/06	Room	95.00		KIRBYL
10/24/06	Room Tax *Room	9.90		KIRBYL
10/25/06	Terrace Cafe Food #4152 : CHECK #376	7.53		FOSERVER
10/25/06	Long Distance Calls	4.25		FOSERVER
10/25/06	Room	95.00		KENESHIAH
10/25/06	Room Tax *Room	9.90		KENESHIAH
10/26/06	Long Distance Calls	6.50		FOSERVER
10/26/06	Room	95.00		RUTHO
10/26/06	Room Tax *Room	9.90		RUTHO
10/27/06	Visa Card XXXXXXXXXXXX9752 11/06		347.76	BECKYD

Balance: \$0

Reimbursement Guide: Please DO NOT submit your hotel booking confirmation as your paid receipt as this will delay your reimbursement and you'll then have to contact the hotel for your folio document.

You'll need to request an itemized and paid folio receipt for reimbursement upon checkout at the hotel.

Acceptable Airbnb Receipt

Your receipt from Airbnb



Receipt ID: · September 7, 2022

New Orleans

6 nights in New Orleans

Thu, Oct 20, 2022 → Wed, Oct 26, 2022



Entire home/apt · 4 beds · 5 guests

Hosted by Le Bon Temps Apt New Orleans

Confirmation code:

[Go to itinerary](#) · [Go to listing](#)

Traveler:

Cancellation policy

This reservation is non-refundable.

Cutoff times are based on the listing's local time

Price breakdown

\$308.10 x 6 nights	\$1,848.60
Cleaning fee	\$99.00
Service fee	\$274.96
Occupancy taxes and fees	\$324.51
Total (USD)	\$2,547.07

Payment

VISA ····	\$2,547.07
September 7, 2022 · 12:10:07 AM CST	
Amount paid (USD)	\$2,547.07

Have a question?

Find details about payments and refunds in [your payments](#), or try the [Help Center](#).

ACCEPTABLE AIRFARE RECEIPTS

- A physical or digital boarding pass must be submitted with your flight receipt.
- You may be reimbursed for ONE (1) paid bag per flight
- All receipts should include date of purchase, payment method, and itemized breakdown of the base fare as well as any additional fees.

JetBlue Flight Receipt

Gmail - Itinerary receipt notice

4/17/23, 4:41 PM



NSU Student <nsustudent@gmail.com>

Itinerary receipt notice

1 message

JetBlue <jetblueairways@email.jetblue.com>
Reply-To: JetBlue <reply@email.jetblue.com>
To: nsustudent@gmail.com

Mon, Apr 17, 2023 at 4:40 PM



Your travel receipt.

Thanks for flying JetBlue!

Travel Purchase

Date of requested receipt: 2023-01-18

Record Locator:

MIA

BDL

Travel date 2023-04-05T07:50:00

Flight number 2086

BDL

MIA

Travel date 2023-04-08T19:35:00

Flight number 2085

Traveler(s)

Ticket number(s)

STUDENT/NSU

27921132

Base fare: \$272.56 USD

Taxes & fees breakdown:	AMOUNT	CURRENCY	PURPOSE - (CODE)
	\$9.60	USD	Flight Segment Tax (Domestic) - (ZP)
	\$9.00	USD	U.S. Passenger Facility Charge - (XF)
	\$11.20	USD	U.S. September 11th Security Fee - (AY)
	\$20.44	USD	U.S. Transportation Tax - (US1)
Taxes & fees total:	\$50.24	USD	
Base fare total:	\$322.80		

Payment(s):

Credit Card XXXXXXXXXXXX \$322.80

Fees

STUDENTNSU

Ticket number(s):

Date: 2023-04-04

QTY	FEE TYPE	COST	TAX	TOTAL
1	FIRST BAG UPTO50LB 23KG	\$35.00	\$0.00	\$35.00
Total:	\$35.00 USD			

Payment(s):

Credit Card XXXXXXXXXXXX \$35.00

Total paid: \$357.80 USD*

*includes all fares, taxes, fees and penalties less any amounts refunded

Southwest Airlines Flight Receipt

From: Southwest Airlines southwestairlines@ifly.southwest.com
Subject: You're going to Tampa on 03/18 (38DCMS)!
Date: January 16, 2023 at 8:35 PM
To: nsustudent@gmail.com

Here's your itinerary & receipt. See ya soon!
[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)



Hi NSU Student,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

MARCH 18

COS  TPA

Colorado Springs to Tampa

Confirmation #

Confirmation date: 01/16/2023

PASSENGER NSU Student
RAPID REWARDS #
TICKET #
EST. POINTS EARNED 1,891

Rapid Rewards® points are only estimations.

Your itinerary

Flight: Saturday, 03/18/2023 Est. Travel Time: 9h 40m Wanna Get Away®

FLIGHT # 1757	DEPARTS COS 12:25PM Colorado Springs		ARRIVES MDW 03:40PM Chicago (Midway)
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Stop:  Change planes

DEPARTS

ARRIVES

FLIGHT
3016

MDW 08:40PM
Chicago (Midway)



TPA 12:05AM
Tampa

Payment information

Total cost

Air -

Base Fare	\$	315.14
U.S. Transportation Tax	\$	23.64
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	9.60
U.S. Passenger Facility Chg	\$	9.00
Total	\$	368.58

Payment

Card ending in XXXX Date:
January 16, 2023

Payment Amount: \$368.58

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number:

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free², no change³ or cancel⁴ fees, and 6X Rapid Rewards® points. [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit.⁶ If you don't cancel your reservation in time, your funds will be forfeited.

American Airlines Flight Receipt

5/23/23, 1:35 PM

Your receipts - American Airlines

Your receipt

Denver, CO to Dallas/Fort Worth, TX

March 30, 2023

Ticketed on February 8, 2023 · Record locator:

Details

DEPART

Denver, CO to Dallas/Fort Worth, TX

March 30, 2023

DEN
6:00 AM

→

DFW
8:59 AM

AA 2612

Booking Class: B

Fare basis:

USED

RETURN

Dallas/Fort Worth, TX to Denver, CO

April 4, 2023

DFW
6:56 PM

→

DEN
8:07 PM

AA 1217

Booking Class: B

Fare basis:

USED

Cost details

NSU STUDENT

\$232.80

AAdvantage #:

• Ticket #:

Details



 02/08/2023 · Visa ending in XXX

New ticket

[\$188.84 + Taxes & fees \$43.96] \$232.80

Ticket #:

Fare, taxes and fees



New ticket

\$188.84

TAX

\$14.16

SECURITY SERVICE FEE

\$11.20

SYS GEN PFC (DEN)

\$4.50

SYS GEN PFC (DFW)

\$4.50

U.S. SEGMENT TAX

\$9.60

Spirit Airlines Flight Receipt

Your Itinerary Receipt

Booking Date: February 16, 2023

Status: Confirmed

Confirmation Code:

Flights



March 31, 2023

Depart: Fort Lauderdale (FLL) 7:20 AM

Flight: NK3052

Arrive: Dallas/Ft. Worth (DFW) 9:45 AM



April 3, 2023

Depart: Dallas/Ft. Worth (DFW) 2:50 PM

Flight: NK360

Arrive: Fort Lauderdale (FLL) 6:35 PM

Watch your emails for any flight time changes that may occur prior to your trip. Schedule change notifications will be sent to you up until the day of your departure. On the day you're traveling, you can reconfirm your flight times by visiting our website or by calling us directly at 1.855-728-3555. It is recommended that you arrive at the airport about 2 hours prior to your departure for domestic flights and 3 hours prior to departure for international flights.

Passenger



Free Spirit #:

Additional Info:



FLL - DFW: --

DFW - FLL: --



FLL - DFW: --

DFW - FLL: --



Contact

We'll keep you posted about any changes to this trip, so please double check your email and phone number.

TOTAL PAID**\$170.89**

FLIGHT	\$170.89
1 FLL - DFW	\$116.89
FLIGHT	\$55.81
TAXES AND CARRIER CHARGES	\$61.08
Regulatory Compliance Charge (Carrier Fee)	\$6.51
Fuel Charge (Carrier Fee)	\$11.16
Security Fee	\$5.60
Segment Fee	\$4.80
Passenger Usage Charge (Non-refundable Carrier Fee)	\$22.99
Passenger Facility Fee	\$4.50
Federal Excise Tax	\$5.52
1 DFW - FLL	\$54.00
FLIGHT	\$14.99
TAXES AND CARRIER CHARGES	\$39.01
Federal Excise Tax	\$1.12
Security Fee	\$5.60
Segment Fee	\$4.80
Passenger Usage Charge (Non-refundable Carrier Fee)	\$22.99
Passenger Facility Fee	\$4.50

Free Spirit Points**805 Free Spirit Points**Don't let your points go to waste. **[Sign up for free!](#)**

Frontier Airlines Flight Receipt

From: flights@emails.flyfrontier.com,
To:
Subject: Your Flight Confirmation Code
Date: Thu, Jun 1, 2023 5:36 pm

PURCHASE CONFIRMATION

Thank you for your purchase with us!

Your flight confirmation code is:

You can check-in and retrieve your boarding pass 24 hours before your flight.

Need to update or cancel/change your flight?



[ACCESS YOUR BOOKING](#)

PURCHASE SUMMARY

AMOUNT PAID: \$837.96

FLIGHTS

Subtotal: \$228.98

DEPARTING FLIGHT 741



Tampa (TPA) to Denver (DEN)

Depart: 3/16/2023 9:16 PM | Arrive: 3/16/2023 11:28 PM

Total Duration: 4 hr 12 min

PASSENGERS

ADULT(S)

BUNDLE IT

BUNDLE AND SAVE



Add the PERKS™ Bundle and save!

[Buy Now And Save!](#)

You get: 1 Carry-on, 1 Checked Bag & Seat Assignment

SERVICES

Subtotal: \$0.00

Self-Service



\$0.00 | No Pre-Purchased Airport Agent Assistance

FREE - You have chosen Self-Service and will not need assistance from an airport agent. Please download our mobile app or visit flyfrontier.com.

If you prefer Agent Assistance at the airport ticket counter for things like checking in and printing your boarding pass, you may purchase that now. [See exclusions.](#)



Reminder, bags and seats cost more at the airport.

SEATS

Subtotal: \$0.00

SEATS - TPA to DEN




1 -

Seat Assignment: 27A

BAGS

Subtotal: \$0.00

 **NEW:** Checked Bags Limited to 40lbs

BAGS - TPA to DEN



1 -

Carry-On + BoardFirst™ | Qty 1

Checked | Qty 0

LOOKING FOR TRAVEL INSURANCE?
Protect your trip with Travel Guard™ travel
insurance



Be Prepared!
Pack a travel insurance plan.

[GET A QUOTE](#)

PASSENGER OPTIONS & EXTRAS DETAIL

Carry On Bag 1	\$54.00
Board First	\$9.00

TAXES AND CARRIER IMPOSED FEES

US Transportation Tax	\$13.33
Carrier Interface Charge *Non-Refundable	\$23.00
US Passenger Security Fee	\$5.60
US Domestic Flight Segment Tax	\$4.80
DEN Passenger Facility Charge	\$4.50

PURCHASE TOTAL

Airfare	\$177.75
Options	\$608.98
Taxes and Carrier-Imposed Fees	\$51.23
Grand Total	\$837.96

PAYMENT: VISA

Total	\$837.96
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Payment Date	03-16-2023
Payment Type	VISA
Approved	XXXXXXXXXXXX3091

Delta Airlines Flight Receipt



Your Flight Receipt

1 message

Delta Air Lines
Reply-To:

Thu, Mar 16, 2023 at 5:52 AM

[View as a Web Page](#)



[Join SkyMiles](#)

CONFIRMATION #:



You're all set. If your plans change, be sure to make changes or cancel

Passenger Info

Name:

FLIGHT	SEAT
DELTA 1550	Seat Assigned After Check-In
DELTA 1399	Seat Assigned After Check-In

Visit delta.com or download the [Fly Delta app](#) to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

Thu, 06APR	DEPART	ARRIVE
DELTA 1550 Basic Economy (E)	MIAMI, FL 7:55pm	BOSTON, MA 11:22pm

Sun, 09APR	DEPART	ARRIVE
DELTA 1399 Basic Economy (E)	BOSTON, MA 8:10am	MIAMI, FL 11:53am

MANAGE MY TRIP

Flight Receipt

Ticket

Place of Issue:

Issue Date: 16MAR23

Expiration Date: 16MAR24

METHOD OF PAYMENT	
PAY PAL	\$217.80 USD

CHARGES	
Air Transportation Charges	
Base Fare	\$174.88 USD
Taxes, Fees and Charges	
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20 USD
United States - Transportation Tax (US)	\$13.12 USD
United States - Passenger Facility Charge (XF)	\$9.00 USD
United States - Flight Segment Tax (ZP)	\$9.60 USD
TICKET AMOUNT	\$217.80 USD

Acceptable Boarding Passes



Acceptable Uber Receipt

- If giving a tip to your Uber driver, please note the maximum gratuity amount that can be reimbursed is 20% of your trip fare.

Uber

October 28, 2022

Here's your receipt for your ride,

We hope you enjoyed your ride this afternoon.

Total **\$16.99**

Trip fare \$12.56

Subtotal \$12.56
Marketplace Fee \$3.28
Temporary Fuel Surcharge \$0.55
Access for All Fee \$0.10
CA Driver Benefits \$0.50

Payments

 Apple Pay 10/29/22 3:12 AM **\$16.99**

[Visit the trip page](#) for more information, including invoices (where available)

You rode with Fernando

UberX 6.53 miles | 12 min

 4:25 PM | CA 92101, US
 4:37 PM | CA 92104, USA

Acceptable Lyft Receipt

- If giving a tip to your Lyft driver, please note the maximum gratuity amount that can be reimbursed is 20% of your trip fare.

Gmail

Ride with Winston on February 9

lyfts <no-reply@lyftmail.com>

Fri, Feb 10, 2023 at 10:01 AM



FEBRUARY 9, 2023 AT 9:49 AM

Thanks for riding with Winston!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (12.88mi, 20m 14s)

US\$21.81

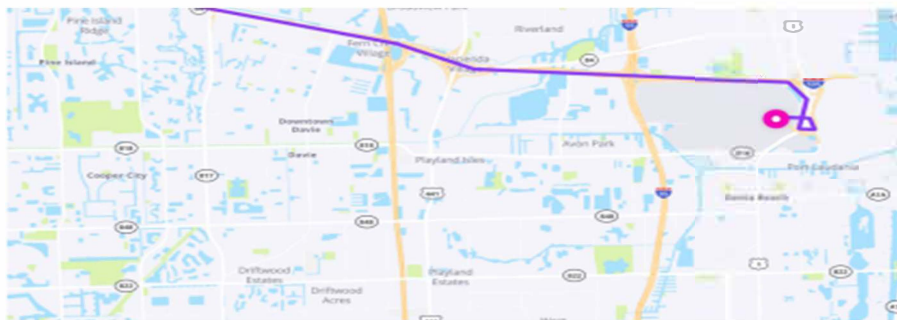


MasterCard

US\$21.81

You've already paid for this ride.

This total may not match the charge on your account statement. The payment for this ride might be combined with any other rides you took on February 9, 2023. Keep in mind that the cost of this ride and the total charge may not reflect refunds, credits, or other changes.



● **Pickup** 9:49 am

● **Drop-off** 10:09 am
50 Terminal Dr, Fort Lauderdale, FL