

**University Human Resources**

236 Kerr Administration

Corvallis, Oregon 97331-8578

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**F** 541-737-7771

http://hr.oregonstate.edu/

DACA Reimbursement Request

***Eligibility Requirements:*** *Graduate Assistants (referred to hereinafter as GA, which includes both GTA and GRA appointments) may be reimbursed for DACA fees up to $495 over the course of their employment at OSU as a graduate assistant. The GA must have had an offer letter of support when the expense is incurred and must have an active appointment at the time that the request is made. The expense must not be reimbursed or paid for by another funding source.*

*This form should be completed by the GA requesting the reimbursement.*

Employee Information:

|  |  |
| --- | --- |
| Date of request: | OSU ID: |
| Employee Name: | |
| Phone: | Email: |
| Amount of reimbursement requested: | Date expense(s) incurred: |
| Was this fee paid for by a funding source other than personal funds? | |
| Have you requested reimbursement previously? If so when? | |

* Please include a receipt for the payment of the DACA expense(s).
* Please send your completed request to [HR.Gradassistants@oregonstate.edu](mailto:HR.Gradassistants@oregonstate.edu)

**HR Service Center Use Only**

Received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SC: \_\_\_\_\_\_\_\_\_\_\_\_\_

Eligible? ⬜ Yes ⬜ No, reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_