

Web: <https://www.jefferson.edu/academics/colleges-schools-institutes/population-health/degrees-programs/public-health/Pathways/dual-degrees/MSSMPH.html>

MSS Fellowship Funds

Every year, GSSWSR MSS students meeting the criteria below may apply for a GSSWSR fellowship grant to help defray costs associated with participation in activities to enhance their social work education. These activities include: The GSSWSR spring policy trips (to DC, Harrisburg, SW Day at the UN, etc.) and/or participation in a GSSWSR Professional Development workshop during the fall and spring semesters. A limited number of fellowships are available and will be granted on a first-come-first-served basis.

Each student may request funds for one event per academic year. These funds may not be used for membership fees for organizations, or for conferences and events outside of the GSSWSR (with the exception of our Policy trips).

Eligible students may request up to \$100.00 total for the academic year (with the exception of students attending the SW on the Hill [policy trip] who are eligible for up to \$250.00). The request must be made prior to the activity via an email to the Dean and/or the Administrative Assistant to the Dean. Please include the title, date, the estimated cost, and a brief statement of the enhancement you will receive by participating.

Students must meet the following criteria:

- PRIOR to attending, students must email the Dean and request use of fellowship funds
- Be currently enrolled in the GSSWSR MSS program
- Be in good academic standing
- Received approval from field instructor or course instructor for any absences associated with your attendance at any event

Other important information:

- All expenses must be paid by the student up front.
- The Request for Fellowship Funds form is to be submitted with original receipts within 3 weeks after attending the event to Sue Witherite, Administrative Assistant to the Dean.
- All receipts must include itemized detail (i.e., a restaurant receipt must list items purchased by the student — excluding alcohol).
- Meals will be reimbursed at the actual cost including up to a 20% tip but must be within a reasonable amount for the geographic region of the event.
- Alcohol is not a reimbursable expense.
- No bank statements will be accepted as receipts.

Please note the following two exceptions:

1. If the program you attended was within the last month of spring semester, you **MUST** submit your receipts no later than May 14, 2024.
2. If you are graduating on May 17, 2024, you must submit your expenses no later than May 14, 2024. A W-9 may be needed. No reimbursements will be processed after this deadline.

GRADUATE SCHOOL OF SOCIAL WORK
AND SOCIAL RESEARCH
OF
BRYN MAWR
COLLEGE

M.S.S. Fellowship Form: 2023–24

Please complete this form and submit with original receipts and written approval from Dean Shapiro within 3 weeks after the event to Sue Witherite, Administrative Assistant to the Dean.

Deadline: The third Monday of the month.

**If you are graduating on May 17, 2024, you must submit your expenses no later than May 14, 2024.
No reimbursements will be processed after this deadline.**

Student Name _____

BMC ID# _____

Home Mailing Address _____

<input type="checkbox"/> GSSWSR ProDev Training	<input type="checkbox"/> SW Policy Trip	<input type="checkbox"/> SW Day at UN
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Name of Program _____

Location _____

Date of Program _____

GSSWSR Travel Expense Summary

	Date	Date	Date
Transportation: airfare, bus, rail			
Parking/tolls			
Mileage (.558/mile) IRS standards			
Lodging			
Meals			
Conf registration			
Total	0.00	0.00	0.00

For Office use only:

Received (date) _____

Approved (date) _____

Not Approved and Why _____