

**University of Washington School of Nursing
Hegyvary Citizens of the World Scholar Fund
Reimbursement Instructions**

1. **Purchasing your airline ticket:** You may only receive an award in the amount of the cost for the most direct route from Seattle to your program site destination. If you travel to another location not directly related to the award destination (i.e., if you take a side trip) you must provide documentation for the cost of the most direct route. You may purchase your ticket online, from any airline or travel agency. Remember, *you will only receive funding for the most direct route up to the maximum amount of your award.*
2. **Submitting your itinerary and proof of purchase:** Give all documentation to Bette Horishige in the Academic Services Office, HSB T-301. The itinerary must show that the purchased flight is issued to you (as the traveler – be sure the airline provides an itinerary that shows that you are the traveler). The itinerary also *must include your entire round-trip travel from Seattle to your program site.* The itinerary must also show that your credit card has been charged for the flight.
3. **Documentation review:** Once the documentation has been reviewed for completeness, the award amount will be entered into your student account.
4. **Financial Aid Questions:** You may need to complete a Financial Aid form called “Revision Request for Additional Expenses” so that the funds are released through your student account to you rather than being applied to your account in other ways. Any questions regarding the financial aspect of the award should be directed to Laura Mason, Manager of Student Scholarships & Program Operations, Academic Services Office.

PLEASE NOTE:

- If you cancel your trip for any reason, you must return the entire award amount to the School of Nursing. Laura Mason will work with you to arrange the return of the award.
- If you do not complete any of the requirements of this award—for example, if you fail to complete the final report in a timely manner, you will be required to return the entire amount of the award to the School of Nursing.
- This award may have an impact on your future financial aid. For questions, please contact Laura Mason or refer to the UW Financial Aid Office by calling (206) 543-6101.
- Be sure to read IRS publication 970 for any tax implications of this award. The publication is available at www.irs.gov. You may be subject to income tax charges as the award is not being used for tuition or books, and it is your responsibility for reporting the amount to the IRS when paying taxes. Student tax information can be found at: <http://f2.washington.edu/fm/sfs/tax/student>.

Please complete the following form and submit it with your itinerary and receipt:

Full Name: _____

E-mail address: _____ Student Number: _____

Amount awarded from the Hegyvary Citizens of the World Scholar Fund: \$ _____

Actual cost of the Airline ticket: \$ _____

Destination: _____ Dates of travel: _____