

This is a list of the broad steps you will want to complete along every part of the process for SSF. If you are accepted, you will want to have this document on hand; it contains a list of things that have to be done over the course of the semester in order for you to get your reimbursement.

Feel free to print this out and keep it on your desk over the course of the semester, so that you will know which steps you have completed, and which steps you have yet to complete.

- **Before you apply on January 28th...**
  - Check or confirm your dues-paying status by submitting a new Membership Form, or going to HR Direct and searching for the Boston GEO Dues deduction in your paystub. (If you can't find the paystub, send us a filled Membership Form ASAP! It can be found here: <https://tempgeouaw.wordpress.com/become-a-member/> )
  - Review all materials for the SSF Google Form to make sure you're ready.
- **The Day of Application**
  - Apply for SSF via the Google form.
- **You've been accepted for SSF! But before you go to your conference...**
  - Fill out the UMass Boston Travel Registry.
  - *If your costs before attending equal the total amount you are requesting*, you may now submit your receipts. This can happen due to travel, registration, and hotel costs!
- **During your conference...**
  - Remember to collect your receipts.
  - Have a good time at your conference!
- **After you've returned...**
  - **You must complete and submit the travel registry form** to GEO within 30 days of the conference's final day.
  - **You must scan in and submit your receipts** to GEO within 30 days of the conference's final day.
- **So you've turned everything in!**
  - At this point, GEO will still be in touch with you; you should have been told that all of your information has been turned in and if any supporting documents are required.