



Conference Grant Reimbursement Form

Name of Conference: _____

Application Number: _____
(Found at the top of the PDF application you were emailed)

Primary Applicant: _____
Name Signature

_____ Email Phone

(By signing this form you are verifying that all enclosed receipts and related expenses are valid and that the following students attended the conference)

Cheque to: _____
Name

_____ Email Phone

Delivery Information: Pick up at the Members' Services Desk

Pick up by: _____

Mail to: _____



Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

Conference Attendees

Please include all of the names of students who attended the conference who were included in your original application

Name	Student #	Email



Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

Conference Expenses

Registration Receipts Description:	Amount
Registration Receipts Subtotal:	
Travel Receipts Description	Amount
Travel Receipts Subtotal:	
Accommodation Receipts Description	Amount
Accommodation Receipts Subtotal:	
Receipts Total:	

Documentation:

- Receipts must show the individual expenses incurred and any included taxes. A receipt showing only a credit card or debit card transaction is not acceptable.

Submission:

- Drop this form and receipts off at the Members' Services Desk in the Students' Union Building.
- Complete paperwork received by Wednesdays will be mailed out or ready for pick up on Fridays after 1PM

For Office Use Only

Date: _____

Receiver: _____

Signature: _____