



Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

Educational Event Reimbursement Form

Event Name: _____

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 fall within the educational event funding guidelines)

Staff/Faculty Advisor: _____

_____	_____
Name	Signature
_____	_____
Email	Phone

Student Group _____

Cheque to: Primary Applicant Advisor Student Group

Delivery Information: Pick up at the Members' Services Desk
 Mail to: _____



Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

Educational Event Expenses

Food/Beverage Receipts Description	Amount
Food/Beverage Receipts Subtotal:	
Artist/Speaker/Performer Receipts Description	Amount
Artist/Speaker/Performer Receipts Subtotal:	
Sound/Production Receipts Description	Amount
Sound/Production Receipts Subtotal:	
Venue Receipts Description	Amount



Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

Venue Receipts Subtotal:	
Materials/Supply Expenses	Amount
Materials/Supplies 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.

Eligible Expenses:

Only expenses in the categories outlined above are eligible for reimbursements. Other expenses cannot be reimbursed by a TRUSU Grant

Submission:

Drop this form and receipts off at the Members' Services Desk in the Students' Union Building or complete the form digitally and email it to grants@trusu.ca with your receipts.

For Office Use Only

Date: _____

Receiver: _____

Signature: _____