



Conference Grant Reimbursement Form

Name of Conference: _____

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

Primary Applicant: _____
Name Signature (Required)

_____ 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 Person : _____

Mail to: _____



Thompson Rivers University Students' Union
Local 5 British Columbia 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: (Please read the documentation instructions below)

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.
- **We cannot accept cell phone photos or screenshots** of a receipt. You can submit originals or saved/ scanned pdf files(if the entire receipt is displayed on the scan).

For Office Use Only

Date: _____

Receiver: _____

Signature: _____