



# Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





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## 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: \_\_\_\_\_