



Thompson Rivers University Students' Union

Local 15 Canadian Federation of Students

General Event Reimbursement Form

Event Name: _____

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 fall within the general event funding guidelines)

Student Group: _____

Cheque to: _____

Delivery Information: Pick up at the Members' Services Desk

Mail to: _____



General 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





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.
- We cannot accept cell phone photos of a receipt. You can submit originals or saved/scanned pdfs (if the entire receipt is displayed on the image).

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.
- Complete paperwork received by Wednesday will be mailed out or ready for pick up on Friday afternoon

For Office Use Only

Date: _____

Receiver: _____

Signature: _____