



# Conference Grant Reimbursement Form

Name of Conference: \_\_\_\_\_

Application Number: \_\_\_\_\_  
*(Found at the top of the PDF application you were emailed)*

Primary Applicant:  
*(Must be the same as application)*

\_\_\_\_\_ Name \_\_\_\_\_ Email

Cheque to: \_\_\_\_\_  
Name

Delivery Information:  Pick up at the Members' Services Desk  
Pick up by (person): \_\_\_\_\_

Mail to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 photos/screenshots of a receipt. You can submit originals or saved/scanned pdfs (if the entire receipt is displayed on the image).
- If you want to use an emailed receipt select print and then save to pdf for a digital version.

## Submission:

- Drop this form and receipts off at the Members' Services Desk in the Students' Union Building or email it to [grants@trusu.ca](mailto:grants@trusu.ca)
- Complete paperwork received by Wednesdays will be mailed out or ready for pick up on Fridays after 1PM
- Only one cheque will be produced for a single application. Ensure that all receipts for reimbursement are included.

\*\*\*For Office Use Only\*\*\*

Date: \_\_\_\_\_

Receiver: \_\_\_\_\_

Signature: \_\_\_\_\_





## Conference Expenses

Where possible use an individual line for each receipt.

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