



Educational Activity Reimbursement Form

Event Name: _____

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

Primary Applicant: _____
Name Email

Staff/Faculty Advisor: _____
Name Email

Cheque to: _____

Delivery Information: Pick up at the Members' Services Desk
 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
- Complete paperwork received by Wednesdays will be mailed out or ready for pick up on Fridays after 1PM
- One cheque will be produced for each application. Ensure that all receipts for reimbursement are included with this form.

For Office Use Only

Date: _____

Receiver: _____

Signature: _____



Educational Event Expenses

Where possible use an individual line for each receipt.

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



Thompson Rivers University Students' Union

Sound/Production Receipts Subtotal:	
Venue Receipts Description	
Venue Receipts Subtotal:	
Materials/Supply Expenses	Amount
Materials and Supplies Subtotal:	
Total Receipts:	