



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
- You will receive an email confirmation when your cheque is available for pickup or mailed to you.
- 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:	