

## **Educational Activity Reimbursement Form**

Event Name:		
Application Number:	(Found at the top of the PDF application yo	u were emailed)
Primary Applicant:	Name	Email
Staff/Faculty Advisor:	Name	Email
Cheque to:		
Delivery Information:	Pick up at the Members' Service Mail to:	es Desk

## **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.
- 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



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