Claremont Graduate University Graduate Student Council: Club / Event Reimbursement Form [1 page]

Submit this form to the GSC (Graduate Student Council) Treasurer via the GSC Mailbox (CGU Mailroom, Harper Basement). Send an email to GSC Treasurer to notify the GSC of the request. Contact information is available on the GSC website.

Club/Organization Name: Primary Organizer's Name: Organizer's Phone Number:

Email:

Event Title: (*if applicable*) **Event Date:** (*mm/dd/yyyy*) **Reason for reimbursement:**

Amount your club was approved: Amount requested for reimbursement:

Name of person to be reimbursed: Student ID(10 digits): Address to mail check:

Email:

Please itemize all receipts and include all original receipts with this application

(Attach additional page using this table format if necessary)

Receipt Itemization			
Date	Description	Vendor	Amount
TOTAL			

The receipts hereby submitted reflect expenses relating to approved club activities or events, in accordance with GSC guidelines.

Organizer's Signature:

Date:

For GSC Use Only

Approved By (Print Name): Amount Approved: Signature:

Date: