



# Reimbursement Request

Please fill out one request per event.

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Amount requested: \_\_\_\_\_

Funding Type:

Quickfunding

Club Funding

BoD added expense (you requested funding at a meeting)

BoD. Committee name: \_\_\_\_\_

Write check to: \_\_\_\_\_

MC: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Attendance: Anticipated: \_\_\_\_\_ Actual: \_\_\_\_\_

Do you intend to repeat this event?  yes  no  maybe

How did you advertise?

gscnews  weekly announcements  display  flyers  other: \_\_\_\_\_

Sustainability

Did you follow the GSC's sustainable event suggestions?  yes  no

Which specific points did you implement in running your event?

\_\_\_\_\_  
Please give us any additional feedback on how the GSC's commitment to sustainability affected your event: \_\_\_\_\_

\_\_\_\_\_

Leave blank	Check # _____	Date _____
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Please return your **receipts** with this completed form in an envelope to the GSC office (348 CSS building) or GSC Treasurer, MC 348-87. Requests will **not be honored more than 60 days** after the event.