

GSSA Event Reimbursement Checklist

Department:

Name of Event:

Date of Event:

Request Amount:

- Request for Entertainment Reimbursement Form
- Original, itemized receipts taped on a sheet of white paper
 - All receipts show payment information (name, check # / credit card #)
 - All receipts are itemized
- Attendee List with Event Name and Date
- Minutes (Needed for Meetings only)

3 Paper clipped packets (1 Original and 2 Copies) arranged in the following order:

1. Payment Information Form
2. Original receipts taped to white paper
3. Attendee List
4. Minutes (meetings only)

GSSA Representative Signature:

GSSA Representative Printed Name:

Date Signed:

Submit 2 packets (1 Originals, 1 Copy) to GSSA Treasurer