

FORM 006 – UMGSA REIMBURSEMENT FORM

APPLICATION INSTRUCTIONS

- Complete the Reimbursement Form.
- Attach original receipts relating to your expense to the back of this form.
- Submit your application to the UMGSA Office (221 UMSU University Centre).
 - Only hard copy applications will be accepted.
 - Incomplete applications or applications without supporting documents will not be approved.
 - Please keep a copy of the form and all supporting documents for your records.

APPLICANT INFORMATION

Name: _____ Student Number: _____
Department: _____ Program: _____
Student Email: _____ Phone Number: _____

REIMBURSEMENT INFORMATION

Expense Description: _____
Expense Date: _____ Expense Amount: \$ _____
Was the expense pre-approved? _____ If yes, by whom? _____

APPLICANT DECLARATION

I certify that I have read the Application Instructions above. I declare that the information contained within this application is correct and accurate. I authorize the UMGSA to investigate the information provided in this application to assess the qualification for this reimbursement if necessary.

Applicant Signature

Date