



221 UMSU University Centre
University of Manitoba
Winnipeg, MB R3T 2N2
t. 204.474.9181
e. gsa@umgsa.org
w. www.umgsa.org

Form 006 - UMGSA Reimbursement Form

APPLICATION INSTRUCTIONS

1. Complete the Reimbursement Form.
 2. Attach original receipts relating to your expense to the back of this form.
 3. Submit your application to the UMGSA Office (221 University Centre)
 - i. Only hard copy applications will be accepted*
 - ii. Incomplete applications or applications without supporting documents will not be approved
 - iii. Please keep a copy of the form and all supporting documents for your records
- * applications will be accepted via e-mail to gsa@umgsa.org during the office closure due to COVID-19.

APPLICANT INFORMATION

Name:	Student Number:
Department:	Program:
Student e-mail:	Phone #:

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