Reimbursement Request Form

- Use this form to request reimbursement for approved expenses (e.g. approved union-related travel, approved purchase of materials for union event). Please DO NOT use this form to request committee stipends. Instead, please use the appropriate form(s): **http://www.tssu.ca/resources/forms/**
- Staple all relevant receipts and documentation to this form
- Submit to the TSSU Office, AQ 5129
- Please allow up to 2 weeks for processing and up to 3 weeks (additionally) for mailing.

Personal Information

Name: _____

Email: _____

Pick up in Office or Mail your Cheque?
(Circle one)

If you requested that your cheque be mailed, please provide your mailing address:

Reimbursement Details

Event for which purchase made (e.g. "Spring Retreat")	Description of purchase (e.g. "Retreat Snacks")	Amount Requested (in CAD)
	Total:	

☐ My receipts are attached
☐ Other required documentation (e.g. minutes) is attached