

To whom it may concern,

I, _____, am the teaching assistant (TA) for the course _____ in the department of _____ in the _____ semester. As per the attached receipt, I was charged \$353.00 for Guard.me travel Health Insurance in my student fees. I hereby request reimbursement of 50% of the premium as per Article XXV A.4. of the SFU & TSSU Collective Agreement May 1, 2010 – April 30, 2014. Please immediately process the reimbursement via cheque and notify me when it is ready.

Signature

Date

Name: _____

Email: _____

Employee / Student Number: _____