UNIVERSITY OF MASSACHUSETTS LOWELL

Graduate Student Association

Reimbursements

To more efficiently process your request, please give us more information about this reimbursement by answering the following questions about your event/activity.

Where was it held? __________________________

When? (date and time) _________________________

Why? (purpose) _______________________________

________________________________________________________________________

How many students attended? ________________

How many guests attended? ____________________

Was there any type of ticket or admission fee?

Yes _____  No _____

Is yes, what was the cost/price? ___________

Please attach all original receipts requiring reimbursements.

If this reimbursement is for food or refreshments, and the event was held off campus, please attach the Attendance Sheet Form. An original itemized receipt verifying that no alcohol was purchased is required, not just the credit card receipt.