

# Biology Graduate Student Society

## Member Reimbursement Form

Name: \_\_\_\_\_

Reimbursement Category (see below): \_\_\_\_\_

Date of Event: \_\_\_\_\_

Reimbursement Amount: \_\_\_\_\_

Please attach receipts of all purchases claimed for reimbursement to this form.

### Categories:

- BGSS invited speaker
  - Total amount \$1000.00 (list to-date spending when requesting reimbursement)
- BGSS workshop
  - Total amount \$1000.00 (list to-date spending when requesting reimbursement)
- Grad Student Seminar
  - Reimbursement of seminar food/drink is limited to \$20
- BGSS sponsored event/meetings
  - Reimbursement of meeting/special event snacks limited \$30
- BGSS appreciation/welcome back party
  - Limit \$150 total (list to-date spending when requesting reimbursement)

### Officer Section

To be completed by a BGSS officer. Sign and date after funds have been disbursed to recipient.

Name: \_\_\_\_\_

Date of Disbursement: \_\_\_\_\_

Signature: \_\_\_\_\_

Check # or Petty Cash \_\_\_\_\_