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