

GSSA Event Reimbursement Checklist

Directions: Submit all documents as a SINGLE.PDF under 4MB to treasurer.gssa@tulane.edu

Please submit a separate reimbursement request for each event.

Refer to <https://gssa.tulane.edu/event-funding/> for complete directions for requesting event reimbursements.

Department:

Name of Event:

Date of Event:

Requested Amount:

Date Event was Approved:

Checklist: (arrange your document in the following order)

- GSSA Event Reimbursement Checklist
 - Checked over for accuracy and signed by your department representative.
- Wavesync Event Screenshot
- Event Reimbursement Payee Information Form
- Original Itemized Receipts (scanned into document)
 - All receipts must show payment information (name, check #/credit card #).
 - All receipts must be itemized.
- Attendee List with Event Name and Date
- Minutes (if the event was a meeting)

GSSA Representative who verified request was complete and accurate:

Date Verified: