

# GSSA Event Reimbursement Checklist

Directions: Submit all documents as a SINGLE.PDF under 4MB to [treasurer.gssa@tulane.edu](mailto: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:**