



GRADUATE STUDENT COUNCIL

Representative Reimbursement

The GSC provides \$500 per eligible representative per funding period for events. Events must be open to all graduate students, faculty, and staff within the constituency. Reimbursements will be made for the allotted amount to eligible representatives for events pre-approved by the GSC Vice President. If multiple representatives are pooling money together, please submit separate forms for each person, stapled together. You need only to provide 1 overall event budget, but please indicate on each representative's form how much s/he would like to be reimbursed.

1. General Information

Representative Name _____

Constituency (Department, Dorm, other) _____

Event Title _____ Event Date _____

2. Eligibility

Date you became rep (month/year): _____

Institute Committee you serve on: _____

List the dates of mtgs you have attended for the above committee during this funding period:

3. Event Budget

Please itemize the overall budget for your event, listing all expenses and highlighting the ones you are requesting reimbursement for. Feel free to attach an additional sheet.

Please attach all original receipts.

Item	Expense

Total Amount Requested for Reimbursement: _____

4. Payment Option

Make check payable to _____ and mail to:

Name:	Address:

OR: Transfer to MIT account #: _____

5. Submission

Drop off the completed forms to the GSC Office, 50-220 in Walker Memorial

Internal Use Only: <input type="checkbox"/> Approve <input type="checkbox"/> Deny	_____ Signed: GSC Vice President
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