



# Camosun College Student Society

Local 75 of the Canadian Federation of Students

## STUDENT GROUP EXPENSE REIMBURSEMENT

Student Groups may receive reimbursement for expenses that have been pre-approved, or expenses that are deemed "acceptable" expenses from the basic club-funding program. If you are unsure about an expense, please request pre-approval before incurring the expense. Groups are liable for expenses that are not pre-approved.

All items listed below **MUST** have attached detailed receipts

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Group Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Purpose and Description of Activities: \_\_\_\_\_

Number of students benefiting from this expense: \_\_\_\_\_ Date incurred: \_\_\_\_\_

Item Title	Description/Purpose	Number of People	Cost (\$)

Total Amount: \_\_\_\_\_ \$

Number of Receipts attached: \_\_\_\_\_

This form and detailed receipts can be submitted online at <http://CamosunStudent.org/clubs/forms/submit> or in person to Fisher 101B (Lansdowne) or Campus Center 111 (Interurban)

FOR OFFICE USE ONLY: Group has Current Status: \_\_\_\_\_ Approved by CC: \_\_\_\_\_