

Meadows Graduate Student Council
Request for Reimbursement Form

Please complete this form after you have completed your project funded by MGSC. Requests for reimbursement should be submitted by email to mgsc@smu.edu with subject heading "Reimbursement" no later than **14 days** after the completion of your project.

Part I:

Name: _____

Meadows School of the Arts Department: _____

Email: _____ Phone: _____

Address: _____

Project Title: _____

Project Dates: _____

*SMU ID Number (if requesting Direct Deposit): _____

Part II:

In a separate PDF, please include scans of all applicable expense receipts *

*You will only be reimbursed for those expenses for which you were approved, so please maintain and submit only those receipts.

Reimbursement Request: \$ _____

Applicant Signature _____ Date _____

Please submit this form and PDF of receipts as separate attachments by email to mgsc@smu.edu no later than 14 days after the completion of your project.

MGSC Reimbursement Approval:

MGSC President or Treasurer Signature _____ Date _____