

**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](mailto:mgsc@smu.edu) with subject heading "Treasurer 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: \_\_\_\_\_

**Part II:**

Please attach the following supporting documentation:

- A copy of your original Project Budget Form
- A copy of your Funding Confirmation Email
- 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: \$ \_\_\_\_\_

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Applicant Signature

Date

**Please submit this form and supporting documentation by email to [mgsc@smu.edu](mailto:mgsc@smu.edu) no later than 14 days after the completion of your project.**

MGSC Reimbursement Approval:

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MGSC President or Treasurer Signature

Date