

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 itemized receipts *

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

Itemized receipts should reflect the following:

- Name Of Vendor (Person Or Company You Paid)
- Transaction Date And Time (When You Paid)
- Detailed Description Of Goods Or Services Purchased (What You Bought –This Includes Quantity Of Item And Price Per Item)
- Taxes Paid (If Applicable)
- Amount Paid
- Form Of Payment (How You Paid – Cash, Check, Or Last Four Digits Of Credit Card)

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.