GRADUATE STUDENT COUNCIL



Payment Voucher



The Graduate Student Council will reimburse graduate student groups who were allocated money by the GSC Funding Board during the set funding periods. To receive this reimbursement, submit this form (both pages), original receipts, and event advertisements to W20-549 within one month of the expense (contact gsc-treasurer@mit.edu if this is not possible). This form may also be used to request direct payments to vendors (please attach quotes instead of receipts).

1. General	N. CO. 1 . C	A (NT 1		
Information:	Name of Student Group	Account Number		
	Funding Period (Summer / Fall / IAP / Spring)	Year		
	Title of Social Event, Competitive Expense, or Capital Expense Amount Allocated			
1. Payment:	Payment Amount: \$			
	Type (circle one): Check PO Transfer Requisition			
	Make Payment out to			
	G/L Category (Circle One): Social Event Competitive Expen 420344 420318	capital Expense 421588		
	Desired Payment Delivery Method (Circle One): Pick-up	Mail		
	Contact E-mail Address (for Pick-up or Mail)			
	Mail Address (for Mail only)	<u> </u>		
	Financial Signatory Approval:			
	Print Name			
	Signature			
	 Original Itemized Receipts ⇒ A credit card receipt without itemization is not sufficient not approved in advance by SAFO ⇒ Sales tax will not be reimbursed. To obtain the MIT Tax E http://web.mit.edu/gsc/www/funding/group Copy of the events.mit.edu listing indicating that "GSC Funsponsor Copy of an event advertisement including the GSC Logo 	Exempt Form, please visit		
4. Submission:	Drop off completed forms to the SLP office, W20-549. Tel: 252-1601 For questions about processing reimbursements, contact funds@mit.edu For questions about funding allocations, contact gsc-treasurer@mit.edu This form must be submitted to W20-549 no later than 5pm on the deadline set by the GSC Treasurer			
For SAFO use on Date check picked	lup/mailed			
Print Name	Signature			

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Expense Summary

The Graduate Student Council would like to keep a record of events, capital expenses, and competitive expenses they sponsor through the Funding Board. With your reimbursement request, please return this page and any attachments to SAFO as soon as possible after your event. Only one copy of the expense summary is necessary for each expense.

1.	General				
In:	Information:	Name of Student Group		Submission Date	
		Funding Period (Summer / Fal	/ IAP / Spring)	Year	
		Title of Social Event, Capital Ex	pense, or Capital Expense	Event Date(s)	
		Actual Amount Spent	Actual Attendance		
2.	Event, Capital Expense, or Competitive Expense Summary:	Please include planning timeline, things that went especially well, difficulties, suggestions for improvement, useful tips you would like to share with other student groups, ways the GSC can help in the future, etc. Please attach another page with this information if you need more space.			
3.	Actual Budget:	allotted to you. Please attach another page with this information if you need more space.			
		Expense Description		Amount	
			TOTAL I	EXPENSES	
				1	
		Revenue Amount of GSC Funding Boar	d Allocation Used	Amount	
		Admission Fee (\$ for memb			
		Donations (Please List Donor)			
		Other (Please Describe):			
		Other (Fredse Describe).			
			TOTAL	DEVENILE	
			IOIAL	REVENUE	