



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, original receipts, and event advertisements to W20-549. Please do not detach the bottom section. This form may also be used to request advance checks (please attach quotes instead of receipts).

1. General Information:	Name of Student Group _____	Account Number _____
	Funding Period (Summer / Fall / IAP / Spring) _____	Year _____
	Title of Social Event or Capital Expense _____	Amount Allocated _____
2. Payment:	Payment Amount: \$ _____ Type (circle one): Check PO Transfer Requisition	
	Make Payment out to _____	
	G/L Category: Social Event Capital Expense 420344 421588	
	Desired Payment Delivery Method (Circle one): Pick-up Mail	
	Contact E-mail _____	Mail Address _____
	Financial Signatory Print Name _____	Signature _____
3. Attachments:	<input type="checkbox"/> Original Itemized Receipts <input type="checkbox"/> Copy of the events.mit.edu listing indicating that "GSC Funding Board" was a sponsor <input type="checkbox"/> Copy of an event advertisement including the GSC Logo	
4. Submission:	Drop off completed forms to the SAO office, W20-549 Tel: 253-6777 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 SAO use only		
Date check picked up/mailed _____ Name _____ Signature _____		



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 section with the requested attachments to SAO as soon as possible after your event. Only one copy of the expense summary is necessary for each expense.

1. General Information:	Name of Student Group _____	Submission Date _____
	Funding Period (Summer / Fall / IAP / Spring) _____	Year _____
	Title of Social Event or Capital Expense _____	Event Date(s) _____
	Actual Amount Spent _____	Actual Attendance _____
2. Attachments:	<input type="checkbox"/> Actual Budget. Include all expenses, donations, admission revenue, etc. <input type="checkbox"/> Summary of the Expense. 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.	