



College of Engineering and Physical Sciences Student Council (CEPSSC) Events/Initiative and Reimbursement Form

An Events/Initiatives and Reimbursement form is used when an organization wishes to be reimbursed for approved PDRs from the College of Engineering and Physical Sciences Student Council. CEPSSC will reimburse up to the approved funding amount and will withhold any of the agreed-upon funding that was not used, as proved through documentation. Forms must be filled out in full and sent to cepssc@uoguelph.ca and cepsvpf@uoguelph.ca for consideration within two weeks of the respective event. All bills and receipts must be attached to the form to receive full reimbursement. An updated budget of the event/initiative will also need to be attached to the form.

APPLICANT AND CONTACT INFORMATION:

Name:	
Organization:	
Email:	
Phone number:	

EVENT OR INITIATIVE INFORMATION:

Name:	
Location:	
Date:	
Total attendees:	

DESCRIPTION AND HIGHLIGHTS OF EVENT:

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EVENT CHALLENGES AND WHAT YOU WOULD DO DIFFERENTLY:

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CHEQUE PAYABLE TO:

REQUESTED PDR AMOUNT:

ACTUAL PDR AMOUNT USED:

TOTAL REVENUE:

TOTAL EXPENSES:

NET: