



## Terms & Conditions

*Please complete this form in as much detail as possible. This report, along with attendance sheet, updated budget, receipts, and any marketing material used must be submitted within 2 weeks of the event in order to be eligible to receive the reimbursement.*

Name to receive reimbursement:

Email to receive reimbursement:

How many graduate students attended/were impacted by this project/purchase?

*Please attach some sort of attendance sheet (e.g., Zoom screenshot, Eventbrite summary, etc.)*

What about the event went well?

What about the event could have gone better?

How did the event benefit attendees/recipients of the project?

Updated budget:

*Please email the updated budget of your event/project in pdf or xlsx format using the GSS-approved template.*

Receipt:

*Please email receipts from your event/project in pdf or jpg/png format. This must be itemized and add up to the updated budget.*

Marketing materials from the event:

*This can be emailed in any format (e.g., jpg, png, heic, etc.).*

### For GSS Office Use Only

Date Received: \_\_\_\_\_

Officer Signature: \_\_\_\_\_