

# MCGSS

**DEPARTMENT REPRESENTATIVE  
FUNDING INFO**



FALL 2022

Treasurer - Joshua Molligan

# What is PGSLF?

- All department funding comes from the Post Graduate Student Life Fund
- Distributed by McGill to PGSS
- PGSS then distributes these funds to MCGSS in Mid/Late October
- **BYLAW:**
- 10% of PGSLF funds are retained by MCGSS

Where do unspent funds go?

MCGSS accrurement

# Reimbursement



[HOME](#)

## ABOUT US

## NEWS & EVENTS

TRAVEL GRANT

## IMPORTANT DOCUMENTS

## RESOURCES

## CONTACT US

## CONSTITUTION & BY-LAWS

## MCGSS MEETING MINUTES

ANNUAL REPORTS

## OTHER DOCUMENTS




**WELCOME TO MACDONALD CAMPUS  
GRADUATE STUDENT SOCIETY (MCGSS)**

## ABOUT US

The Macdonald Campus Graduate Students' Society (MCGSS) represents the graduate students at McGill's Macdonald campus. We are a part of McGill's Post-Graduate Students' Society (PGSS), representing all McGill graduate students. Our goal is to foster a positive and enjoyable graduate life at Macdonald Campus. The MCGSS student council works to bring forward the concerns of Mac grads to university administration and PGSS.

# Reimbursement



HOME

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RESOURCES

CONTACT US


Other Documents

 Statement Regarding the Appointment of a New Interim Senior Director of Student Services.pdf

Download File

 MCGSS Expense Form (Execs)

Download File

 PGSLF Expense Form (Council)

Download File

PGSLF Expense Form

PGSLF Expense Form: To be filled by Executives only. Please submit the form along with official receipts to our treasurer by email: mcgss-finances.pgss@mail.mcgill.ca


PGSLF Expense Form: To be filled by Councilors only. Please submit the form along with official receipts to our treasurer by email: mcgss-finances.pgss@mail.mcgill.ca


# Reimbursement

1. You must have an itemized copy of your receipt! (only purchase from legitimate vendors)
  - Scan a copy
2. Fill out your PGSLF Expense Form
3. Send an electronic copy of your receipt + MCGSS Expense Form to:

[Mcgss-finances.pgss@mail.mcgill.ca](mailto:Mcgss-finances.pgss@mail.mcgill.ca)  
(Subject: PGSLF Expense Form Reimbursement)

- Forms submitted by the end of week Friday will be signed and ready by 2:00pm the following Friday.



 **The Macdonald Campus Graduate Students' Society**  
Room R3-043, Raymond Building  
21111 Lakeshore Road  
St. Anne de Bellevue, Quebec H9V 2V9  
mcgss.mcgill.ca | mcgss@mcgill.ca | mcgss@gmail.mcgill.ca

Cheque number: \_\_\_\_\_  
Receipts included ☐  
Cheque cashed ☐

**PGSLF EXPENSE FORM**  
☐ Event ☐ Equipment

1) Department name		
2) Event name		
3) Event date(s)		
4) Event location		
5) Amount requested	\$	
6) Cheque recipient name		

Contact person

7) Name		
8) Email address		
9) McGill ID Number		
10) Phone number	Mobile: _____	Home: _____

11) Does this event take place at Thomson House or The Cellidh? ☐ Yes ☐ No  
If you answered 'yes' to question 11, please proceed to item 17.

12) Will the event take place in a location that has a permanent liquor permit? ☐ Yes  
If you answered 'yes' to question 12, please proceed to item 17.

13) Does this event involve selling or serving alcohol? ☐ Yes  
If you answered 'no' to question 13, please proceed to item 17.

14) Do you have an alcohol permit for your event? ☐ Yes ☐ No  
PGSS requires a copy of please include it in \_\_\_\_\_

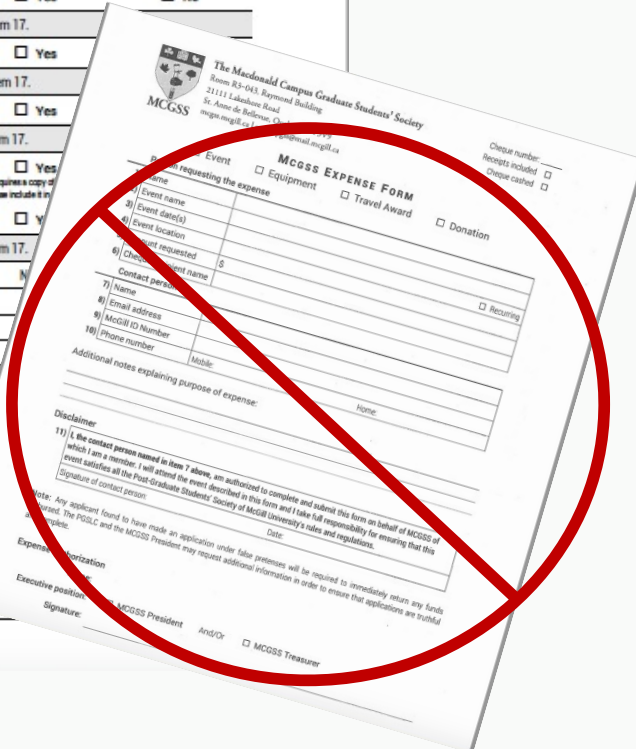
15) Does the event take place at McGill University? ☐ Yes ☐ No  
If you answered 'no' to question 15, please proceed to item 17.

16) Please list the certified alcohol servers who will be serving alcohol at the event.


17) I, the contact person named in item 7 above, am authorized to complete and submit this form on behalf of the Graduate Students' Society of McGill University's rules and regulations.  
Signature of contact person: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Any applicant found to have made an application under false pretenses will be required to immediately return any funds received. The PGSS and the MCGSS President may request additional information in order to ensure that applications are truthful and complete.

**Expense Authorization**  
Name: \_\_\_\_\_  
Executive position: ☐ MCGSS President And/Or ☐ MCGSS Treasurer  
Signature: \_\_\_\_\_



# Proposals / Prospective

<u>MCGSS FALL TERM FEES Breakdown 2020-2021</u>									
	<u>Prim Department</u>	<u>Prim Major Description</u>	<u>Number of Students</u>	<u>Amount calculated by Membership List (*\$10.1)</u>	<u>Final Amount paid by McGill to be allocated</u>	<u>APF No.</u>	<u>Amount to APF (\$2.5/Student)</u>	<u>Net amount after deduction APF to be allocated</u>	<u>Final Amount to be allocated</u>
MCGSS	Agricultural Economics	Agricultural Economics	17	\$ 171.70	\$ 172.03		\$ -	\$ 172.03	\$ 172
MCGSS	Animal Science	Animal Science	38	\$ 383.80	\$ 384.53		\$ -	\$ 384.53	\$ 385
MCGSS	Bioresource Engineering	Bioresource Engineering	138	\$ 1,393.80	\$ 1,396.46		\$ -	\$ 1,396.46	\$ 1,396
MCGSS	Food Science&Agr.Chemistry	Food Sci & Agric Chem	86	\$ 868.60	\$ 870.26		\$ -	\$ 870.26	\$ 870
MCGSS	Food Science&Agr.Chemistry	Food Sci & Agricultural Chem	1	\$ 10.10	\$ 10.12		\$ -	\$ 10.12	\$ 10
MCGSS	Human Nutrition	Human Nutrition	101	\$ 1,020.10	\$ 1,022.05		\$ -	\$ 1,022.05	\$ 1,022
MCGSS	Natural Resource Sciences	Entomology	3	\$ 30.30	\$ 30.36		\$ -	\$ 30.36	\$ 30
MCGSS	Natural Resource Sciences	Microbiology	15	\$ 151.50	\$ 151.79		\$ -	\$ 151.79	\$ 152
MCGSS	Natural Resource Sciences	Renewable Resources	86	\$ 868.60	\$ 870.26	4	\$ 10.00	\$ 860.26	\$ 860
MCGSS	Parasitology	Biotechnology	51	\$ 515.10	\$ 516.08		\$ -	\$ 516.08	\$ 516
MCGSS	Parasitology	Parasitology	30	\$ 303.00	\$ 303.58		\$ -	\$ 303.58	\$ 304
MCGSS	Plant Science	Plant Science	55	\$ 555.50	\$ 556.56	1	\$ 2.50	\$ 554.06	\$ 554
<b>Total</b>	-	-	<b>\$ 621.00</b>	<b>\$ 6,272.10</b>	<b>\$ 6,284.07</b>	<b>\$ 5.00</b>	<b>\$ 12.50</b>	<b>\$ 6,271.57</b>	<b>\$ 6,271.57</b>

- Average of \$10.10 per student
- Expect an email with this information
- Plan accordingly, this will last you fall and winter

# Notice

There have been scam emails soliciting members of MCGSS for E-Transfers.

Do not regard any emails coming from others, besides official the official email:  
[Mcgss-finances.pgss@mail.mcgill.ca](mailto:Mcgss-finances.pgss@mail.mcgill.ca)

If you have any doubts, please verify with me.

# Thank you! Questions?



**Happy Spending!**

**[Mcgss-finances.pgss@mail.mcgill.ca](mailto:Mcgss-finances.pgss@mail.mcgill.ca)**  
(Subject: PGSLF Expense Form Reimbursement)

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