



MCGSS

The Macdonald Campus Graduate Students' Society

Room R3-043, Raymond Building
21111 Lakeshore Road
St. Anne de Bellevue, Quebec H9X 3V9
mcgss.mcgill.ca | mcgss.pgss@mail.mcgill.ca

Cheque number: _____
Receipts included
Cheque cashed

MCGSS EXPENSE FORM

Event Equipment Travel Award Donation

Person requesting the expense

1) Name	
2) Event name	
3) Event date(s)	<input type="checkbox"/> Recurring
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: _____

Additional notes explaining purpose of expense:

Disclaimer

11) I, the contact person named in item 7 above, am authorized to complete and submit this form on behalf of MCGSS of which I am a member. I will attend the event described in this form and I take full responsibility for ensuring that this event satisfies all the Post-Graduate Students' Society of McGill University's rules and regulations.

Signature of contact person: _____	Date: _____
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Note: Any applicant found to have made an application under false pretenses will be required to immediately return any funds disbursed. The PGSLC 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: _____