



**Original receipts itemizing
each expense must be
included.**

Initiative Details

Initiative name: _____

Applicant name: _____ Student number: _____

Form submission date: _____

PLEASE NOTE: STUDENTS MUST SUBMIT ALL RECEIPTS NO LATER THAN ONE WEEK AFTER THE INITIATIVE END DATE TO BE ELIGIBLE FOR RE-IMBURSEMENT. ALL ORIGINAL ITEMIZED RECEIPTS/INVOICES MUST BE SUBMITTED WITH THE REIMBURSEMENT FORM.

Reimbursement Details

Original itemized receipts included Yes No

Copy of approved budget included Yes No

All invoices contain required fields Yes No

I have submitted my website submission for the TESIF website (bit.ly/TESIFhowitwent) Yes No

Total requested reimbursement (for this form): \$ _____

Next Steps

Reimbursements take approximately 10 business days from the date of receipt submission. Please ensure that your mailing address is up to date in the Student Services Centre and please indicate the address you would like your reimbursement cheque mailed to.

Mailing Address: (please ensure your mailing address is up to date in the Student Services Centre)

Office Use Only

Reimbursement approved: Yes No Reimbursement approved by: _____

OPT Submission Date: _____ Eform ID: _____

Follow up required? Yes No Notes: _____