



## GSA Councillor Credit Claim Form 2016-2017

- Credit claim forms for fall term attendance will be accepted anytime during the winter term. Credit applications for winter term attendance will be accepted following the last council meeting in April and credits will be held no longer than one (1) fiscal year (April 30<sup>th</sup>).
- Councillors are eligible for a \$20.00 credit per council meeting attended, up to a maximum of \$160.00 for both the fall and winter terms. A Councillor may use attendance at summer Council meetings (May-August preceding the current Council term) to count toward their attendance.
- In order to receive reimbursement councillors must provide relevant receipts documenting how expenses were incurred (photocopies acceptable).
- For more information, questions or concerns consult the GSA Policy Manual located in your councillor USB stick, or email the VP Operations: [vpo@gsacarleton.ca](mailto:vpo@gsacarleton.ca)

<b>Councillor Name(s):</b>	<b>Student #(s):</b>	<b>Email/Phone:</b>

<b>Department/Society:</b>	<b>Total claim amount:</b>
<b>Payee:</b>	<b>Departmental society contact (if applicable):</b>

<b>How did this event benefit graduate students? (Include details of activity/event, date, attendees etc.)</b>

Please attach all relevant receipts/documents in order to be reimbursed.

**FOR GSA OFFICE USE ONLY:**

<b>Received by:</b>	<b>Date:</b>	<b>Councillor(s) Attendance:</b>
		<b>Current Year:</b> <b>Previous Year:</b>
<b>Signature VPO/VPF:</b>	<b>Credit Distributed:</b>	<b>Credit Remaining:</b>
Approved: YES <input type="checkbox"/> NO <input type="checkbox"/>		