

# EVENT & PROJECT SUMMARY

Supplementary form to be submitted with all reimbursement requests utilizing an approved grant.



Today's Date: \_\_\_\_\_

Club Name: \_\_\_\_\_

Event/Project Name: \_\_\_\_\_

Event/Project Date: \_\_\_\_\_

Grant Number: G \_\_\_\_\_

Total Expenses (\$): \_\_\_\_\_

Total Revenues (\$): \_\_\_\_\_

Total Eligible (\$): \_\_\_\_\_

## < EVENT/PROJECT RECAP >

Number of external guests attended/impacted: \_\_\_\_\_

What was the expected event attendance or number of people the project impacted: \_\_\_\_\_

What was the actual event attendance or number of people the project impacted: \_\_\_\_\_

Overall, how did the event/project go? What worked and went well?

What didn't work? Were there any areas of concern such as with finances, security, attendance, etc.?

How did this event/project advance your semesterly club objectives and your stated club mandate?

## < REVENUES >

Revenue Source	Revenue Type	Amount (\$)

**TOTAL REVENUES (\$):** \_\_\_\_\_

## < EXPENSES >

- \* List all expenses related to your event or project, and attach all associated receipts to the front of this form.
- \* Only receipts, invoices, and supplementary documents that fulfil the following requirements will be accepted:
  - 1) Specifically lists the item(s) purchased
  - 2) Shows clear proof that payment was made and received (e.g., must show "paid")
  - 3) Must be original copies where photocopies are not acceptable
- \* A Cheque Requisition Form must be attached to the front of this form with the receipts in the middle.

Date DD/MM/YY	Place of Purchase	Item Description	Associated Item Category (See Grant)	Amount (\$)

**TOTAL EXPENSES (\$):** \_\_\_\_\_