



# Student Reimbursement Request Form 2017

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## Student Reimbursement Request Form

All Student Reimbursement\* requests must be made in **writing only** using this form.

- ONE REIMBURSEMENT REQUEST PER FORM. Requests may be made at any time.
- Reimbursement requests are for music related expenses such as instrument rentals, instrument related supplies (e.g., reeds), music books, private music lessons, etc.
- Include corresponding receipts as necessary (photocopies accepted)
- Return completed request form and related receipts in a sealed envelope to **“Mr. Lienard, Attention: GMPA treasurer”**

Date of Submission \_\_\_\_\_

Student's name \_\_\_\_\_

Date of purchase or event: \_\_\_\_\_

Request (choose one):

Amount of Reimbursement (attach receipt) \$ \_\_\_\_\_

Amount to be taken from student account for Band Trip \$ \_\_\_\_\_

Amount of Student Credit Transfer (to sibling) \$ \_\_\_\_\_

Brief explanation of expense: (i.e. lessons, name of sibling, band trip)

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Parent Signature \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_

\*Reimbursements will be made with the approval of the Glanford Music Parents' Association (GMPA) executive. Student reimbursement cheques will be available for distribution at the GMPA meeting immediately following your request.