



**RECREATION/MUSEUM/INTRAMURAL/STALLER CENTER
REIMBURSEMENT FORM**

PROCEDURES:

1. Fill out this application form with information required.
2. Attach original receipts for a Fitness Class Punch Card and/or Intramural Fee and/or Museum Exhibits, and/or Staller Center Events receipts. Only museums and other institutions that are members of the Museums Council of New York City (www.museumscouncil.org) are eligible for reimbursement. Donations, paid to the institutions, operating on donation basis (e.g., Metropolitan, Museum of Natural History, etc.) will not be reimbursed unless an entrance fee is required for a specific exhibition. The travel cost to the institutions will not be reimbursed.

Name: _____ ID#: _____
 Department: _____
 Mailing Address: _____
 Email: _____ Phone #: _____

Date of Application: _____

Amount Requested: _____

This amount is requested for:

_____ Fitness Class Punch Card
 _____ Intramural Fee
 _____ Museum Fee
 _____ Staller Center Event

By submitting this application, you attest that the information given is truthful to the best of your knowledge. Any fraudulent attempts to secure funding over and above the total cost of a program will result in permanent ineligibility for GSO funding. The GSO will also repost any fraudulent applications to any other funding organizations involved in your program, and will cooperate with any administrative and/or criminal proceedings undertaken by those organizations.

Applicant's Signature: _____ Date: _____