





# E-Council

\*Note: If your total for your event is over \$200.00, you must have previously submitted a *Large Expenditure Approval Form* and had a notification of approval.  
Please provide the names for up to 20 people that attended your event, in the space provided.

4. Persons in Attendance:			
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursement checks will be mailed to the above address unless you are a GW employee with direct deposit. The reimbursement process should take 3 to 6 weeks, provided all required information is given. Forms may be submitted to the Treasurer at Engineers' Council meetings or the E-Council mailbox in Tompkins 104. For questions: contact the Engineers' Council at [ecouncil@gwu.edu](mailto:ecouncil@gwu.edu).

----- For Engineers' Council Use Only -----

Received On \_\_\_\_\_, by (initials) \_\_\_\_\_ .

Officer's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reimbursement: \_\_\_ Approved \_\_\_ Denied  
Reason for Denial:

\_\_\_\_\_  
\_\_\_\_\_