



## RECREATION/MUSEUMS 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 original Museum receipts. Only museums and other institutions which are members of the Museums Council of New York City ([www.museumscouncil.org](http://www.museumscouncil.org)). Donations, paid to the the institutions, operating on donation basis (such as 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

**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: \_\_\_\_\_