



# OKANAGAN INDIAN BAND

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## REQUEST FORM: BOOKS, TRAVEL, TUTOR

Name \_\_\_\_\_

University/College \_\_\_\_\_

Date \_\_\_\_\_

Contact Number \_\_\_\_\_

<input type="checkbox"/> <b>BOOKS &amp; SUPPLIES</b>			
DESCRIPTION OF SUPPLIES REQUESTED _____			
DESCRIPTION OF REIMBURSEMENT – RECEIPTS ARE REQUIRED _____			
<input type="checkbox"/> <b>TUTOR ASSISTANCE</b>			
<input type="checkbox"/> Recommended by Student		<input type="checkbox"/> Recommended by Instructor	
Course Requiring Assistance _____			
Name of Tutor _____		Tutor Contact Number _____	
Number of Hours Requested _____		Cost Per Hour _____	
<input type="checkbox"/> APPROVED - <i>Students must provide an invoice or receipt from their tutor for payment</i>			
<input type="checkbox"/> INFORMATION REQUIRED – <i>Students must provide a letter of support from their Instructor</i>			
<input type="checkbox"/> <b>TRAVEL ASSISTANCE</b>			
<b>DEPARTING FROM</b> _____	<b>ARRIVING TO</b> _____	<b>DEPARTURE DATE</b> _____	
<input type="checkbox"/> Air Fare Indicate One Way or Return <input type="checkbox"/> One Way <input type="checkbox"/> Return Trip Total Cost _____	<input type="checkbox"/> Mileage Indicate one Way or Return <input type="checkbox"/> One Way <input type="checkbox"/> Return Trip Total Km _____	<input type="checkbox"/> Bus Indicate One-Way or Return <input type="checkbox"/> One-Way <input type="checkbox"/> Return Trip Total Cost _____	<input type="checkbox"/> Other  Please Explain:
Students who qualify are eligible to receive assistance for two (2) return trips per academic year; reimbursements are a provided to a maximum of \$500.00 per one-way trip. <i>Refer to Education Policies for eligibility criteria</i>			
<b>APPROVALS</b>			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DENIED	
<input type="checkbox"/> MORE INFORMATION REQUIRED			
DATE RECEIVED _____		DATE APPROVED _____	
APPROVED BY _____		SIGNED _____	