

SUSTAINABILITY EVENT EXPENSE REIMBURSEMENT FORM

Students' Union of UBC Okanagan
3272 University Way, UNC133
Kelowna, BC V1V 1V7



Description of Food Sustainability
Expenses:

SF EFT Payment

- Payee understands that payment will be transferred into the Student Association funding account. The reimbursement to the member would have already been processed by an Expense Reimbursement Form at the time of the event.

Student Association email address:

Student Association Name:

Total Amount Requested:

(sum of all receipt/invoice amounts)

* attach receipts

Approval:

Must be approved by two Student Association signing authorities and these must match signatures on file.

(1)

Signature – Signor #1

Print Name – Signor #1

(2)

Signature – Signor #2

Print Name – Signor #2

Documentation:

- Copies of original receipts / invoices must be attached..
- Receipts must show the individual expense incurred and any included taxes.
- The total amount requested must equal the sum of attached receipt amounts, or a full written explanation must be attached.

Submission:

Submit your completed Sustainable Fund reimbursement form to the Students' Union main office or email it to izzy.rusch@ubcsuo.ca.

END OF TERM SUSTAINABLE FOOD EVENT REPORT

Please provide a brief description of events/initiatives done by your Student Association in the past semester including the number of attendees that attended each event, the total cost of sustainable food, and the eligible foods served at the event.

Name of Event: _____

Date and time of event _____

Location of Event _____

Number of Attendees _____

Total Cost of Eligible Food _____

Total Cost of Event _____

Brief Description of Event/Foods served

Name of Event: _____

Date and time of event _____

Location of Event _____

Number of Attendees _____

Total Cost of Eligible Food _____

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