

STUDENT ASSOCIATION EXPENSE REIMBURSEMENT FORM

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



Business/Organization/Person's
Name To Receive Payment (Payee):

first name	last name

Description of Expenses / Event:

EFT Payment

- Payee understands that payment will be made by EFT. The payee will be required to submit EFT documents to the Students' Union in order to process the payment. Payee has confirmed that the payee does have a current and valid Canadian bank account.

Personal email address of the payee:

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. An executive with signing authority can not sign for their own reimbursement.

(1)

Signature – Signor #1

Print Name – Signor #1

(2)

Signature – Signor #2

Print Name – Signor #2

Documentation:

- **All original receipts / invoices must be attached, no duplicates or photos.**
- 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 expense reimbursement form to the Students' Union main office. If you have any questions while filling out this form, please email (izzy.rusch@suo.ca).

We will email the payee with the necessary EFT paperwork for final processing.

Please include the breakdown of your itemized receipts using the table below.

Receipt Date	Vendor	Description	Receipt Amount	Receipt in CAD Currency?	Total CAD Charged <i>(proof required)</i>	Total Claiming for Reimbursement <i>(if claiming different \$ from receipt total)</i>
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
Grand Total: <i>This total will automatically appear on page 1</i>						