

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 Expense(s)/Event(s):

EFT Payment

☐ The payee understands that payment will be made by direct deposit. The payee will be required to submit EFT information for a valid Canadian bank account to the Students' Union to receive payment. Payments to non-Canadian accounts may be charged wire fees if necessary.

Personal email address of the payee:

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Student Association Name:

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Total Amount to Reimburse:
(sum of all receipts/invoices)

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Approval:

Approved by two signing authorities not including payee. Signing authorities cannot approve ERFs if named as the payee above. Signatures must match signature on file with SUO. Computer font and Adobe signatures will not be accepted.

(1)

Signature – Signor #1

Print Name – Signor #1

(2)

Signature – Signor #2

Print Name – Signor #2

Documentation:

- All original receipts/invoices and proof of payment must be included.
- Receipts must show the itemized expense(s) incurred and any included taxes.
- The total amount requested must equal the sum of attached receipt amounts, or an explanation must be included.

Submission:

Submit your completed hardcopy ERF and receipts to the SUO office (UNC133) or email to izzy.rusch@suoo.ca. If submitted by email, forms and supporting documents **must** be kept accessible for a minimum of 1 year in case hardcopies requested by our auditors.

We will email the payee for the necessary EFT information for final processing.

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

Receipt Date	Business/Vendor	Description of purchase	Total amount of receipt or invoice	Receipt in foreign currency?	Total CDN \$ charged (proof required)	Total amount of receipt or invoice to reimburse (this column must be completed)
				<input type="radio"/> US \$ <input type="radio"/> Other		
				<input type="radio"/> US \$ <input type="radio"/> Other		
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				<input type="radio"/> US \$ <input type="radio"/> Other		
Grand Total:						
This total will automatically appear on page 1						