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:

Student Association Name:

Total Amount to Reimburse:
(sum of all receipts/invoices) $ 0.00

Approval:

Approved by two signing authorities not including the payee, if applicable. Signing authorities cannot approve ERFs if they are named as the payee above. Signatures must match signature on file with SUO. Typed names, computer-generated fonts, and Adobe electronic signatures are not 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 membership.outreach@suo.ca. If submitted by email, forms and supporting documents **must** be kept accessible for a minimum of 1 year in case hardcopies are made by our auditors.

Once the ERF is approved, we will email the payee for the required 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)*
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
		◉ US $ ○ Other		
Grand Total: *This total will automatically appear on page 1*			**$ 0.00**	**$ 0.00**