The University of British Columbia | School of Engineering

Expense Reimbursement Form for Students

The online submission form is to be used by students in the School of Engineering to claim out-of-pocket expenses for reimbursement.
The Claimant can expect to receive their reimbursement within 30 days of submitting this form if **(and only if**), the content is correct and complete, and all approve its expenses of the designated fund's signing authorities. Forms submitted with incorrect or incomplete content, and/or unapproved expenses, will be returned to the Claimant, yielding delays in the reimbursement.

4 Steps to Follow:

1) The Claimant should set up the Direct Deposit feature in Workday. The steps to do this are detailed at https://workday.students.ubc.ca/finances/setting-up-your-direct-deposit

2) The Claimant should compile their receipts electronically, with a separate PDF-file for each receipt and its attachments (for conditions **D** and **E** below).
Each PDF-file should be numbered with the Receipt Numbers in the upcoming Receipt Table. Each receipt should meet the following conditions:

A. Each receipt must be itemized, with a list of all the purchased items and their costs. *See Fig. 1 in the Appendix as an example of an itemized receipt.*

B. Each receipt for shipped items must show the shipping status as 'shipped'. *See Fig. 2 in the Appendix as an example of an itemized receipt for a shipped item.*

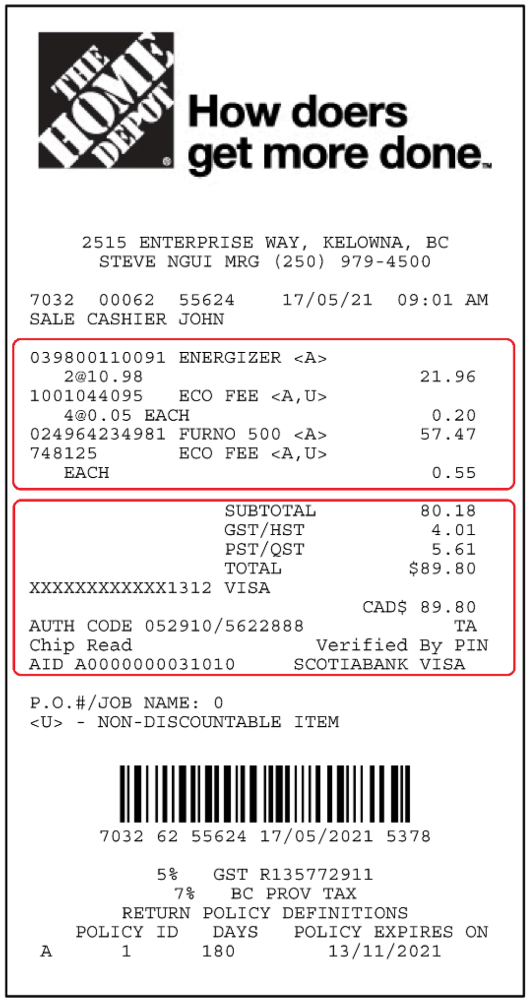
C. Each receipt for travel expenses, including airfare, meals, accommodations, mileage, etc., must list all of the participants, with claims of mileage including the exact addresses of the origin and destination.

D. Each receipt that names a Buyer other than the Claimant must have attached with it a statement from the Buyer declaring "I, [Buyer's name], confirm that [Claimant's name] reimbursed me at the amount of [amount in Canadian dollars] for the purchase of [purchased item(s)] on [purchase date]." A simple copy of an emailed statement can be used for this attachment.

E. Each receipt that does not clearly show the payment in Canadian dollars, due to the use of other currencies and/or missing payment information, must have attached with it a credit/bank card statement showing the payment amount in Canadian dollars (with that amount agreeing with the claimed expense). A simple annotated screen image can be used for this attachment, with any irrelevant/personal information redacted. *See Fig. 3 in the Appendix as an example of a credit/bank card statement.*

3) The Claimant should provide the requested information on the following pages while ensuring that the above-described files agree with the content in the Receipt Table.

Appendix:



How doers get more done.

2515 ENTERPRISE WAY, KELOWNA, BC
STEVE NGUI MRG (250) 979-4500

7032 00062 55624 17/05/21 09:01 AM
SALE CASHIER JOHN

039800110091 ENERGIZER <A>
2@10.98 21.96
1001044095 ECO FEE <A,U>
4@0.05 EACH 0.20
024964234981 FURNO 500 <A> 57.47
748125 ECO FEE <A,U>
EACH 0.55

SUBTOTAL 80.18
GST/HST 4.01
PST/QST 5.61
TOTAL $89.80
XXXXXXXXXXXX1312 VISA
CAD$ 89.80
AUTH CODE 052910/5622888 TA
Chip Read Verified By PIN
AID A0000000031010 SCOTIABANK VISA

P.O.#/JOB NAME: 0
<U> - NON-DISCOUNTABLE ITEM

7032 62 55624 17/05/2021 5378

5% GST R135772911
7% BC PROV TAX
RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 180 13/11/2021

This is the required list of purchased items and their costs.

This is the required payment information.

Fig. 1. Example of an itemized receipt with the required list of purchased items, showing the items and their costs, and the required payment information, showing the tax(es), total(s), payment(s), etc.

McMASTER-CARR.

Receipt

330-995-5500
330-995-9600 (fax)
cle.sales@mcmaster.com

Purchase Order	[redacted]
Paid (US Dollars)	**$47.61**
Invoice	**28582978**
Invoice Date	**6/13/24**

Billed to
ATTENTION: JOHN DOE
UNIVERSITY OF BRITISH COLUMBIA
OKANAGAN
SCHOOL OF ENGINEERING
1137 ALUMNI AVE
KELOWNA BC V1V 1V7
CANADA

Shipped to
Attention: John Doe
University of British Columbia
Okanagan
School of Engineering
1137 Alumni Ave
Kelowna BC V1V 1V7
Canada

Information About Your Payment

Credit Card	Visa Ending- 1312
Date	6/14/24
Name on Card	John Doe
Your Account	[redacted]

Abrar Mahir placed this order.

Line		Product	Ordered	Shipped	Balance	Price	Total
1	94125K428	Compression Springs, 30 mm Long, Packs of 5	2 Packs	2	0	11.60 Per Pack	23.20

Notes
Your order is subject only to our terms and conditions, available at www.mcmaster.com or from our Sales Department.

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end- user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

Merchandise	23.20
Canadian GST/HST	2.27
Shipping	22.14
Total (US Dollars)	$47.61
Payment Received 6/14/24	(47.61)
Balance Due (US Dollars)	$0.00

Packing List	Shipped	Weight	Carrier	Tracking
6052118-01	6/13/24	1 lb	Purolator	CPK002171431

GST# 131203705RT0004 McMaster-Carr Supply Company Page 1 of 1

Fig. 2. Example of an itemized receipt for a shipped item with the Claimant name and shipping status (in red boxes).

TD My Accounts Products Ways to Bank Learn

Date ↓	Transaction Description	Debit
Jul 2, 2024	HMS Host International	$8.71
Jul 2, 2024	MAAS - 213979 HORECA EXPL	$5.15
Jul 2, 2024	NYX*ABServiciosSelectaE	$2.87
Jul 2, 2024	[redacted]	$2.87
Jul 2, 2024	[redacted]	$3.94
Jul 1, 2024	EMPRESA MUNICIPAL EMT	$4.54
Jul 1, 2024	HOTEL NH BARAJAS	$35.06
Jul 1, 2024	TFN SSP AEROPUERTO TFN	$55.07

Fig. 3. Example of a credit/bank card statement showing payment amounts in Canadian dollars for the claimed items (in red boxes) and redacted content (in black boxes).