Student Reimbursement Package

Professional Activities Fund

This package is meant for out of pocket expenses, which have been approved by the Professional Activities Fund (PAF) Committee and/or Committee Chair.

When all correct documentation has been submitted, reimbursement can be expected within 30 days.

Checklist: <mark>if the following requirements are not checked off(met) your package will be returned to you, delaying your reimbursement</mark>.

☐ My direct deposit is set up in the SSC

OR

☐ My address is correct in the SSC

☐ Receipts include payment information

☐ Receipts are itemized

☐ Shipping receipts include **me as the payee**

☐ **Amazon and/or Ali Express - All Shipping receipts mention 'shipped'**

☐ Map is included for mileage

☐ All participants are listed for travel/meals

☐ **Credit Card Snapshot provided for items that don't show payment information clearly.** (ie. Credit card information, please redact any non-relevant information and credit card numbers)

☐ Each receipt is a separate file (ie. PDF, jpeg, word doc) and coincides with description in table on Page 2

☐ If someone else paid for the expense, I have filled out the Alternative Payee Form.

☐ I have reviewed and followed, the examples included in the **Resources** section of this package

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Okanagan Campus
1137 Alumni Avenue
Kelowna, BC Canada V1V
1V7

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School of Engineering

Name: must match name(s) on PAF Application	**Date:**	
Student Number:	**Email Address:**	
Mailing Address:	**Approved Amount $:**	300

Date	Description	Amount	Currency
	TOTAL:	0	

(please add another page if there are more transactions)

Please Sign:

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Resources:

Shipping Invoices:

Shipping invoices must indicate that they have already been shipped. They must also have payment information indicated somewhere on them. Find an example amazon invoice below.

1) Indicates it was shipped
2) Billed to the person receiving the reimbursement
3) Payment information indicated

8/24/2020   Amazon.ca - Order

amazon.ca

Final Details for Order #
Print this page for your records.

Order Placed: August 14, 2020
Amazon.ca order number:
Order Total: CDN$

1. Shipped on August 15, 2020

Items Ordered   Price
                                                               CDN$

Sold by: Amazon.com.ca, Inc.

Condition: New

Shipping Address:

Shipping Speed:
Two-Day Shipping

Payment information

Payment Method: Item(s) Subtotal: CDN$
Visa | Last digits: Shipping & Handling: CDN$
                                                              _____
Billing Address: Total before tax: CDN$
                                       Estimated GST/HST: CDN$
                                       Estimated PST/RST/QST: CDN$
                                                              _____
2.   **Grand Total: CDN$**

Credit Card transactions   Visa ending in   *3.* August 15, 2020: CDN$

To view the status of your order, return to Order Summary

Please note: This is not a VAT invoice.

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Resources continued:

Credit Card Snapshot Example:

Personal Information can be redacted.

Date ↓	Description	Withdrawals	Deposits	Balance
██████	████████████████████████████████			
██████	████████████████████████████████			
Nov 2, 2021	Contactless Interac purchase - 3541 UBCO SUNSHINE C	-$11.74		

Itemized Receipt and Payment Receipt Example:

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1V7

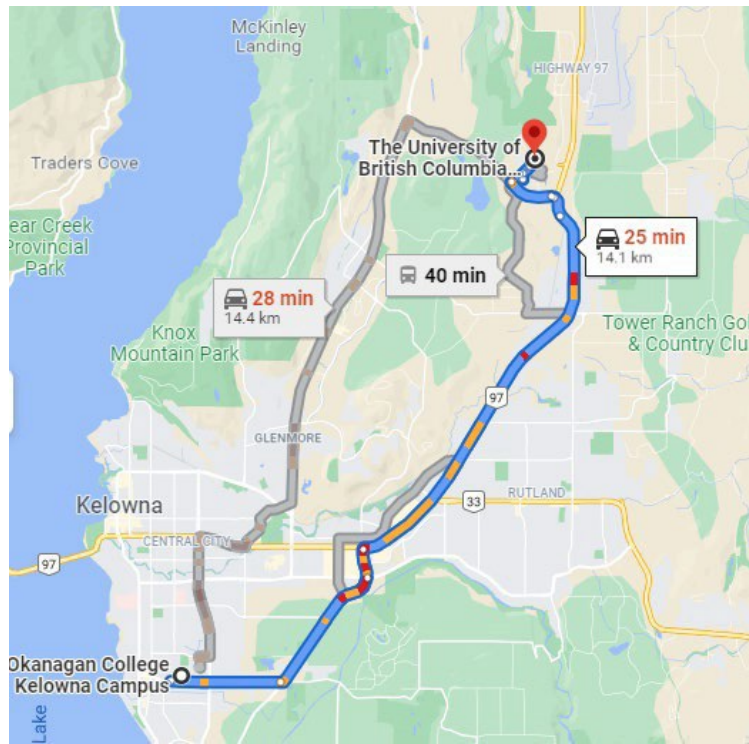THE UNIVERSITY OF BRITISH COLUMBIA

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Resources continued:

Mileage:

Example Map for Mileage Reimbursement. For the below example, a round trip would be 28.2 km. Trips must be started at the regular place of work, in this case the University of British Columbia campus.

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Alternate Purchaser:

I, _____ ,
(name of payee)

allow _____
(name of claimee)

to receive the reimbursement for the purchase of _____
(description of purchase)

that I made on _____ .
(date of purchase)

_____
Signature of payee

*Note: All reimbursements must be accompanied by proof of purchase.