

## Non-Travel Reimbursement Instructions

*For all reimbursement requests to department accounts, including M ECH 45X and student teams*

If you would like to request reimbursement from the Department for purchases, please take the following steps:

- Complete the form, listing all of the expenses (STORE NAMES + TOTALS) you have receipts for
- Print a hard copy of the form, and have your supervisor or the designated account holder indicate the appropriate speedchart and sign their authorization
- TAPE your original receipts flat onto an 8.5 x 11 piece of paper. You can have more than one receipt per page, but place the receipts so the pages can be easily photocopied and the totals can be seen. Do NOT tape over any numbers (the tape erases the print).
- Take a photocopy of both the form and the receipts for your own records
- Staple the form to the receipt page(s) and submit to Barb Murray, the Financial Assistant, in the Mech Department office

If you have any questions about the process, please email them to [barb@mech.ubc.ca](mailto:barb@mech.ubc.ca).

### **A few reminders from MECH's Finance Department:**

- Original receipts (proofs of payment) MUST be handed in with the properly completed form.
- TRAVEL Claim Forms must be used for any travel related claims (failure to do this will result in a delay of reimbursement)
- Claims for items purchased MUST also include original receipts (proof of payment). Small receipts should be taped on to an 8.5 x 11 piece of paper. More than one receipt can be put on one page as long as the amounts are not hidden.
- DO NOT put an 8.5 x 11 receipt on to another sheet of paper - this is a needless waste of paper.
- If a payment was made in US dollars a copy of a credit card statement showing the exchange may also be included to ensure proper reimbursement

If the original receipt is not available, please complete the Missing Receipt Form.

NOTE: \$3500 is the maximum amount that can be reimbursed on one form.

Department of Mechanical Engineering  
**REIMBURSEMENT CLAIM**

**DO NOT USE FOR TRAVEL CLAIMS**

Please supply details of each item and submit this form to the MECH office with **ORIGINAL RECEIPTS**.

DATE: \_\_\_\_\_ STUDENT/EMPLOYEE NUMBER: \_\_\_\_\_

NAME: _____	PHONE: _____	E-MAIL: _____
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Address (home or office) to which cheque should be sent:

Approval (Supervisor): _____	Speed Chart/PG to Charge: _____
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PLEASE LIST EACH RECEIPT BELOW:

[illegible]