

Tuum Est Student Initiative Fund:

Student expense reimbursement guide

Tuum Est Student Initiative funding is dispersed as a reimbursement after the approved conference, initiative, or competition is complete.

Reimbursements will be made by direct deposit. You must ensure your banking information for direct deposits has been set up in Workday prior to submitting your expenses for reimbursement. Please use this tutorial to set up your direct deposit information in Workday: <https://students.ok.ubc.ca/ws-tutorial/setting-up-your-direct-deposit/>

To receive reimbursement, students must:

- 1) Tell us how your activity went by [filing in this form](#)
- 2) Complete a Tuum Est [funding reimbursement form](#) and email to tesif.ok@ubc.ca along with required expense documentation, detailed below.
- 3) Submit the Tuum Est funding reimbursement form and required expense documentation **within one (1) week of the completed conference, competition or initiative. Late submissions will result in students becoming ineligible for funding reimbursement.**

Required expense documentation

Please review this guide to ensure you have the right documentation ready to submit for reimbursement.

Applies to all expenses:

- Only approved expenses, as per your submitted Tuum Est budget worksheet will be eligible for reimbursement.
- All expenses being claimed must have a receipt and/or supporting documentation to be eligible for reimbursement.
- Receipts must be itemized, detailing what was purchased.
- Receipts must include proof of payment information, showing the completed debit, credit or cash transaction.
- Where proof of payment is not available by receipt, a [redacted](#) bank statement or banking transaction screenshot must be provided, showing the transaction, date, and amount. Please redact all non-relevant information on the statement.

- Each receipt must to be sent to tesif.ok@ubc.ca as a separate file (i.e.. PDF, jpeg, word doc) and is named using the following convention:
- *date,expense,amount*
- e.g. Jan3,meal,15.doc

Expenses in USD:

- For expenses incurred in USD, a [redacted](#) bank statement or banking transaction screenshot must be provided, showing the transaction, date, and amount and the conversion to CAD. Please redact all non-relevant information on the statement.

Gift card purchases:

- If a gift card was purchased for event giveaway, the recipient's information (name email, student/staff status) must be provided via email to tesif.ok@ubc.ca

Travel Expenses:

- For flight expenses, documentation must be provided showing:
 - o The name of the person on the flight
 - o The flight class. Please note, only Economy class flights are eligible for reimbursement.
 - o The origination and destination of the flight.
- For meal expenses:
 - o Alcohol is not eligible for reimbursement. Please keep alcohol purchases on separate receipts than meal receipts being submitted for reimbursement.
 - o Itemized receipts and proof of payment are required for all meal expenses.

Online Purchases:

Shipping invoices/printable order summaries must indicate:

- 1) What was purchased
- 2) Name of person billed (must match the name of the person receiving the reimbursement)
- 3) Proof of payment

Redacted bank statement example:

Account numbers and non-relevant transactions redacted.

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

Itemized receipt and proof of payment receipt examples:

