



Tuum Est Student Initiative Fund Reimbursement form

Initiative Details

Initiative name: _____

Applicant name: _____ Student Number: _____

Form Submission Date: _____

Mailing Address:

Please note:

All Tuum Est Student Initiative Fund Reimbursement forms and supporting expense documentation must be submitted to tesif.ok@ubc.ca within 1 week of the approved conference/competition/initiative.

Late submissions will result in students becoming ineligible for funding reimbursement.

Reimbursement Details

Name of student to be reimbursed: _____ Student Number: _____

I have all receipts and proof of payment in separate files Yes No

My [direct deposit information is in Workday](#) Yes No

My primary address in Workday is up to date Yes No

I have reviewed the [Tuum Est reimbursement guide](#) Yes No

I have completed [the post-activity survey](#) Yes No

Total requested reimbursement (for this form): \$ _____

Next Steps

Reimbursements take approximately 5 - 10 business days from the date of approval.

Office Use Only

Reimbursement approved: Yes No Reimbursement approved by: _____

Follow up required? Yes No Notes: _____