

# CENTRAL ACCOMMODATION FUND



University  
of Victoria

## REQUEST FOR REIMBURSEMENT

The Central Accommodation Fund has been established by the University to assist in the fulfilment of its legal duty to accommodate University employees with disabilities as regulated by the British Columbia Human Rights Code and to provide departments with a source of funds to assist in their provision of necessary and reasonable accommodations.

Departments are encouraged to contribute towards items or services purchased through the Central Accommodation Fund to support the accommodation of their employees. Please review the [terms of reference](#) for more details.

**Please note:**

- *If any funding is received through the CAF for equipment, that piece of equipment will be assigned to the employee for as long as they work at the university and will move with the employee if they transfer positions.*
- *For equipment that receives 50% or more funding from CAF, the equipment will then belong to the Accommodation Loaner Program and will be repurposed after the employee is no longer in need or it or leaves the university.*

Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Item(s) \_\_\_\_\_

Total cost \_\_\_\_\_

Amount requested for reimbursement \_\_\_\_\_

Have other sources of funding been reviewed?  Yes  No  
(carry forward funds, equipment reserves, faculty/dept reserve)

Signatures:

\_\_\_\_\_  
Name – Supervisor: Date

\_\_\_\_\_  
Name - Director/Dean: Date

Submit completed request forms and supporting documentation to: Rebecca Lumley, Director – Total Compensation and Recruitment, Human Resources [lumleyr@uvic.ca](mailto:lumleyr@uvic.ca)