Business Expense Reimbursement

Form preparation guidance:
- In most circumstances, reimbursements can be claimed more efficiently through the Chrome River expense management system.
- This form is to claim reimbursement for business expenses paid while conducting UVic business and for petty cash replenishments.
- Submit the completed form using the form submission portal (this will create a ticket). Refer to the form submission webpage for more information.

Payee information

<table>
<thead>
<tr>
<th>Pay to</th>
<th>Employee</th>
<th>Student</th>
<th>Other</th>
<th>If other, specify</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Last name First name Middle name UVic ID (V#)

Mailing address

Street/PO Box: City: Province: Postal code: Country:

Details or purpose of payment (for research expenses, attach supporting documentation)

Reimbursement request for CUPE 951 Development Fund: (brief details here - tuition, technology, etc.)

If special handling is required, explain below:

Is this a Petty Cash account replenishment?

Yes ☐ No ☐

Details of receipts

<table>
<thead>
<tr>
<th>Date</th>
<th>Description/supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tuition/brief details of item</td>
<td>1.0000</td>
</tr>
</tbody>
</table>

Missing receipts? Attach declaration

Expense allocation (please group expenses by coding)

<table>
<thead>
<tr>
<th>Fund (5)</th>
<th>Org (5)</th>
<th>Acct (4)</th>
<th>Actv (6)</th>
<th>Locn (6)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>90002</td>
<td>90002</td>
<td>7293</td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

For non-employees only: Is a non-Canadian dollar payment required?

Yes ☐ No ☐

Non-CAD payment options:
- Us dollar cheque to be mailed to a US address
- Us dollar wire/electronic payment to be sent to a non-US address
- Payment in all other currencies

Indicate currency for payment:

Payment conversion options:
- The amount on this claim is in Canadian dollars to be converted and paid in the currency noted above
- The amount on this claim is in the currency noted above (Canadian dollar equivalent will appear in FAST)

Approvals and contact information

Accepted forms of approval:
- Electronic approval via Team Dynamix using the form submission portal
- An email from the approver, indicating their approval
- Scanned and emailed image of the physically signed document (digital photo or scanned)
- Physically signed document with pen on paper

Name Approval (sign here / submit alternate form of approval) Date

Claimant

FAST account holder/delegate

One over one/supervisor

Who to contact about this form Name Email Phone

April 2024