

**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.

<b>Payee information</b>		Employee <input type="radio"/> Student <input type="radio"/> Other <input type="radio"/> If other, specify _____	
Pay to	Last name	First name	Middle name
			V0
			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		Not enough room? <a href="#">Attach supplementary form</a>		Missing receipts? <a href="#">Attach declaration</a>	
Date	Description/supplier	Paid	Foreign exch	Amount	
	Tuition/brief details of item		1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	
			1.0000	0.00	

Expense allocation (please group expenses by coding)						Total reimbursement (A)	
Fund (5)	Org (5)	Acct (4)	Actv (6)	Locn (6)	Amount		
90002	90002	7293			Total (CA)	0.00	
						Total reimbursement and total allocated must be equal	

**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)

<b>Total allocated (B)</b>	0.00
<b>Amount still to be allocated</b>	0.00

**Approvals and contact information**

Accepted forms of approval: Provide **ONE** of the following forms of approval with your submission:

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