General Expense reimbursements

Instructions

- Use for non-travel related reimbursements (supplies, equipment, ..)
- Unlike travel reimbursements, purchasing supplies and equipment can be combined onto 1 form to reduce paperwork
- Complete all the highlighted sections on the form Qreq form
  - **Payee**: must be full legal name
  - **Address**: only complete if the payment method is cheque
  - **Amount**: enter the total amount to be reimbursed
  - **Invoice details**: include detailed descriptions of each receipt and why was it purchased (explain how it’s related/relevant to the PG)
  - **Authorization**: signed by the PI

Supporting Documentation Guidelines

- Original and itemized sales receipts required (photocopies and pictures not allowed)
  - E-mailed receipts are acceptable, but they must provide detailed description of items purchased
- Receipts must be taped single-sided (include description for each receipt or a summary sheet)
- If purchase/expense is unusual, provide additional information for the purchase and how it is relevant for the research
- Research supplies and equipment that are shipped to UBC must be shipped to a UBC address (to the attention of the person making the order) and the receipt must be billed to UBC (personal home address is not acceptable)
- Foreign currency conversion (provide copy of bank statement or use [www.oanda.com](http://www.oanda.com))
  - Bank statement must contain Payee’s name or bank account number to be valid (copy and paste (edited) statements will not be accepted)

For more information, please contact the Zoology Finance team:
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