

## **Reimbursement Process**

*Updated August 11, 2020*

1. Take a picture of your itemized receipts\*. Transaction slips would not count. Please do this immediately as there have been many instances where receipts have been lost and we could not reimburse the expense.
  
2. Send your receipts to [msavpfin@ualberta.ca](mailto:msavpfin@ualberta.ca) with the word “Reimbursement” in your subject title. In your email, please also include:
  - a. Who to make the cheque out to (first and last name (and address if you would like your cheque to be mailed))
  - b. Total amount of reimbursement requested
  - c. Short description of event/purchase
  - d. Which club/initiative should the reimbursement come from?

Feel free to use the following format in your email:

- e. Name:
  - f. Address:
  - g. Amount:
  - h. Description:
  - i. Club/Initiative:
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3. Reimbursements will usually be processed in 5 business days and delivered to the UME office unless otherwise stated. During the COVID-19 pandemic, all cheques will be delivered by mail.

Please note:

\*Receipts are the preferred documents to submit for reimbursement. If there is no adequate documentation that shows the transaction has been completed, the reimbursement cannot be issued.