

**FORM 006 – UMGSA Reimbursement Form (Page 1 of 2)**

Please read this form and all attached documents before returning the application to the UMGSA.

**Student Information**

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Department: \_\_\_\_\_ Program: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address (U of M): \_\_\_\_\_  
\_\_\_\_\_

**Reimbursement Information**

Expense Description: \_\_\_\_\_

Expense Date: \_\_\_\_\_ Expense Amount: \$ \_\_\_\_\_

Was the expense pre-approved? \_\_\_\_\_ If yes, by whom? \_\_\_\_\_

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Verified the application and supporting documents are complete

Type of Reimbursement:  Type 1

Type 2

**Document Checklist:**

Letter describing reason for reimbursement request

Original Receipts

Other: \_\_\_\_\_  
Please Specify

**NOTE:** Incomplete applications or applications without supporting documents will not be processed. Your application must reach the UMGSA Office in an envelope with all supporting documents. **Faxed, photocopied, or scanned copies of the original application will not be accepted.**

**Declaration**

**I certify that I have read the form and reimbursement guidelines stipulated in UMGSA Policy #001. I recognize that submission and qualification of this application is subject to these bylaws. I declare that the information contained within this application is correct and accurate. I authorize the UMGSA to investigate the information provided in this application to assess the qualification for this reimbursement if necessary.**

\_\_\_\_\_  
Signature of the applicant

\_\_\_\_\_  
Date

## **Instructions for Submitting Form 006 – Reimbursement Form**

1. Read all documents and associated guidelines (Policy #001)
2. Complete Form 006 (pages 1 and 2) and prepare all required supporting documents.
3. Staple the application and all supporting documents together with the application form as the first page. It is not necessary to include these instructions.
4. Hand in or mail the application and all supporting documents to:  
**Vice President Internal  
University of Manitoba Graduate Students' Association  
221 University Centre, University of Manitoba  
Winnipeg, MB R3T 2N2**

### **Notes:**

1. Please read all documents and associated guidelines before completing and submitting the application. If the application fails to follow the guidelines, it will not be approved.
2. Incomplete applications or applications without supporting documents will not be approved.
3. Please keep a copy of the form and all supporting documents for your records.
4. Fax, photocopy, or scanned copies of the form will not be accepted.

### **Status of Your Form:**

#### ***For amounts of \$200.00 or more:***

Your application will be reviewed by the Finance Committee and Council. You will be notified after the next UMGSA Council meeting regarding the result of your application.

#### ***For amounts of \$50.00 to \$200.00:***

Your application will be reviewed by the Finance Committee. You will be notified after the next Finance Committee meeting regarding the result of your application.

#### ***For Type 1 Reimbursements (Amounts under \$50.00):***

Your application will be reviewed by the Vice President Internal. You will be notified regarding the result of your application as soon as possible.

## **Policy # 001 - Reimbursement Policy**

### **Category: Finance**

#### **1. Preamble**

The following policy shall be read in addition to any relevant bylaws or policies of the Finance Committee when referring to the procuring of materials, supplies, and payment for services. In conditions where conventional GSA purchasing procedures are unavailable, or when an expense is made on behalf of the GSA, materials, supplies, or services that are acquired through payment by any GSA member or employee may be reimbursed.

#### **2. Application Procedure**

- a. Applications for reimbursement must be made using “Form 006 – GSA Reimbursement Form”.
- b. The amount required, the GSA member or employee’s name that made the expense, and reasons for requiring the reimbursement should be stated in writing.
- c. All supporting financial documents, including approved cash register or paid invoice receipts must be included.
- d. All completed forms shall be returned to the GSA main office for review and approval.
- e. The review and approval of applications shall be performed as described below in the Review and Approval section.
- f. Reimbursement should not be made for materials or supplies of the same kind that are being purchased from the same source on a repetitive basis. The Finance Committee should, in these instances, investigate alternative purchasing procedures.
- g. Reimbursement shall not be made to a vendor but to a GSA employee or member only.

#### **3. Review and Approval**

- a. Reimbursement applications shall be recognized as belonging to one of two types.
- b. **Type 1:** For reimbursements where the expense is clearly an approved budgeted expenses and purchases could have otherwise been made directly through conventional means. Examples include the purchase of office supplies, payment of invoices, or other such expenses which are clearly on behalf of the GSA. Any of these expenses shall be pre-approved before the expense is made.
- c. **Type 2:** For reimbursements where the expense was not pre-approved, expenses incurred while acting on behalf of the GSA, or otherwise require further deliberation. Examples include reimbursement for phone charges, photocopying.
- d. Reimbursement applications shall be reviewed and approved depending on both the type and the amount.
- e. For Type 1 reimbursements of amounts under \$50, the Vice President (Finance) shall review and approve the application
- f. Excluding those listed above, Type 1 and Type 2 reimbursements of amounts under \$200, shall be reviewed and approved by the Finance Committee and presented to the Council for concurrence without debate

g. Excluding those listed above, Type 1 and Type 2 reimbursements of amounts exceeding \$200 shall be reviewed and recommended by the Finance Committee, subject to discussion and approval by council.

#### **4. Payment**

- a. Payment shall be made, on the condition that funds are available, as soon as the appropriate person or body has approved the application.
- b. Payment for amounts of \$10 or less shall be given directly from the GSA petty cash box. Any payment above \$10 will be in the form of a cheque.
- c. All reimbursements shall be documented and recorded appropriately in the expenses, including the necessary budget-wise recording. These will be reported to the Finance Committee on a regular basis.