

UBC reimbursement guide

STEPS

1. Set up in the UBC system (see instructions on p. 1 & 2)
2. Submission of receipts (see instructions on p. 2 & 3)

Please ensure that you submit the required set up documents prior to your arrival in Vancouver. This will ensure timely processing of reimbursement claims once submitted.

1. Setup in the UBC system

All reimbursements go through UBC, and you will need to be set up in their system for reimbursement payment(s) to be issued. The set up and forms vary, depending on the payee's region and bank location.

Canada

If the payee is based in Canada with a Canadian bank account, direct deposit and mailed cheque are the available payment options.

To set up direct deposit:

- i) Click on the link and complete the required form.

https://finance.ubc.ca/sites/finserv.ubc.ca/files/resource-files/EFT_Cdn_Vendors.pdf

Please note that for the blank cheque portion, it either needs to be physically stamped by the bank, or can be a photograph of a physical cheque with "VOID" written across it.

- ii) Email the completed form to rithika.shenoy@globalreportingcentre.org.

For payment by Cheque:

- The payee should email rithika.shenoy@globalreportingcentre.org their full name, and complete mailing address. This must be an address in Canada.

USA

If the payee is based in the United States with a US bank account, direct deposit and mailed cheque options are available.

To set up Direct Deposit:

i) Click on the link and complete the required form.

https://finance.ubc.ca/sites/finserv.ubc.ca/files/resource-files/EFT_US_Vendors.pdf

Please note that for the blank cheque portion, it either needs to be stamped by the bank, or can be a photograph of a physical cheque with 'VOID' written across it.

ii) Email the completed form to rithika.shenoy@globalreportingcentre.org.

For payment by Cheque:

- The payee should email rithika.shenoy@globalreportingcentre.org their full name, and complete mailing address. This must be an address in the United States.

International

If the payee is based outside of Canada or the United States, the only payment option available is a wire transfer. To set this up,

i) complete the following form:

https://finance.ubc.ca/sites/finserv.ubc.ca/files/resource-files/GDS_SupplierRequest.pdf

ii) Email it to rithika.shenoy@globalreportingcentre.org

***Please note that even if all the details provided are correct, this can take up to 5 business days to set up in the UBC system**

2. Submission of receipts

In order to receive a reimbursement from UBC, photos or scans of the original, physical receipt(s) must be submitted. For digital receipt(s), email the copy(ies) to rithika.shenoy@globalreportingcentre.org.

In case of multiple receipts (more than one), a package must be emailed to rithika.shenoy@globalreportingcentre.org. The instructions for creating a package are as follows:

- Create a cover page with details of the receipts you are submitting (sample cover page can be found as **Appendix - I** below).
- Submit all the receipts as **one combined PDF in the same order as mentioned in the cover letter.**
- Submit both the attachments (cover letter and receipts) to rithika.shenoy@globalreportingcentre.org.

***Please note that it could take up to 30 business days from the date of submission of receipts, for the payment to be complete. In certain cases of international transfers, it could take even longer.**

APPENDIX - I

Cover letter for reimbursements

Name: *(exactly as submitted to be set up in the UBC system)*

Date:

Total amount requested for reimbursement: *(please mention the currency here)*

Serial Number	Brief description of purchase	Date on receipt	Amount
1.			
2.			