



# STUDENT INITIATIVE REIMBURSEMENT

Your name: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Initiative Title: \_\_\_\_\_

Email: \_\_\_\_\_

Pick up cheque in office     Mail cheque to: \_\_\_\_\_

\_\_\_\_\_

Receipt #	Receipt Date	Description of Expenses	Amount (CAD)
<b>Total:</b>			<b>\$</b>

**Notes:**

- All receipts must be attached on letter paper(s) with a # assigned to each receipt.
- Receipts must show the individual expenses incurred and any included taxes, i.e. itemized.
- A receipt showing only a credit or debit card purchase will not be accepted.
- For expenses in USD, use the exchange rate of **USD1 to CAD1.34**. For expenses in other currencies, please check with the OCSU.
- Alcohol purchases and alcohol tax will not be reimbursed. Please mark clearly the final amount to be claimed on the receipt.
- ALL receipts must be submitted to OCSU by July 10.

Internal use only	
<b>Approved amount:</b> \$ <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	
OCSU Signing	
<b>Authority Approval:</b> _____ <small>(Signature)</small>	_____ <small>(Signature)</small>
_____	_____
<small>(Print name)</small>	<small>(Print name)</small>
<b>Date:</b> _____	_____

**A cheque will be provided after Board Approval of expenses submitted.**