

Adjunct Parking Reimbursement Form

- 1. To be completed by Adjunct faculty and/or admin support staff for business related expense (adjunct parking).
- 2. Complete this form with scan copies of itemized receipts and submit to Daniel Johnstone | johnstone@allard.ubc.ca.
- 3. Missing Receipts: If the itemized receipt is not available, complete and submit a "Missing Receipt Form".
- 4. All parking reimbursement requests must be submitted within 45 days at the end of the each term for processing, otherwise will be ineligible.

Adjunct Name:	Email:	
Mailing address:		
Law Course:	Term / Year:	
Date	Parking receipt amount	
Total reimbursement requested: \$	_	
Signature:	Date:	