

## PERSONAL REIMBURSEMENT CLAIM FORM (Non-Travel)

- 1. To be completed by Faculty, Staff, and Students for business-related expenses and excludes travel expenses.
- 2. Attach this form and <u>original</u> receipts and to the Finance office, room 258 or by email (PDF file format) to: <u>lawfinance@allard.ubc.ca</u>
- 3. Missing Receipts: If the original receipt is unavailable, complete and submit a "Missing Receipt Form".

Item/Description/Purpose:	Amount:	Worktag:
Total Reimbursement: \$		
Requested by:	Student ID#:	
(Print Name)	*if the claimant is a student	/student worker
Worktag Manager:		
(Print Name)	(Signature)	
Additional Comments:		

For Law Finance Office Use Date Received: