

UBC Law Students' Society

Student Reimbursement Form

Club Name:	
Date:	
Payee's Legal Name:	
Payee's Email:	
Payee's Phone Number:	
Payee's Student Number:	

[illegible]

Please note that your reimbursement is limited to the amount allocated to your club in the annual UBC LSS Budget. Any amount exceeding your club's budgetary allocation will not be reimbursed.

All receipts must be submitted with this form. **No receipt, no reimbursement.** Receipts must show what you purchased in addition to proof of payment (for example, an itemized receipt along with a debit/credit receipt).

Please submit this form along with copies of all receipts to finance@ubclss.com. Alternatively, you may enclose this form along with all receipts in an envelope and deliver it to the finance mailbox in Room 246 (UBC LSS Office). Mark envelope attention: Director of Finance.

Please contact the Director of Finance at finance@ubclss.com if you have any questions or concerns.