

CUS EXPENSE REIMBURSEMENT POLICY

This document establishes the policies governing the reimbursements of all expenses incurred by the Haskayne Commerce Undergraduate Society (CUS) members for CUS purposes for the 2018-2019 term.

Note: *This is an evolving document and changes may be made to the reimbursement process as the 2018-2019 academic year progresses. For this reason, please review this document each time you file for a reimbursement.*

Procedure:

1. There must be **substantiation of the expense** - either in the form of an itemized receipt or an invoice submitted showing the place, date, and amount of the expense. The receipt must be sent in the form of an attachment to the email reimbursement request. A picture or a scanned version of the receipt is also acceptable.
2. In addition to the receipt, the **budget** under which the expense falls must also be included as an attachment to the email. Please ensure that the **'Actuals'** column has been filled out for your specific expense.
3. Send an email to **all** of the following people listed including the proof of expense as well as the budget:
 - a. **President**- Cassandra Morano: cuspresident@gmail.com
 - b. **VP Operations and Finance**- Ameen Sandhu: cusvpopfi@gmail.com
 - c. **Director of Controls**- Serena Sajan: serena.sajan@ucalgary.ca
 - d. **Accounting Manager**- Orlando Joffre: orlando.joffrecamach@ucalgary.ca
4. Subject the email 'CUS Reimbursement Submission' and ensure that it is made 'High Priority'.
5. After verifying the expense, a cheque will be written out in your name and delivered to you *in-person* by either Ameen Sandhu or Serena Sajan. The reimbursements will not be made in cash or through e-transfer.

***No reimbursements will be made until ALL of the aforementioned requirements are met.**

If you have any questions in regards to the reimbursement process, contact **Ameen Sandhu** at cusvpopfi@gmail.com.