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MUS REIMBURSEMENT GUIDELINES

Instructions for the 2020/21 academic year

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The MUS follows UBC Alma Mater Society (AMS) accounting standards

Reimbursement payments are administered and sent by the AMS

What's new for the 2020/21 academic year?


- Due to the COVID-10 pandemic, the Medical Undergraduate Society and UBC Alma Mater Society have transitioned to **fully paperless reimbursements by Interac e-Transfer**
- **New limits on file sizes and attachment sizes** come into effect
- **File name standardization** requirements come into effect
- Preventing duplicate and missing reimbursements with **new reimbursement deadlines**

MUS reimbursements are administered and sent by the AMS. The MUS Finance Division serves as liaison and signing authority, and **must verify and authorize all reimbursement requests** prior to submitting these requests to the AMS accounting department for fulfillment.

The role of the MUS Finance Division

- Lead MUS Finance Division and associated committees
- Create, distribute, and manage the yearly MUS budget
- Identify and direct the financial priorities of the MUS, including strategic investments and allocations
- Oversee payment collections and finance processes in the context of the AMS
- Represent the MUS and UBC medical students on the Faculty of Medicine Finance Committee

- **Manage reimbursements** for MUS constituents, clubs, organizations, and divisions, including **connecting students to the central AMS accounting department**
- Serve as signing authority for all MUS financial disbursements

 Relevant to reimbursements

Overview of the MUS reimbursement process

There are four main steps to receive reimbursement for MUS events

**1**

Confirm your eligibility for reimbursement

**2**

Collect your receipts and complete the reimbursement form

**3**

Submit your reimbursement package by email

**4**

Wait for processing and receive your reimbursement



Confirm your eligibility for MUS reimbursement

The MUS supports a variety of student services, events, and activities throughout the semester

- **Most MUS clubs and organizations that receive funding as part of the annual MUS budget or clubs budget allocation are eligible to receive reimbursement for reasonable expenses**
 - Expenses must be related to the club or constituent activity and should benefit of MUS members
 - **Reimbursements may also be requested for MUS grants and special funding**
 - These sources include the MUS travel bursary and MUS initiative fund
 - The processes and applications for these sources of funding will be communicated throughout the year
 - **Ensure that you have been approved by the head of your club or organization to incur an expense and request reimbursement**
 - Whenever possible, the head of your club or organization should incur these expenses. If this is not possible, other members of your club or organization can incur expenses and apply for reimbursement
 - Encourage your club or organization leader to monitor their budget frequently to avoid deficits
 - **Check to ensure that you are able to receive Interac e-Transfer payments, and that your email and phone number are linked to your e-Transfer profile**
- **Special instructions for distributed sites (NMP, IMP, SMP)**
 - All site specific expenses and reimbursements must be approved by your Site Lead
 - For information about your site's budget, please reach out to your Site Lead



Receipts are required to receive reimbursement Reimbursements without receipts will face significant delays and may not be accepted by the AMS

- **Gather all relevant receipts and/or proof of payments**
 - These documents must show the total amount and indicate a method of payment (credit card, cash, etc.)
 - Order confirmations (i.e. Amazon email order confirmations) and invoices without proof of final payment will not be accepted
 - **All receipts should be within the prior 90 days**
 - Reimbursement requests that include expenses or receipts over 90 days old may face delays
 - **Ensure that all items on the receipt pertain to the MUS related expense**
 - Receipts containing non-MUS related expenses will only be eligible for partial reimbursement. Add up the eligible expenses as a subtotal, and record this subtotal as the amount being claimed
 - **Capture high quality and clear photos of your receipts, free of glare and blurriness**
 - These images will form part of your reimbursement package
 - **If you incurred an MUS related expense but no longer have your receipt, you may use a bank or credit card statement**
 - The statement must clearly display your full name, the expense amount, and the date of the transaction
- When submitting your reimbursement package, you must inform the VP Finance Sr. if you are submitting a bank statement in lieu of a receipt
 - This option will result in a significant processing delay. Whenever possible, please keep and submit your original receipts.



Instructions for submitting your reimbursement package (1/2)

Please pay close attention to the file name, file size, and email subject line

- **Save your pictures of all required receipts in a single .pdf file**
 - The file name must be: **Receipts FIRSTNAME LASTNAME**
 - Multiple receipt files or alternate file formats will not be accepted
 - Consider using Microsoft Word (free for all UBC students) to save your receipts as a single .pdf file
- **Save your completed MUS / AMS reimbursement form in .pdf format**
 - The file name must be: **AMS-eTransfer-Disbursement FIRSTNAME LASTNAME**
 - Use a text based .pdf editor. Avoid handwriting or scanning the reimbursement form.
- **The combined file size must not exceed 10MB**
 - Emails containing attachments exceeding 10MB will not be received

Note: *FIRSTNAME LASTNAME*
refers to the name of the payee

- **Special instructions for distributed sites (NMP, IMP, SMP)**
 - You must email your reimbursement package to your Site Lead, who will send your submission to the VP Finance Sr. on your behalf. All other requirements remain the same.
 - Site Leads should copy the student being reimbursed when forwarding submissions to the VP Finance Sr.



Instructions for submitting your reimbursement package (2/2)

Please pay close attention to the file name, file size, and email subject line

- **Email these two files to the MUS VP Finance Sr. (parker.nann@alumni.ubc.ca)**
 - The email subject must be: **469 MUS E-Transfer Reimbursement FIRSTNAME LASTNAME**
 - Include a brief description of the reimbursement purpose in the body of your email
 - Remember to note in the email body if you are using a bank or credit card statement in lieu of receipts
 - Only submit one reimbursement package per email

Note: *FIRSTNAME LASTNAME* refers to the name of the payee

• **Special instructions for MUS Clubs**

- Clubs who received funding via the annual clubs ratification and funding form must email reimbursement packages to the VP Finance Jr. (ali.khorrami1998@icloud.com)
- The VP Finance Jr. is the main point of contact for finance inquiries related to MUS clubs

• **Special instructions for distributed sites (NMP, IMP, SMP)**

- You must email your reimbursement package to your Site Lead, who will send your submission to the VP Finance Sr. on your behalf. All other requirements remain the same.
- Site Leads should copy the student being reimbursed when forwarding submissions to the VP Finance Sr.



Reimbursement wait times depend on AMS accounting backlogs Once received, the AMS should take no more than 20 business days to complete a reimbursement

- **Within 10 business days of submitting your reimbursement package, your reimbursement request will be forwarded to the AMS accounting department**
 - You will be copied on the email submission to the AMS
 - Final approval and payment is administered by the AMS accounting department
- **You will be notified if additional documentation or information is required**
 - This communication may come directly from the AMS accounting department or the MUS finance team
 - Retain your original receipts and forms until you receive your reimbursement
- **Missing reimbursements are investigated on an individual basis**
 - Experience indicates that the AMS occasionally loses reimbursement requests
 - If you do not receive your reimbursement within 20 business days of confirmed submission to the AMS please reply-all to the email submission to the AMS to begin the investigation
- **Once you receive your e-Transfer notification, deposit it immediately**
 - It is important that you keep track of your reimbursements, including when you receive them

- Always double check your email, text messages, and bank accounts before launching a missing reimbursement investigation. Experience indicates that many missing reimbursements were deposited but forgotten, or sent but not deposited by the payee.

Additional questions or assistance

Club finance inquiries should be directed to the VP Finance Jr.

All other finance inquiries should be directed to the VP Finance Sr.



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