

Reimbursement Info List



Dear UCSA Treasurers,

It can get a bit confusing sometimes with a lot of dense information given to you during budget meetings so here is a quick overview of committee and team related treasurer work!

But remember if something isn't clear then feel free to ask by sending your CAO an email or come by office hours!!

Reimbursement Check-list:

- ☐ **Always attach a receipt!!**
- ☐ Attach a receipt where the UCSA treasurer can see a breakdown of what has been bought.
 - ☐ PIN receipts do not work! (can only see the total amount spent)
 - ☐ Online purchases almost always send digital receipts so attach those.
 - ☐ If you cannot find a receipt, attach as much information as you can (bank transaction screenshots, original prices in shops, photos of products bought etc.)
 - ☐ If you know you cannot get a receipt (Markets, second hand buying ...) let the UCSA Treasurer know before you purchase anything and make your own receipt (See below for more information)
- ☐ Separate your personal shopping from your UCSA shopping. If you need to buy things for yourself please put it on a different receipt!
- ☐ Send form within 31 days of the purchase else you can't be reimbursed.
- ☐ Send the entire form in PDF format
- ☐ Specify if you used any UCSA funds like the collaboration fund, lecture fund, DH events fund or New initiatives fund.
 - ☐ If you don't do this I won't know and it will come out of your own budget!
- ☐ If you buy multiple things for the same event in different shops you can group the receipts together in one reimbursement form (so the UCSA treasurer only have to transfer once).
- ☐ Remove **Statiegeld** (money you get back for packaging like beer crates and big soda bottles) and **plastic bags** from the total amount that you are asking to be reimbursed because the UCSA treasurer cannot reimburse you for those!
- ☐ If you spend over 100 euros mark your email as a 'Priority' email so that you will be reimbursed sooner.

If you cannot get a receipt please get as much proof as you can from the seller to prove that you as a UCSA member bought something with the sole purpose to benefit a UCSA activity. The crucial information needed is :

- Date of purchase
- Seller's name
- Seller's signature
- Your name (as a UCSA member)
- Your signature
- Total amount to be paid to seller
- Price per unit (this can be price per metre of fabric/kilo of hummus/number of flowers etc.)

This can easily be written up on a piece of paper along the lines of

“ I (seller's name) hereby declare that I am selling (XX) at the price of (XX) per unit which totals to the amount of (XX) to (Your name)”

Then include both signatures.