

# HOW-TO COMPLETE AN EXPENSE FORM

## 1. Download the Expense Form and fill it out electronically.

Go to [yourstudentsunion.ca](http://yourstudentsunion.ca) > Clubs & Associations > Waterloo/Brantford Financial Resources to download the appropriate expense form corresponding to your club's affiliation (SU- or Faculty-Based).

**NOTE: THIS FORM MUST BE TYPED WITH THE EXCEPTION OF THE PRESIDENT/VP: FINANCE'S SIGNATURE THAT MUST BE PHYSICALLY WRITTEN IN PEN.**

## 2. Choose the appropriate option in regard to the dissemination of club/association funding.

**A. REIMBURSEMENT:** if a club member has already paid for the expense and is seeking a reimbursement, select "e-transfer" or "cheque mailed/pick-up" based on their preferred method of repayment.

**B. PAYING AN INVOICE:** if you would like us to pay a vendor directly, select "cheque to be mailed" and attach the invoice.

**C. INTERNAL TRANSFER:** if you have used the services of a University department, we can process an internal transfer. Be sure to include their *index and account code*. You can ask your contact in the department for this information.

## 3. Fill out the following information:

**A. PAYEE:** Enter the name of the student/vendor receiving the reimbursement/payment.

**B. PAYEE EMAIL:** This email will be used to issue an e-transfer (if selected).

**C. PAYEE ADDRESS:** This address will be used to mail a cheque (if selected).

**D. CLUB NAME:** Enter the full name of your club.

**E. ACCOUNT NUMBER:** Enter the 4-digit account number that was assigned to your club by the Clubs & Associations department.

**F. REQUESTOR INFORMATION:** Enter your name, club position, email, and the date of entry. We will use this information to contact you if there are any issues with the expense form that may need to be corrected.

## 4. Choose which club account you would like us to cover the expense from.

### A. BUDGET:

#### SU-Based Clubs

- I. **BUDGET – ESSENTIAL ACCOUNT:** money allocated from the Students' Union through non-tuition student fees.

#### Faculty-Based Clubs

- II. **BUDGET – ESSENTIAL ACCOUNT:** money allocated from the Students' Union through non-tuition student fees.

- This account must be spent on the services that have been labelled as being essential by the government
  - I.e. academic support, career support, etc.
- III. **BUDGET: SOCIAL ACCOUNT:** money allocated from the Students' Union through non-tuition student fees.
  - This account must follow Non-Tuition Fee Protocol (see departmental policy for details)

**B. GENERATED/DEPOSITED ACCOUNT:** money generated by the club/association (I.e. ticket sales, sponsorship, clothing sales, etc).

- This money rolls over at the end of each fiscal year.

**C. SPECIAL EVENT FUNDING:** SU-based clubs that go through the SEF application process and are approved for a certain amount of funding be able to spend this money on the services/purchases requested in their application.

**Description:** provide a detailed description of each expense and be specific (i.e. clothing for club executives).

**Expense total:** Make sure the expense total includes the sum for all invoices/receipts attached *including* taxes.

**NOTE:** Ensure you are placing the expense total on the corresponding account line in the middle of the expense form (i.e. to reimburse an expense total of \$50 using your club's generated account, you must place \$50 on the "Use Generated Money: \$\_\_\_\_\_" line).

#### 5. Print the expense form and obtain signatures.

You are required to obtain a physical signature in pen from your club President (and your Faculty Association president for Faculty associations and/or Faculty-based clubs).

**NOTE:** Presidents cannot sign-off on their own expense forms. When the President is the payee, the club's VP: Finance must sign-off in their place.

#### 6. Submit your expense form(s).

**For SU-Based clubs,** expense forms are to be submitted to the Clubs & Associations mailbox located in the Students' Union office (2<sup>nd</sup> floor of the Fred Nichols Campus Centre) by **Friday at noon** to be returned by the end of the week.

**For faculty-based clubs,** expense forms are to be submitted to your respective faculty association's mailbox for processing. The faculty association is responsible for submitting their faculty-based clubs' expense forms by **Monday at noon** to the Clubs & Associations mailbox located in the Students' Union office (2<sup>nd</sup> floor of the Fred Nichols Campus Centre).

If there are any issues with the submission of the expense form(s), the requestor will be contacted to re-submit.

# EXPENSE FORM CHECKLIST – WATERLOO

*Before submitting your expense form, review the following checklist to ensure you have completed the expense form correctly:*

- ◆ Is the expense form typed?
  - The only component of the expense form that must be written is the signature of the president/VP: Finance.
- ◆ Does the payee information align with the requested form of reimbursement?
  - E-Transfer: email provided (@mylaurier.ca account)
  - Cheque mailed: address provided
  - Internal transfer: index and account code provided
- ◆ Is the correct affiliation selected?
  - SU, AUS, EDSOC, FOMSA, FOSSA, LAZSOC, BSW, BTM, FLASS, HASSA
- ◆ Have you verified your club name and club account number?
- ◆ Is the expense in accordance with all Students' Union and/or University policies?
- ◆ Does your club have enough money in the account from which you are requesting the money?
- ◆ Do all expenses listed align with the receipts attached to the back of the expense form?
  - Cross reference every receipt and put them in order using the list provided on the expense form and staple them to the upper left-hand side of the expense form.
- ◆ Is the form signed by the necessary leaders?
  - SU-based club: club president.
    - **If president is submitting, must be VP: Finance signing off.**
  - Faculty-based club: faculty association president.
    - **If faculty-association president, must be their respective VP: Finance signing off.**

*Once you have completed all these steps, submit your expense form in the Clubs & Associations mailbox located in your respective Students' Union office.*