

Conference Reimbursement Request Guidelines

Hey guys! Below is a checklist of things I will need for your AFSA Goes For Gold conference reimbursement, organized by payment method. Please make sure you submit everything on the list as that will make the process much smoother. If you do not submit full proof of payment, it may be difficult to reimburse you.

If you have any questions, you can email me at vp.finance@uwafsa.ca.

Payment Method: Cash

- Invoice from the conference
- Original receipt

Payment Method: Debit or Credit

- Invoice from conference
- Original receipt (if you have one)
- Screenshot of bank statement or credit statement showing name and last four digits of the account

Payment Method: PayPal

- Invoice from the conference
- PayPal email receipt
- Screenshot of card statement showing name and last four digits of the account

Payment Method: Cheque

- Invoice from the conference
- Copy of the cheque (click "view cheque" in transactions list)
- Screenshot of bank statement showing name and last four digits of the account

FOR TRANSPORTATION OR ACCOMMODATIONS COSTS:

- Please keep all original receipts, NO PICTURES OF RECEIPTS WILL BE ACCEPTED
- Submit an itemized receipt showing exactly what you paid for
- If paid in cash, only original receipt needed
- If paid with card, debit or credit receipt is needed (the original, not a photo)
 - If you do not have a debit or credit receipt, please submit a screenshot of the card statement showing your name and last four digits of the card number

PLEASE NOTE: Pictures of original receipts will not be accepted, so please keep all original receipts!