

2025 Thrive Grant Reimbursement Guidelines

Important Reimbursement Reminders

Important Dates

- All funds must be used by **December 31, 2025**
- Reimbursement documentation must be submitted no later than **January 16, 2026 at 4pm**

Eligible and Ineligible Expenses

Grants can be used for:	Grants cannot be used for:
<ul style="list-style-type: none">○ Instructor or facilitator fees (refer to instructor/service provider section below to set them up in Workday)○ Workshop or event supplies○ Room rental fees○ Food, catering (Note that some departments may require you to collect names of attendees if serving food at your event. Check with your home department)○ Prizes for attendees (names of prize winners must be collected)	<ul style="list-style-type: none">○ The purchase of gift cards or certificates of any denomination○ Costs that would be covered by other UBC departmental budgets○ Applicants cannot profit financially from their projects or award themselves an honorarium○ Donations or fundraising

Instructor/Service Providers

- If your event includes expenses for an instructor/service provider, please make sure they are set up as a supplier in Workday with UBC:
 - Follow [these instructions](#) to set up a new supplier in Workday, OR
 - The new supplier can register through this [self-registration link](#)

Reminder:

- All purchases must be made by the **grant recipient (one person)**. You cannot submit expenses from multiple people under one grant.

To ensure a smooth reimbursement process, please follow these steps:

Step 1: Make your Thrive Grant purchases & gather documentation

- It is preferred that you use your department/club credit card for purchases. However, if a department/club credit card is not available; you can use a personal card (see Step 2).
- Gather all receipts and invoices from your Thrive grant expenses
 - See Appendix A for examples of supporting documents

Step 2: Submit expenses

- If you used a department/club credit card:
 - Label all expenses "Thrive Grant FY25-26" in the "memo" field. This will make it easier to sort your Ledger Summary in Step 3.
 - See Step 3
- If you used a personal card, submit a claim to your department/club via Workday
 - Create and submit a new expense report in Workday.
 - Steps for staff/faculty are [here](#)
 - Steps for students are [here](#)
 - Label all expenses "Thrive Grant FY25-26" in the "memo" field. This will make it easier to sort your Ledger summary in Step 3.
 - Your reimbursement will be sent via direct deposit once approved
 - See Step 3

Step 3: Submit your reimbursement claim to Thrive

- Contact your department/club finance team and ask for:
 - An Expense Report and a copy of the Ledger Summary containing any Thrive expenses/purchases
 - Email these documents to thrive.vancouver@ubc.ca
 - Subject line: **2025 Thrive Reimbursement, first name, last name, department, amount claimed**
- Once received and approved, the reimbursement funds will be transferred to your department/club
 - Funds will be sent using the Cost Center and Worktag provided in the grant application
 - Please note that this process may take some time, and will be processed in order when they're received.

Appendix A: Accepted Supporting Documents

- A picture of physical paper receipts
- An email or PDF invoice/receipt that includes item descriptions and proof of payment
- If the vendor has a UBC vendor account, an invoice/receipt can be downloaded from Workday. Include item descriptions and proof of payment
- Shipping Confirmation showing a detailed item breakdown along with proof of payment can be accepted
- Bank or credit card statements
- Amazon documentation **must include**:
 - Invoice showing the order was Paid
 - Order summary showing credit card details
 - A picture of a bank statement as proof of purchase

Examples of Accepted and Not Accepted Supporting Documents

Accepted	Not Accepted
✓ Amazon invoice with Paid on it	✗ Quotes
✓ Staples - Confirmation after picked up order	✗ Work Orders
✓ Staples - Order Invoice	✗ Sales Orders
✓ Uncle Faith's Pizza - Receipt for online order	✗ Packing Slips