

Thrive Grant Reimbursement Guidelines – Students

Important Reimbursement Notes

Grant Purchases

- Purchases must be made by **the grant recipient (one person)**
- **Expenses cannot be split between multiple people**, even if the purchase was for the same Thrive event

Food and Drink Expenses

- If your event includes expenses for food/drinks, you must provide a list of attendees including: first name, last name, student number

Instructor/Service Providers

- If your event includes expenses for an instructor/service provider, they need to be set up as a supplier. Please contact thrive.vancouver@ubc.ca as soon as possible so we can set it up – it can take several weeks to process so it is important that we start now

Thrive Grant Reimbursement Steps for Students

To ensure a smooth reimbursement process, please provide the following process:

Step 1: Collect all the **supporting document(s)** for the expenses you are claiming:

- The invoices/receipts should be individually scanned and saved with the filename: Number_Vendor Name_Amount.pdf (example: 1 Amazon 35.50.pdf). Refer to Appendix A for more details on appropriate supporting documents.
- All the receipts should have an itemized breakdown (how much each item cost, and tax amount)
- All receipts will need to show detailed payment information, such as credit card/debit card use
- Submit proof of payment, with your name and address visible.
 - For debit card purchases, use a bank statement
 - For credit card purchases, use a credit card statement

Step 2: Create the **coversheet of expenses**. Please make sure that:

- Your information (name, student ID, address) in Workday is up-to-date
- Your information in Workday matches what you provide in the cover sheet, and supporting documents

Step 3: **Email all the above information** to thrive.vancouver@ubc.ca with the subject line: Thrive Grant Reimbursement, Student, First name, Last name

Appendix A: Appropriate Supporting Documents

Receipts

- Take a picture of the physical paper receipts immediately after received.
- Search email inbox and locate the receipt that show the item details as well as proof of payment.
- Log in to the vendor account (if applicable), download the receipt or invoice that shows the item details as well as proof of payment

Invoice + Proof of Payment

- Invoice showing the same detailed breakdown along with proof of payment can be accepted

Shipping Confirmation + Proof of Payment

- Shipping Confirmation showing the same detailed breakdown along with proof of payment can be accepted

Proof of Payment

- Bank Statements or Credit Card Statements:
 - Must show your name and address
 - **Do not black out your name on these statements**
 - You can black out all non-Thrive related expenses

Amazon Purchases


- Include:
 - The invoice showing the order was **Paid**
 - The printable order summary showing credit card details (see screenshot for where to locate the printable order summary),

Your Orders [Search Orders](#)

[View Your Orders: Paid by You](#) **Orders** [Buy Again](#) [Not Yet Shipped](#) [Cancelled Orders](#)

1 order placed in 2024

| ORDER PLACED | SHIP TO | PLACED BY | TOTAL | ORDER # 701-9596057-6294646 |
|-------------------|------------|-------------------|----------|--|
| February 21, 2024 | [REDACTED] | [REDACTED] UBC | \$230.22 | View order details Invoice |

 **Fitbit Inspire 3 Health and Fitness Tracker with Stress Management, Workout Intensity, Sleep Tracking, 24/7 Heart Rate and More, Midnight Zen/black, One Size (S and L Bands Included)**

Sold by: Amazon.com.ca ULC
Serial number(s): 3F62CC219921
See more (1)
Return window closed on Apr 23, 2024
\$98.98
[Buy it again](#)

[Get product support](#)
[Write a product review](#)

- Invoice 1
- Printable Order Summary

- o **AND** Bank Statement as proof of purchase
- The billing and shipping address need to match the **name of the grant recipient**

Examples of Accepted and Not Accepted Supporting Documents

| Accepted | Not Accepted |
|---|---------------------|
| ✓ <u>Amazon invoice with Paid on it</u> | × Quotes |
| ✓ <u>Staples - Confirmation after picked up order</u> | × Work Orders |
| ✓ <u>Staples - Order Invoice</u> | × Sales Orders |
| ✓ <u>Uncle Fatih's Pizza - Receipt for online order</u> | × Packing Slips |