



Partial and unsigned claims will not be processed.

Expense Reimbursement Request

Instructions: www.cfms.org/what-we-do/finances/reimbursement-instructions.

Electronic receipts/submissions may be emailed to administrative@cfms.org. Please cc finance@cfms.org.

Identification		
Full Name: <i>to make cheque out to</i>		
CFMS Position / Office Held:		
Full mailing address: (Include postal code!) <i>to send cheque to</i>		
Event Location (city, province):	Meeting / Event / Item/: (separate claim for each)	Event Date:

Itemization of Expenses		
Item	Description/Receipt ID	Amount (CAD \$)
1. Air / Train / Bus Fare		
2. Personal Automobile	_____ km x \$0.575/km (must not exceed the cost of economy airfare)	
3. Taxis / Uber / Lyft		
4. Parking		
5. Lodging / Hotels		
6. Meals		
7. Registration Fee		
8a. Other (please specify)		
8b. Other (please specify)		
8c. Other (please specify)		
Total	Have you included all receipts (circle one)? YES / NO	\$

Per the CFMS Travel and Reimbursement Policies, all individuals receiving funding support from the CFMS to attend external meetings must complete a post-event "Report to CFMS Board of Directors." Expense reimbursement will be withheld until a report is submitted.

Have you submitted the post-event "Report to CFMS Board of Directors" (if required)? Yes No N/A

Statement of Claimant:

I hereby certify that the details of the expenses incurred are as stated, follow all relevant CFMS policy, and that none of the detailed expenses have been reimbursed from the CFMS or any other organization.

Signature: _____

Date: _____

Typing of name not accepted. Image of signature accepted.



Reimbursement Request Instructions

(Not seen as part of the form. No need to print off or scan with previous page):

- CFMS operates on an expense reimbursement basis. This means that you submit receipts for your expenses together with the reimbursement request form and our accountant reimburses you by writing you a cheque.
- Reimbursement Requests generally need to be sent in **within 30 days after an event**. After 30 days reimbursement will only happen at the discretion of the VP Finance. Exceptions need to be pre-approved, e.g. collection of small amounts until a larger amount can be reimbursed.
- In general the name on the reimbursement request form must match the name on the invoice(s)/receipt(s). If this is not the case please explain the situation in the email. (Does not apply to cash register receipts.)
- Electronic invoices/ receipts should show the following information: name of buyer, name of organization/store, products bought (specified), and who it was sent to in case of gift(s)(cards). If there's no buyer's name on the invoice, it must be accompanied by a bank statement. A bank statement should show the buyer's name and the transaction(s) involved, the rest can be redacted.
- Invoices in **other currencies** must be accompanied by a **bank statement** showing the amount paid in CAD. A bank statement should show the buyer's name and the transaction(s) involved, the rest can be redacted.
- If you have emails that are invoices/receipts you can save those as PDFs by choosing the print option and choosing PDF i/o your printer device.
- Please send only one reimbursement request per email to keep things organized.
- The **name** and **address** on the reimbursement request form is whom/where the **cheque will be sent to**. Make sure to include your room/unit number if applicable. Keep in mind whether you're about to move in 2 or 3 weeks.
- If a **maximum reimbursement amount** is applicable (e.g. Leadership & Travel Award Winners) and your expenses exceed the maximum amount, please use the maximum amount as the "Total" on the form.
- If applicable, make sure your reports are all sent in on time (e.g. Progress Reports, External Meeting Reports). **Missing reports** will stall the reimbursement until all have been received.
- Mail the form, along with original paper receipts, to the CFMS head office at the following address:

Canadian Federation of Medical Students
Suite 149, Isabella Street
Ottawa, ON, K1S 1V7
- At the same time that you mail the original paper receipts to the head office, please submit a scanned copy of the expense reimbursement form and the submitted receipts via email to the CFMS Administrative Assistant (administrative@cfms.org), and copy (i.e. cc) the CFMS Vice-President Finance (finance@cfms.org) on this email.
- Please note that all original paper receipts (e.g. from a cash register) must be mailed in, as well as scanned and emailed in. They are needed for the audit. Please crop the scanned copies of your receipts before emailing.
- Failure to follow all of these instructions will result in delays completing the reimbursement process.
- Please note that reissuing of a cheque due to a wrong address on the reimbursement request form or letting a cheque go stale (> 6 months) will result in a \$5.00 replacement fee.
- More instructions can be found here: <https://www.cfms.org/what-we-do/finances/reimbursement-instructions>