

UCalgary Black Law Students Association Reimbursement Policy

1. Purpose

The purpose of this policy is to establish guidelines and procedures for the reimbursement of expenses incurred by members of the UCalgary Black Law Students Association (UCBLSA). This policy aims to ensure the efficient and transparent processing of reimbursements.

2. Eligibility

Only active members of the UCBLSA may request reimbursement for expenses related to club activities or events. Expenses must be pre-approved by the BLSA Executive Committee.

3. Expense Pre-Approval

Members must submit a written request for pre-approval to the UCBLSA Executive Committee, detailing the purpose, nature, and estimated cost of the expense. Pre-approval must be obtained before incurring the expense. Please submit any requests for approval to finance.ucalgaryblsa@gmail.com and ccucalgaryblsa@gmail.com.

4. Submission of Reimbursement Request

To request reimbursement, members must complete and submit an invoice (please use the invoice template available here [[Template Folder](#)]) along with the following supporting documents:

- (i) an original, itemized receipt(s);
- (ii) a redacted bank statement or credit card statement showing the charge; and
- (iii) a brief description of the purpose of the expense and its relevance to UCBLSA activities in the "notes" section of the invoice.

All itemized receipts must be submitted to this shared folder in the Finance drive: [Receipts Folder](#)

5. Reimbursement Timeline

Reimbursement requests must be submitted within twelve (12) months from the date of the expense. Requests submitted after this period may not be eligible for reimbursement.

6. Review and Approval of Reimbursement Request

The UCBLSA Executive Committee will review the reimbursement request and supporting documents. If the request is approved, the member will be notified via email and must submit an e-transfer request to finance.ucalgaryblsa@gmail.com through their online banking. Reimbursements will be processed within 1-2 business days after the e-transfer request is received.

7. Recordkeeping

All reimbursement requests and supporting documents will be maintained by the UCBLSA VP Finance for a minimum of 24 months, or as required in compliance with the university's record retention policy.

8. Exceptions

Any exceptions to this policy must be approved in writing by the UCBLSA Executive Committee.

9. Contact Information

For questions or concerns related to this policy, please contact the UCBLSA President or VP Finance at finance.ucalgaryblsa@gmail.com.

10. Effective Date

This policy shall be effective from [Day/Month/Year] and shall remain in force until rescinded or amended by the UCBSA Executive Committee. Any changes to this policy will be communicated to all UCBSA members in a timely manner.

Senait Yohannes
President

Hameedah Baruwa
Co-President

Malik Mate
VP Finance