**Reimbursement Process**

*Updated July 13, 2018*

1. Take a picture of your receipts*.

2. Send your receipts to msavpfin@ualberta.ca. In your email, please also include:
   a. Who to make the cheque out to (first and last name)
   b. Total amount of reimbursement requested
   c. Which club/event the expenses were for

3. Reimbursements will be processed in 5 business days and delivered to your fishbox unless otherwise stated.

Please note:

*Receipts are the preferred documents to submit for reimbursement. If there is no adequate documentation that shows the transaction has been completed, the reimbursement cannot be issued.*