

Reimbursement to Employee for Cash Payment under \$500 made to Non-Employee - Indigenous Peoples (Canada)

This form is to be used for nominal dollar value cash payments made to elders and individuals from the indigenous community for service or gifts where an invoice or other supporting documentation is not available and a reimbursement to the UBC employee is being requested. **The employee should make every effort to obtain supporting documentation.**

NON-EMPLOYEE INFORMATION:

Current Date (mm/dd/yy) _____ **Date of Service/Gift** (mm/dd/yy) _____

Legal Name	Last Name		First Name	
Mailing Address				
City			Province	
Phone				
Email				
*SIN or Treaty #				
<p>* Note: a tax form will be issued if total payments to the Indigenous person exceed \$500 in a calendar year.</p>				

DESCRIPTION OF SERVICE/GIFT:

AMOUNT OF PAYMENT: \$ _____

Employee Name _____
Employee Signature _____
Phone Number _____

Account Information

Speedchart _____
Dept ID _____
PG # (if known) _____
Account 713001

FMS Signing Authority Name / Signature _____