

## 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 #				
* Note: a tax form will be issued if total payments to the Indigenous person exceed \$500 in a calendar year.				

### DESCRIPTION OF SERVICE/GIFT:

AMOUNT OF PAYMENT: \$ \_\_\_\_\_

Employee Name \_\_\_\_\_  
Employee Signature \_\_\_\_\_  
Phone Number \_\_\_\_\_

### Account Information

Cost Center \_\_\_\_\_  
Program/Grant/Gift/Project Worktag \_\_\_\_\_  
Ledger Account \_\_\_\_\_  
Spend Category \_\_\_\_\_