



OWWA Student Chapter Expense Reimbursement Guidelines


Instructions

Student chapter expenses can be reimbursed by the OWWA up to a total of \$500* per year. The reimbursement period for student chapter expenses is concurrent with the school year, meaning that the period your budget covers is May to April. Ideally, you should submit an Expense Report as soon as possible after your student chapter event. Reimbursement cannot be given for expenses that were made in the OWWA's previous fiscal year (January to December), or for expenses dated older than two months.

To receive reimbursement for student chapter expenses, you must complete an OWWA Expense Report and submit all original receipts. To obtain an electronic copy of the Expense Report Form, or if you have any questions or need help completing your Expense Report, contact your YPC Student Chapter Buddy.

Step 1: Complete the Expense Report Form

- A** Claimant: Name of the person requesting the reimbursement.
- B** Committee/Event: Your student chapter name and the event for which the expenses were made.
- C** Date Submitted: The date you are submitting the expense report.
- D** Event Date: The date the event took place.
- E** Date: The transaction date. This is the date on your receipt.
- F** Description: A small description of the expense and if relevant, the merchant.
- G** Mileage: The amount being reimbursed for travel. See note below about claiming reimbursement for mileage.
- H** Meals: If the expense was food, enter the SUBTOTAL here.
- I** Gratuities: The tip that was paid (if applicable).
- J** Other: If the expense was not food, enter the SUBTOTAL here.
- K** HST Paid: The amount of HST that was paid.
- L** Totals: The total cost of the expense, including HST and tip.



Ontario Water Works Association
A Section of AWWA

EXPENSE REPORT
Ontario Water Works Association -
A Section of AWWA
1092 Islington Ave Suite 200
Toronto, ON M8Z 4R9

A CLAIMANT: _____ **B** COMMITTEE/EVENT: _____

C DATE SUBMITTED: _____ **D** EVENT DATE: _____

Date	Description	Mileage	Meals	Hotel	Gratuities	Other	HST Paid	Totals
E	F	G	H		I	J	K	L
Totals								M

N Claimant Signature: _____

O Cheque Payable To: _____

P Mail Cheque To: _____

Approved: _____ Date: _____

- M** Add up the totals for EACH COLUMN.
- N** Claimant Signature: Sign the Expense Report.
- O** Cheque Payable To: Name of the person being reimbursed. This is the name that will be printed on the cheque.
- P** Mail Cheque To: Mailing address of the person being reimbursed. This is where the cheque will be sent.

Note: See the example Expense Report (attached). If you need help completing your form, talk to your YPC Buddy.

* The maximum amount reimbursed by the OWWA for joint OWWA/WEAO student chapters is \$250 per year.



OWWA Student Chapter Expense Reimbursement Guidelines

Step 2: Attach all original receipts

If submitting multiple receipts, please number the line items on your Expense Report and correspondingly number the receipts. Tape the receipts onto a piece of blank paper (you may add explanatory notes if desired). Keep a photocopy of the completed form and receipts for your records.

Note: Always submit the **original receipt**. Transaction record slips (what you receive when you pay with your credit card or debit card) are not equivalent to an original receipt and are not acceptable. However you may wish to attach the transaction record along with your original receipt if you paid a tip that is not shown on the original receipt.

Step 3: Send your completed Expense Report and original receipts to your YPC Student Chapter Buddy

Your YPC Student Chapter Buddy will forward your Expense Report to the YP Expense Manager for review. If information is missing or the report was completed incorrectly, the report will be returned to you for correction. To avoid this situation, please contact your YPC Student Chapter Buddy if you have any questions about completing your Expense Report.

Note: Please do **NOT** send your Expense Report directly to the address on the form. The OWWA will not approve your reimbursement claim until your Expense Report has been reviewed and approved by the YPC.

Acceptable Expenses

If you aren't sure whether an expense is acceptable for reimbursement, please ask your YPC Student Chapter Buddy for guidance **BEFORE** making the purchase. The following expenses are acceptable for reimbursement:

- Food for student chapter activities. This includes food purchased in advance (e.g., pop purchased from the grocery store) or food purchased on the day of the event from a food vendor (e.g., pizza).
- Miscellaneous items for the student chapter. This might include things like paper plates, serviettes, tape, etc.
- Printing expenses. This includes printing costs for posters, pamphlets, and other student chapter materials.
- Parking reimbursement for speakers. If you are reimbursing a speaker for parking, collect their parking receipt, provide them with cash in the amount of the parking expense, and submit their receipt for reimbursement.
- Small gifts for speakers or prizes for raffle.
- Mileage is an acceptable expense **ONLY UPON PRIOR APPROVAL** by the YPC. Mileage will only be reimbursed for carpools of three or more people, and for events that are at a considerable distance from your school, such as plant tours or special events like the Student Chapter Leadership Forum. The mileage rate is 47 cents per kilometer. Indicate the origin (your school) and destination of the travel, and the number of kilometers traveled each way.

Note: All expense reimbursements are subject to approval by the OWWA.

Unacceptable Expenses

The following expenses are **NOT** acceptable for reimbursement:

- Alcohol
- Mileage reimbursement for speakers or for individual student chapter members that did not carpool

①

ID: X8v
ID: 65v
ID: 71e
ID: k57

PIZZA PIZZA
CUSTOMER RECEIPT

12:36 AM Monday, Jul 26, 2010

Name:
Addr:
Apt:
Room:
Tel:
Ref:
Spec: SEE ORDER FOR INSTRUCTIONS
Mod: A3-B3

QTY ITEM PRICE

((Timed Order - 07/26/10))
((Delivery Time - 12:00 AM))
((Contact:))

1 TWIN 12 INCH \$21.99
30 PEP, BAC, MUSHROOM

2nd TWIN 12 INCH
BAC, BACON STRIPS
PIA.

1 TWIN 12 INCH \$24.99
MULTIGRAIN DOUGH
SAUCE PESTO, ONION

SPINACH, RST PEP
GOAT CHEESE
ITALIANO BLEND.
2nd TWIN 12 INCH
30 PEP, CP, MUSHROOM.

1 DIPPING SAUCE \$2.76
CREAMY GARLIC
CREAMY GARLIC
CREAMY GARLIC
CREAMY GARLIC.

1 VARIETY 6 PACK \$3.99
DIET COKE, DIET COKE
DIET COKE, DIET COKE
DIET COKE, DIET COKE.

1 VARIETY 6 PACK \$3.99
GINGERALE, GINGERALE
GINGERALE, NESTEA
NESTEA, NESTEA.

1 TAKE HAND HELD UNIT

3rd floor order f
or 1210 pm

Delivery Charge \$3.25
SUBTOTAL \$60.97
GST/HST \$7.93
PST \$1.00
TOTAL \$68.90

This Order is NOT time guaranteed
Tip: \$5.00
\$73.90

GST/HST No.:R873725212
Store #505

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PIZZA PIZZA
CUSTOMER RECEIPT

11:39 AM Monday, Aug 23, 2010

Name:
Addr:
Apt:
Room:
Tel:
Ref:
Spec: SEE ORDER FOR INSTRUCTIONS
Map: A3-B3

2

QTY	ITEM	PRICE
1	MEDIUM 3 TOPP + DIP GLUTEN FREE DOUGH EX CH, 35 NY PEP BACON STRIPS,	\$15.24
1	DIPPING SAUCE CREAMY GARLIC,	
1	2 SML 2 TOP \$9.99 20 PEP, BAC, MUSHROOM	\$11.34
1	2ND SMALL 2 TOPPING BAC, BACON STRIPS PIA,	\$1.35
1	CAESAR SALAD PLATTER CAESAR DR'S'NG CAESAR DR'S'NG CAESAR DR'S'NG CAESAR DR'S'NG ITALIAN HERB LITE CAESAR LITE CAESAR LITE CAESAR GREEK FETA,	\$19.99
1	SEND TONG FOR SALAD	
1	Penne Bolog. Pasta	\$16.99
1	GARLIC TOAST NO CHEESE,	

*****TRANSACTION RECORD*****
 Pizza Pizza 505
 185 King St. W.
 Kitchener, ON,
 N1Y 7H1
 5197471111
 TERMINAL 6
 Merchant: 4575412087206
 VI-*****:
PURCHASE
 BIN#: 395 Auth#: (006662)
 Sect#: 1 Ref#: Val:
 Trans. Code: 00 Trans. Type: 101 Swipe
 Date: 10/08/23 Time: 12:30:22 B#:113
 AMOUNT \$77.02
 TIP \$5.00
TOTAL \$82.02
 X _____
 (Signature)

000 AP
Thank You
CUSTOMER COPY

CONFIRMED ALL ORDER AND ADDRESS
SEND FORKS AND PLTS FOR SALAD FOR 12
NOT EARLIER THAN 12:20PM PLEASE

- 1 PAPER PLATE
- 1 Please Send Fork
- 1 TAKE HAND HELD UNIT
- 1 NEW GARLIC BREAD

3RD FLOOR
0

Delivery Charge \$3.25
 SUBTOTAL \$68.16
 GST/HST \$8.86
 PST \$.00
 TOTAL \$77.02

This Order is NOT time guaranteed

GST/HST No.:R873725212
Store #505