

HOW TO CLAIM ELECTION CAMPAIGN EXPENSES (Student candidates for Senate and Board elections)

Student candidates running for Senate or Board seats are eligible to claim a maximum of **\$100.00 (one hundred dollars)** towards their campaign expenses. Students running for both Senate and Board seats are eligible for a max. \$200.00. Expenses must be submitted on separate forms. Eligible expenses include printing cost, supplies (paper, pen, markers, paint etc.) to create posters, flyers or poster boards.

Steps to claim your reimbursement:

- 1) Print, complete and sign the attached form, include all original receipts and take them to the Chief Returning Officer (CRO) in the USC main office, located on the 3rd floor of UCC, for verification. The CRO will initial your form as proof of verification.
- 2) After you receive verification from the CRO, bring the form and receipts to the University Secretariat's office, Room 4101, Stevenson Hall, to obtain approval from the Associate University Secretary.
- 3) After the form is signed by the Associate University Secretary, and an account number is entered, you must take the form and the original receipts to Financial Services, Petty Cash office in person. The Petty Cash office is located in Room 6100, Support Services Building and it is open, Monday, Wednesday and Friday, 1:30 – 3:30 PM. You will have to hand in the signed form and receipts to receive your cash reimbursement at the Petty Cash office.

Please ensure that your form and receipts are submitted to the University Secretariat's office for approval by **12:00 noon on Friday, February 26, 2016** at the latest. Late claims will not be processed.

Questions? Please contact Erika Hegedues, Associate University Secretary at erikah@uwo.ca



Instructions:

1. Use a petty cash reimbursement form to replenish the departmental petty cash or receive one-time incidental reimbursements.
2. Individual purchases should be less than \$100.00.
3. Only one line per account is required on the form, attach a tape if many receipts are being charged to that one account
4. Staple original receipts with proof of payment to the back of the form.
5. For charges to a Research Grant/Contract have the principal investigator sign the original receipt
6. Departmental Approval required before reimbursement can be made.
7. Reimbursement by Financial Services Central Cashier.

Notes:

Petty cash is not to be used for payments to suppliers or payments to individuals for living allowances, salaries, honoraria, employee travel or services of any kind.

Reimbursement for employee travel expenses, such as mileage, gas, parking, meals or entertainment, should be submitted through the on-line travel system. Direct deposit to the employee's payroll bank account is available for travel reimbursements.

Purchasing Cards are available for use instead of petty cash, please contact Financial Services Purchasing Division for information on this program.

This form is available in pdf format on the Financial Services website forms directory
<http://www.uwo.ca/finance/forms/index.html>

This form is available in an excel format contact fin-pettycash@uwo.ca for a copy.