|  |  |
| --- | --- |
| Name and Email:IGEN | Date Submitted:  |
| Mailing Address: | Purpose of Expense, including Team Name and Course # if appropriate (230/330/430): |
| Student / Employee Number: | Check one:Invoice for payment\_\_\_\_ Payment to Self\_\_\_\_\_\_ |
| Worktag (for Workay)PM000757 | # of Receipts | Additional Comments: |

If submitting by paper, you must submit original receipts, photocopies of originals not accepted.

**Please use one line per receipt. Just write the TOTAL receipt amount.**

|  |  |  |
| --- | --- | --- |
| **INVENTORY ID#** | **DESCRIPTION** | **COST** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL:** |  |  |

**Signature of Supervisor / Instructor (230/330/430)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature Student**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* If you have lost a receipt please use the Missing Receipt form found at: <http://www.igen.ubc.ca/current-students/forms/>
* Fill out description, amount, date and sign the form
* Once the form is reviewed and signed by the supervisor/instructor please submit to mtrl-finance@mtrl.ubc.ca , or in person to room 309A Frank Forward Building