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| 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.**

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| **INVENTORY ID#** | **DESCRIPTION** | **COST** |
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| **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](mailto:mtrl-financ%65%40%6d%74%72l.u%62c%2eca) , or in person to room 309A Frank Forward Building