## Updated email template and instructions for the 2023-2024 year:

**Please follow the following instructions if you would like to submit a reimbursement form online:**

1) As usual, have the reimbursee digitally fill out the following [Reimbursement Form](). Make sure to have an executive member of the team digitally sign the bottom of the form as well.
   a) *Please note: Reimbursements must be filed within 30 days of the purchase*
2) Once filled, have the reimbursee email the signed form to VP Finance at "[vp.finance.uoftmedsoc@gmail.com](mailto:vp.finance.uoftmedsoc@gmail.com)" and to the Medsoc manager's email "[medical.society@utoronto.ca](mailto:medical.society@utoronto.ca)"; make sure to cc another exec member on the email as well.
3) On the same email, make sure to provide **scanned receipts of the expenses**. Please make sure that the receipts are part of the same pdf document as the reimbursement form (**otherwise we will not process your application**).
   a) This online tool may be of assistance: [https://combinepdf.com/](https://combinepdf.com/)
4) Title the pdf: Name of Organization_Full Name of Reimbursee_Date of Event
   a) Eg. Parkdale Mentorship_Bob Riley_September 2nd 2023
5) Email subject line: "Club Name_Online Reimbursement Request"
6) Finally, please copy the following message onto the email draft prior to sending:

Hi,

My name is _____. I am a member of the Internal Club/Community Affairs/COVID-19 Initiative group called _____. I, the reimbursee, am submitting this expense form and receipts for reimbursement approval by VP Finance of the UofT Medical Society.

I recognize that any transfer of money from the Medical Society to me, the reimbursee, is conditional on the submission of original receipts prior to June 30th, 2024 upon request by VP Finance or the Medical Society Manager. If I do not submit original physical receipts prior to this date when requested, I acknowledge that my club and I will be subject to financial penalties, including a request to return reimbursed funds back to the Medical Society. I acknowledge that physical receipts, if they exist for my expense, may need to be collected for the UofT Medical Society to comply with CRA auditing standards.