

Updated MedSoc Online Reimbursement Instructions and Email Template **2025-2026**

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

- 1) Have the reimbursee digitally fill out the following [Reimbursement Form](#). Make sure to have a President/Lead of the team digitally sign the bottom of the form as well. Save as a PDF.
- 2) Attach your scanned, itemized receipts of the purchase (bank statements will not be accepted) to the completed Reimbursement Form. Please make sure that receipts are part of the same pdf document as the reimbursement form – otherwise we will not process your request. This online tool may be of assistance:
<https://combinepdf.com/>
- 3) Name your pdf document using the following convention: ***Name of Group_Full Name of Reimbursee_Date of Event/Initiative***
 - a) E.g., Surgery Interest Group_Bob Riley_November 26th 2025
- 4) Once the form is complete and receipts are included, have the reimbursee email the signed form to VP Finance at “vp.finance.uoftmedsoc@gmail.com” and to the MedSoc Manager’s email “medical.society@utoronto.ca”. Make sure to cc a President/Lead of the team on the email as well. ***Please note: Reimbursement forms must be submitted to these emails within 30 days of the purchase to be considered.***
 - a) Email subject line: ***Club Name_Online Reimbursement Request***
 - b) Please copy the following message into the body of the email:

Hi,

My name is _____. I am a member of the Internal Affairs Club/Community Affairs Club/MedSoc Portfolio/MSAP called _____. I, the reimbursee, am submitting this reimbursement form and attached receipts for approval by the 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 scanned original receipts within 30 days of purchase and prior to June 30th, 2026. If I do not submit scanned original receipts prior to this date, the request for reimbursement may be declined.