

INTEREST GROUP FINANCIAL GUIDELINES

At the beginning of the school year, each interest group should receive an e-mail from the VP Finance Jr including access to their personalized budget sheet, this document and a copy of the Aesculapian Society Reimbursement Form. Keep this email handy as you will need to refer to it throughout the academic year.

Funding

If you have been granted funding by the Aesculapian Society this will be known as your “Internal Funding”. Internal funding will be kept in the Aesculapian Society account and interest group executives will be able to access it by filling out reimbursement forms.

Examples for appropriate spending of internal funding:

- Thank you cards for speakers
- Gift cards for speakers (**maximum 10\$ per speaker**)
- Subsidies for tickets to conferences
- Supplies for workshops (ex: pigs feet for suturing workshops)
- Printing, publishing, handouts
- Bringing in special speakers/ special events- cost of equipment rental, parking

Each interest group has the option of reaching out to hospital departments, faculty members or organizations for extra “External Funding”. These funds are not subject to the above restrictions, and may be used for any purchases (eg. food for talks) deemed appropriate by the external source. Any interest group receiving funds from an external source has the option of:

- a. Having the entity write a cheque to the “The Aesculapian Society” whereas the society will be responsible for the funds and reimbursements to executive members
- b. Keeping the funds with the department/chairperson and directly receiving reimbursements from them.

Reimbursement Guidelines

Reimbursements for interest group purchases should be conducted regularly (**by the last date of the month of purchase**) and according to the following guidelines.

A reimbursement form will be provided to all executives in an email with their budget. This should be opened as a PDF and can be filled in electronically via the “Fill and Sign” tool available in updated versions of Adobe (PC) or Preview (MAC).

ALL SECTIONS MUST BE FILLED OUT

For the section “Expense Description” it is important to be as precise as possible. Here are some examples:

- Purchase of 5\$ gift card for Dr. Jane Doe who spoke at a lunch time talk hosted by the Finance Guideline Interest Group on September 1st, 2017.
- Purchase of 500\$ worth of pig's feet for suturing workshop put on by the Suturing Interest group on January 3rd, 2017.

^ Note that the event is indicated as well as the date of the event. It is also important to provide the name of speakers/guests if a gift was purchased for them.

Examples of some inappropriate expense descriptions:

- 10\$ gift card (FOR WHOM? WHEN? WHY?)
- 300\$ decorations (FOR WHAT EVENT? WHEN?)

Should the description be insufficiently detailed, the reimbursement form will be sent back to be edited.

For the section "Under what (Interest Group's) budget should the expenses be debited from?" it is critical to specify if it is internal funding or external funding along side your interest group name.

For the supporting signature, it should be another executive of the interest group from which the amount is being debited from. This way all executives are aware of the expenditures.

The reimbursement form files should be saved as: "IG-name-monthdate.pdf" (for example: IG-FamilyMedicine-sept2.pdf)

How to submit:

Reimbursement forms filled out electronically should be sent via **EMAIL** to vpfinance.jr.aesc@uottawa.ca

Under no circumstance should reimbursement forms or any requests be sent to personal uOttawa accounts or Facebook.

Copies of receipts should also be attached to the email to ease processing and create an electronic paper trail. Regardless, original receipts **MUST** be dropped off at the mailbox in the Aesculapian Society office or during office hours (Thursdays 12:30-1:30 at the Aesculapian Society office)

REIMBRUSEMENT FORMS MUST BE SUBMITTED BY THE END OF THE MONTH OF PURCHASE.

Each time a reimbursement form is submitted, the amount reimbursed should be inputted into the interest group's excel sheet under the "Reimbursement" column. This way executives are aware of how much funds they have leftover and can keep track of their expenses without having to reach out to the VP Finance. Once a month, the VP Finance will crosscheck with this excel sheet to make sure expenses are aligned.

If you have any questions feel free to email the VP Finance Jr at vpfinance.jr.aesc@uottawa.ca