



Claimant Name

Professional Corporation *(if applicable)*

Address

Type of Funding

Phone number

Residency Program

Email

Electronic Funds Transfer (EFT): If you are not set up for payment by Direct Deposit, with the UofC, complete the [EFT Form](#): and include it with your claim.

Claim Details

Name and brief description of event/purchase *(Please include the full name of the event, not acronyms)*

Event Details

Location

Date (mm/dd/yyyy)

From

To

The number of people benefiting from the expense *(if applicable)*: #

Residents

Faculty

Other **All claims**

All claims must include the applicable supporting documents in ONE PDF:

For Program Events/Meetings:

Invoice/Itemized Receipt(s)

Conference Agenda

Event/Meeting Agenda

Proof of Payment

List of Gift Card Recipients

List of Attendees and Agenda Role or

CC Statement for FX (Foreign Exchange)

Certificate (if available)

Affiliation to Program