

How To:

Submit a Claim for Affiliation Funding Reimbursements

Step 1: Go to <http://ucunion.com.au/club-society-resources/manage-your-club/> and download the 'Affiliation Reimbursement Form'

Step 2: Fill out details correctly on your computer.

- Each transaction is to be written on a separate line.
- State the date of purchase
- State where the receipt is from (e.g. Woolworths). If you have a number of receipts from the same place you should number them e.g. Woolworths #1 and put a #1 on the hardcopy of the receipt
- State what the purchase is for. Please note that claims can only be used for events/material that benefit the entire club (executive dinners are not included) and cannot be used for alcohol or University Games expenses.
- State the total amount on the receipt and the amount you wish to claim from UC Life!. This is generally used when the receipts add up to more than the amount of funding you have e.g. If you have a receipt for \$1235 and only \$1200 of funding you can claim just your \$1200 in the second column

Step 3: Print form, which is then to be signed by Club President and Treasurer.

- If you president or treasurer cannot be reached, get the committee member who is 'Acting President' or 'Acting Treasurer' to sign. If the President and Treasurer do not have the resources to print and sign the document, when emailing UC Life! cc in the other person and ask them to confirm via e-mail that the claim, receipts and amounts are correct.

Step 4: Email a scanned copy to uclifeclubs@canberra.edu.au for Faculty, Social and Cultural Clubs and to sportatuc@canberra.edu.au for Sporting Clubs and attach proof of costs e.g. receipts

- When scanning receipts please ensure that you do not cut off any part of the receipt. If you have to scan each receipt separately it is okay! If you do not have access to a scanner contact UC Life! to arrange a time to scan your receipts.

Step 5: UC Life! will then approve your request or contact you and possibly arrange a meeting with you to discuss further. Any submissions that are filled out incorrectly will not be accepted after midnight on the 30th June. Please note it could take up to two weeks for the funds to be available in your account once your request has been approved.

- Clubs who have a Commonwealth Bank Account will have the funds deposited directly into their account. UC Life! will notify clubs with other bank accounts when to collect a cheque from the UC Life! Office.
- **Clubs and societies cannot claim funding for the purchase of alcohol or University Games expenses.**
- **All funding claimed from UC Life! must be used to benefit the entire club and its members.**
- **Semester 1 funding claims can only be submitted for expenses made during the Semester 1 affiliation-funding period (1st Dec of the previous year – 30th June)**
- **Semester 2 funding claims can only be submitted for expenses made during the Semester 2 affiliation-funding period (1st July – 30th Nov).**
- **All funding claims must be submitted by midnight on the due date. Any submissions that are filled out incorrectly will not be accepted after midnight on the due date**
- **Ensure you submit early to ensure there are no issues or mistakes with your submission.**

