

## Reimbursement Process for CIF Project Expenses

To get reimbursed for project-related expenses (out of pocket purchases), follow the steps below.

1. Complete the Project Receipt Summary: Fill out the form to list all expenses you are claiming.
2. Submit Proof of Payment:
  - Receipts must clearly show the payment has been made
  - Receipts must be itemized (list each item purchased)
  - Receipts must include the GST# and address of the business
  - Online purchases:
    - Email a copy of the digital receipt or invoice showing the payment
  - **In-person purchases:**
    - **The original physical paper receipt is required.** It can be mailed in or dropped off at reception at the CIF office

2<sup>nd</sup> Floor Reception  
520 W 6<sup>th</sup> Ave, Vancouver  
(near the Olympic Village Skytrain Station)  
8:30am – 4:30pm Monday to Friday

### Honoraria Payments

#### 1. Direct Payment by CIF

CIF can pay individuals directly. The payment will be made by cheque and mailed to the recipient, which can take up to 1 month to be received. To process this, please provide the recipient's:

- full name
- mailing address
- Social Insurance Number (SIN)

#### 2. Reimbursement for Honoraria Paid by the Project Leader

The project leader can pay the honoraria directly to recipients and then request reimbursement from CIF. To process this, please provide a receipt or invoice that includes:

- recipient's name
- amount of the honorarium
- the event/workshop the recipient participated in
- the date of the event/workshop

If reimbursing for multiple honoraria, all recipients can be listed on one invoice.