

School of Engineering PAF (Professional Activities Fund) FAQs

Processing Times

- Processing times vary slightly depending on method of reimbursement (cheque vs. direct deposit). UBC uses Direct Deposit to reimburse employees (student employees fall within this category). Cheques are used for all other reimbursements, and are issued from the Vancouver campus.
- From the time a reimbursement package is submitted and verified complete, the School of Engineering will process within 5 business days. From there, UBC Finance processing times can be found here: <https://finance.ubc.ca/procurement-modernization/results>
- Credit card statements are not always needed, but should always be made available upon request by UBC Finance. UBC Finance can ask for credit card statements at any time for any reimbursement if they require clarification on an expense (this applies to faculty, staff, and students).

Booking Flights

- PAF can purchase flights for a group of students (10 or more) with sufficient notice provided (minimum of one month). The students will work directly with the airline to reserve the tickets, then arrange a time with Marie Reid to pay for them.
- If students purchase flights in advance of an approved event, and those flights fall within the amount approved in the PAF Application, a student can be reimbursed in advance by following the reimbursement process outlined in the PAF Approval Letter issued following the successful approval of an application.

PAF Approval Letter

- In order to be reimbursed, a copy of the PAF Approval Letter must be included with each reimbursement package. This is at the suggestion of students to ensure that each member of a group is aware of approval details and reimbursement requirements.

Questions?

- Connect with Marie Reid
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 - o Office: EME 3257