

VP Finance Jr. FAQ:

Question 1: How do I submit my interest group or O-week receipts in order to be reimbursed by ASoc?

Please fill out the expense form found on the ASoc website [HERE](https://www.uottawameds.com/vp-finance.html) (<https://www.uottawameds.com/vp-finance.html>) in its entirety with a computer (not by printing it out and handwriting if possible) and please attach all your receipts to the form as well. For the duration of the COVID-19 pandemic response paper receipts are not required but please retain them somewhere safe if they are needed in the future.

Question 2: Can interest group executives pay for food using ASoc funding?

At this moment in time, money from ASoc cannot be used to purchase food.

Question 3: Can an interest group go overbudget?

Although we encourage all groups to use the entirety of their budget, we have seen under-usage in the past few years. As a result, we simply ask a formal request be issued by interest groups if they are going overbudget and the council can vote on a motion to provide the extra money.

Question 4: Who should external funding for an interest group be written out to?

The Aesculapian Society. Be it also noted that the interest group executive should pick up the cheque from their funder and provide it to the VP Finance Jr or drop off in the mailbox in the ASoc office. It has been incredibly difficult to provide clear instructions to various hospital departments regarding where the ASoc mailbox is in our office for cheque drop offs. It would be more efficient if executives brought the cheque to the VP Finance Jr.

Question 5: How much time do I have to cash in my cheque after receiving a reimbursement?

6 months, after which the cheque is not valid. There are a number of cheques from years past that haven't been cashed and are well over 6 months old. So please, CASH YOUR CHEQUES ASAP.

Please also consider using the photo deposit feature found in most modern banking apps to avoid a trip to the bank.