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THE UNIVERSITY OF BRITISH COLUMBIA

UBC Global Final Report

Grant recipients are required to submit this report to jolanta.lekich@ubc.ca within one month of project completion.

Primary Contact Person:

Organization:

Project name:

Contact Email:

Part One: What the grant achieved.

1. To what extent did your initiative meet the goals you described in your application?
2. How has your initiative met the guidelines of the Global Fund?
 - A) How did the initiative enhance international engagement and/or intercultural understanding?
 - B) Describe the long-term impact your project has made.
 - C) What other partners were involved in the development and implementation of the initiative?
 - D) How was the Global Lounge involved?
3. Tell us about any *benefits* to the community, environment, and/or organization.
4. How many people (participants, volunteers) participated in the initiative?
5. Is there anything you would do differently next time?

When you submit this report, please provide any print materials (ads, programs, etc.) used for the initiative and a photo. The University of British Columbia may use this report and photo on the website or promotional material for the Global Fund program.

Part Two: Sharing Your Story

Within one month of completion at the Global Lounge, we request that you provide a blog post about your initiative. We ask that you write a short story (with photo) illustrating the difference your project made so we can share this with the wider UBC community. The story may be in a format of your choosing – a description, story, poem, or video.

On March 23rd, 2015 from 5pm to 7pm, we will have a Global Fund Recipients Reception at the Global Lounge & Resource Centre. During this reception, we ask that you present information about your initiative and experiences (5 minutes maximum).

Part Three: How the grant has been spent:

Please be sure to keep all of your receipts as you will need to enclose them, along with a detailed budget, along with this form.



Global Fund Financial Report Policy

Please review carefully the following procedures to ensure that you are aware of all that is financially required of you during the implementation of your project. **If the funding is going to an organization (your group has a bank account in the organization's name), procedures are slightly different.** Please contact Jolanta Lekich for more information.

PROCEDURES

1. Provide a report

- 1.1. Provide a report at the end of the project accompanied by summary of expenses;
- 1.2. Include a brief description of the purpose and the duration of the project;
- 1.3. Clearly detailed expense should be supported by the dated receipts required by the UBC Global Fund guidelines;
- 1.4. The report should be supported by original signature of the student certifying that all information is correct;
- 1.5. The report should be submitted within 30 days of completion of the project;

2. Review of the report

- 2.1. The report should be reviewed by the review committee to ensure that the funding was used appropriately;
- 2.2. Any variance from the approved budget of the original application, should be supported by detailed clarification;
- 2.3. Any unused funds should be returned to UBC;**
- 2.4. If any of the conditions of the funding is not met, then the Global Fund Review Committee has the right to request the return of the grant or refuse future funding for group that used the funding inappropriately;

3. Receipts

- 3.1. Original itemized dated receipts are required to support the report. Photocopies are acceptable.
- 3.2. If you are handing in receipts to other parties for reimbursements (ie. AMS), please make a photocopy of your receipt for the Global Fund reconciliation**
- 3.3. Invoices, cancelled cheques, or "paid" notices are **not** acceptable.
- 3.4. If providing a "paid" invoice or notice as proof, please provide a credit card receipt to support this documentation.
- 3.5. Receipts should be taped to 8.5x11 sheets of paper to avoid loss of receipt;
- 3.6. Do not inscribe, highlight or cover any writing on the receipt with tape as it may cause the ink to fade;

4. Expenses

4.1. Appropriateness of Expenses

- 4.1.1. Expenses should incur in support of project mission;
- 4.1.2. Expenses should be reasonable and appropriately documented and comply with UBC Global Fund guidelines;



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4.1.3. All expenses should be in Canadian Dollars. Please use <http://www.oanda.com/> to calculate the exchange rate at the date when the expense has incurred;

4.2. Third Party Payments (Honorariums)

Payments to third party should be processed through UBC directly. Third party is considered an individual that has provided services to the recipient of the Global Fund project. The recipient of UBC Global Fund should forward the third party's honorarium payment request to Global Fund Committee for approval. After being approved, the payment to the third party will be processed by the Finance Specialist at International House for period of 2 to 3 weeks. If Third Party Payments apply to your project, please contact Jolanta Lekich at: jolanta.lekich@ubc.ca for more information.

4.3 Gift Cards

If you plan to use the Global Fund for to buy gift cards for someone, you must attach a list of the individuals who received a gift card including their signature attesting that they received the gift card. This is for internal auditing purposes.

4.3. Expenses that are not allowed

- 4.3.1. Personal expenses
- 4.3.2. Interest charges on outstanding credit card balances;
- 4.3.3. Loss or damage to personal possessions;
- 4.3.4. Parking or traffic fines;
- 4.3.5. Accident or life insurance costs;
- 4.3.6. Expenses incurred as result of travel/hotel cancellation;
- 4.3.7. Passport expenses;
- 4.3.8. Excess personal baggage;

4.4. Tracking expenses

- 4.4.1. Record all expenditures on the UBC Global Fund Expense Report form below;
- 4.4.2. The report should be supported by original receipts;
- 4.4.3. Complete a new line for each receipt;
- 4.4.4. Add a short description for the purpose of the expense;
- 4.4.5. Ensure all receipts are included in the overall total;



UBC Global Fund Final Expense Report

Please fill out the information below.

1. **Tape all receipts (or photocopies of receipts) to 8.5x11 sheets of paper** and write a number beside each receipt (if you have three receipts, number them 1, 2, and 3).
2. Fill out the chart below and attach the receipts to this form. Please add rows if needed.
3. Submit to Jola Lekich within one month of project completion.
4. Thank you!

DATE:

STUDENT:

PROJECT:

Receipt #	Date of Receipt	Vendor	Description of Expense	Amount \$CAD
Total				

SIGNATURE: _____