

Collegium Caidis Request for Variance from Policy

Section IX, paragraph D, of the Society Financial Policy (approved 06/05/17) states “fully documented receipts must be provided to support all expenses. This rule applies to anyone expecting reimbursement.” Collegium Caidis’ reimbursement policy is in accordance with this requirement.

Per the finance policy of Collegium Caidis, a variance to policy may be requested allowing the substitution of other cost documentation for receipts. A request for a variance to policy must be submitted no later than seven days prior to the applicable session of Collegium Caidis. Requests must be approved by two members of the Collegium Caidis Finance Committee, usually the chancellor and the exchequer.

Description of Variance:

By submission of this request, the undersigned agrees to meet the following requirements with the understanding that failure to meet them will result in either a rejected reimbursement request or a partial reimbursement of expenses.

1. Receipts are provided with the reimbursement request for all new expenses, both supplies and printing.
2. For supplies provided by the instructor from previously purchased stock, a copy of the original receipt is provided in lieu of the original receipt when possible.
3. For supplies provided by the instructor from previously purchased stock when no receipt is available, adequate documentation is provided supporting the expenses for which reimbursed is requested. This documentation must be in the form of copies of the appropriate current catalog pages showing prices and/or a price list highlighted to indicate the cost and including the date the catalog was published, calculations of cost per unit, calculations for the quantity of each item used for the class, and the total cost per item.

This variance is applicable for only the class named below at the session of Collegium Caidis on the specified date. By signing this request for variance from policy, the instructor agrees to the conditions detailed above.

Class Name: _____ Date of Class: _____

Requested by: Print legal name: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____
(Legal name of Collegium Caidis Finance Committee member)

Approved by: _____ Date: _____
(Legal name of Collegium Caidis Finance Committee member)