



# Department of Psychology

**OFFICE USE ONLY**

Qreq# \_\_\_\_\_

Pcard \_\_\_\_\_

## FORM: On-line Subject Payment Reimbursement

Payee full name \_\_\_\_\_

Date \_\_\_\_\_

UBC and granting agencies have not yet adopted clear guidelines on the practice of on-line subject payment. As a result, researchers must make a reasonable effort to document these charges. This memo has been created to demonstrate to the auditors that we have tried to collect sufficient supporting documentation and information to support this reimbursement.

**Please ensure you attach the following supporting documentation:**

1. A printout that clearly shows your personal credit card was used to make payments into this on-line system.
2. A printout documenting the study name, amount paid to each worker, worker ID#, and the submit time of payment. **Please ensure the grant holder has initialed and dated each page of your supporting documentation.**

It is the researcher's responsibility to ensure that reimbursement is not requested multiple times against one particular study unless the study is running over a much longer time period.

Which on-line system did you select?	
How does this system work?	
Is there a fee for using this on-line system? If yes, how is the fee allocated and how much is it?	
What is the rationale for selecting an on-line system for this particular study? If needed, please attach rationale as a separate page.	
Name of the study	
Total number of subjects	Payment per subject
Study start date (mmm d, yyyy)	Study end date (mmm d, yyyy)
<b>Total amount to be reimbursed</b>	<b>\$</b>

Signature of payee \_\_\_\_\_

Signature of grant holder \_\_\_\_\_

Signature of Department Head \_\_\_\_\_

***Return form to Reimbursements mail slot.***