

Reimbursement Form Frequently Asked Questions (FAQ)

Table of Contents

Reimbursement Form Details	2
Description of Expenses	3
Non-Travel Expenses.....	4
Canada and Other Countries tabs.....	4
Expense Types.....	4
Airfare	4
Notes Section for Claimant/Approver	5
Lost Receipt.....	5
Travel Agent	5
Per Diems	5
Checklist Tab	6
Additional Supporting Documentation.....	6
Visiting Guests.....	6
FOAPS.....	6
Travel Cancellation.....	7
Training and Support	7

Reimbursement Form Frequently Asked Questions (FAQ)

When do I fill out a Reimbursement Form?

If you have personally paid for an allowable business-related expense such as travel costs, hospitality, supplies, etc., you may request reimbursement by completing the Reimbursement Form along with the attachment of original receipts, and the required supporting documentation.

The Reimbursement Form can be found on both SMUport and the website (for external claimants).

<http://smu-web5.smu.ca/pages/financial-services/internal-forms.php>

<https://smu.ca/about/financial-services-forms.html>

Reimbursement Form Details

What do I need to know about using the Reimbursement Form?

The Reimbursement form must be **completed electronically (Excel document)**, no hand-written forms will be accepted for reimbursement. We have partnered with the Software & Application Support Centre to provide Excel training to any faculty or staff member who requires it. Please contact them at sas@smu.ca

- Be sure to **save a copy of your form on your computer** hard drive in case you have to make changes to it at a later time.
- The form supports the use of the **copy** and **paste** function. However, the form does not support the **cut** and **paste** function; if used it will return an error message.
- The form has been built to auto-calculate the HST/GST tax. If the tax on your receipt doesn't match that of the form it is perfectly ok.
- The form has been formatted using the following **date format**:
 - dd-mmm-yy;
25-APR-19

If you enter April 25, 2019 it will also be converted to dd-mmm-yy: **25-APR-19**

What tabs do I need to print after I have completed my Reimbursement Form?

Required Forms

- Mandatory
 - Summary

Reimbursement Form Frequently Asked Questions (FAQ)

- As Applicable
 - Canada (1)
 - Canada (2)
 - Other Countries (1)
 - Other Countries (2)
- Other supporting documentation, if applicable
 - Lost Receipt Form
 - Advance Repayment Form
 - Wire Transfer Request
 - Prize/Gift Card/ Hospitality Log

How do I remove the error message displayed on the form?

The error messages are displayed to assist you in completing the form accurately. To remove the error message enter the information that the error message displays.

For example, I can see the error message “Provide Expense Type”. Select the appropriate Expense Type from the drop-down list and press Enter on your keyboard.

What do I do if the information I’m entering doesn’t fit in the cell?

Need more space? If you are entering detailed information in a cell, and require more space, you can reduce the font size of the text.

What do I do if I need more tabs than provided on the form? The form does not allow for structural changes like adding of tabs. Please see Procure to Pay for assistance and recommendations on how to potentially condense your Reimbursement Form.

I don’t have an A number? What do I do?

For claimants who do not have an A-number, Enter **Axxxxxxx** in the Banner ID field on the Summary tab.

Description of Expenses

The golden rule is to document, document, document. Any party (within University or external such as an auditor) should be able to understand every detail of your submission. If something is unclear, elaborate. The purpose of the expense should be self-explanatory. This also helps to speed up your reimbursement time.

Reimbursement Form Frequently Asked Questions (FAQ)

Non-Travel Expenses

How do I enter non-travel related expenses on the form?

On the Summary tab, enter the earliest receipt date in the **To:** field and enter the latest receipt date in the **From:** field. Then log your non-travel expense on the corresponding expenditure log (Canada (1), or Other Countries(1)).

Canada and Other Countries tabs

Which tabs do I use for my claim?

All Canadian currency expenses are recorded on the “Canada” tabs. All other expenses in foreign currency are recorded on the “Other Countries” tabs i.e. US funds, euro’s, pounds.

Expense Types

What if I don’t see my expense listed in the Expense Type drop-down list?

For your convenience, we have created a drop-down list of frequently used expense types. If you do not see your expense type listed please use one of the following:

- Others- Taxable (if your receipt includes HST/GST, choose this drop-down)
- Others – non-taxable (if your receipt doesn’t include HST/GST, choose this drop-down)

When you choose either of these expense types, be sure to add a detailed description in the description field.

What expense type should I choose if tax does not show up on a receipt for AirBnB or Booking.com for Canadian accommodations?

- Choose the “Other taxable” expense category. The taxes are considered embedded within the price you paid.

Airfare

The airfare expense categories have been broken out into 4 types:

- Airfare - Canada to US
- Airfare to/from location outside Canada & US
- Airfare within Canada departing NS
- Airfare within Canada departing from other provinces

When selecting Airfare - Canada to US, ensure you also choose the province of departure from the Province drop-down menu.

Reimbursement Form Frequently Asked Questions (FAQ)

Notes Section for Claimant/Approver

What am I supposed to put in the Notes Section?

The Notes Section on the bottom on the Summary tab can be used to provide additional information to help clarify and support your reimbursement claim.

Lost Receipt

What do I do if I lost a receipt that I need to be reimbursed for?

A lost receipt form is used when you have lost a receipt or were not issued one and seeking reimbursement of the expense. Complete, and print the lost receipt form and attach it to your reimbursement report along with the approver signature.

Travel Agent

How do I log my Travel Agent fees on the form?

When you book travel via a travel agent, please record that expense across two rows of the form (see image below).

- 1) Enter the Travel Agent Fee on one line
- 2) Enter the Travel portion of the receipt on the other line

# Receipt Number	Date (DD-MMM-YY)	Expense Type (Please use drop down)	Description (provide detailed expense information, including: mileage and per diem details, if applicable)	Province	Cost Including Tax	
					Total Cost	Tax
C.1.1	10-Nov-19	Others - Taxable	Maritime Travel - Travel Agent Fee	NS	40.00	4.91
C.1.2	11-Nov-19	Airfare - Canada to US	Flight to Portland Maine	NS	1,000.00	38.46

Per Diems

Meal Per Diems are included as a separate tab in the Reimbursement Form. Please refer to that tab for current reimbursement rates.

If your event or conference includes meals, please adjust your daily per diems accordingly.

The institutional policy is to reimburse for per diems, meals receipts are not required. If the expense is hospitality, detailed receipts are required.

International per diems

To convert your international per diems to Canadian dollars (Other Countries tab), please use the exchange rate from credit card statement or any other receipt that shows the exchange rate from the trip. Alternatively, you can use the average rate from the OANDA website. A link is provided on the Reimbursement Form.

Reimbursement Form Frequently Asked Questions (FAQ)

Checklist Tab

The checklist tab is provided to assist new users with the steps required to submit a completed reimbursement form.

Additional Supporting Documentation

To complete the reimbursement submission process, you may require one of the following supporting documents:

- An Approved Advance Request
- Original Receipts
- Lost Receipts form
- Wire Transfer form
- Google maps
- Advance Repayment form
- International per diem rates (treasury board)
- Exchange rate (OANDA, credit card statement)

Visiting Guests

When you are completing a reimbursement form on behalf of a visiting guest,

- Include the full mailing address of the visiting guest
- Visiting guests won't have a banner "A" number. Instead, enter: **Axxxxxxx** in the Banner ID field, as this field is mandatory for reimbursing the claimant.
- Signatures – we will accept a digital signature from the claimant, but require an original from the Approver.

FOAPS

If a claimant is unaware of which FOAPs to use, please contact your signing authority; **Approver**.

Advances

What do I do if the amount of my advance is more than what my expenditures were for?

In the event your expenses were less than the amount advanced, please be sure to complete **an Advance Repayment Form**.

You can **repay** via **cheque** or **debit/credit card**.

By Cheque: Make Payable to Saint Mary's University, and attached this to the advanced repayment form. Include this with your Reimbursement form or drop it off to Financial Services Office MM123.

Reimbursement Form Frequently Asked Questions (FAQ)

By Debit/Credit Card:

- Enrollment Services – take your completed Advance Repayment Form to Enrollment Services along with your debit/credit card for repayment.
Office: McNally Main 108
Saint Mary's University
923 Robie Street Halifax, NS
B3H 3C3

Enrollment Services will provide you with a copy of the POS receipt. **Attach the POS receipt and submit it with the reimbursement form.**

Travel Cancellation

In the event your travel plans are cancelled, non-refundable out of pocket expenses may still be eligible for reimbursement.

Training and Support

For all reimbursement form questions, concerns and/or training please contact:

Reimbursement Form Questions?

- **Procure to Pay Services**
902.420.5054
procuretopay@smu.ca
- For a list of financial services contacts
[Financial Services Support Contact Listing](#)

Need Reimbursement Form Training?

- **Financial Services**
Tracey Randem
902.420.5464
tracey.randem@smu.ca

Excel Support?

- **The Studio for Teaching and Learning**
For one-on-one customized excel training to enhance your technical skills, contact the Software & Application Support Centre at sas@smu.ca