

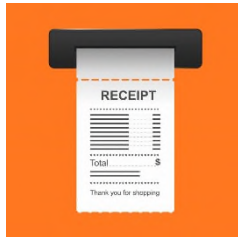


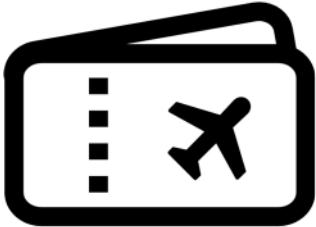








## Reimbursement Form Quick Reference Guide







This quick reference guide is an overview based on the policies and procedures of the University.





Granting agency guidelines supersede those of the University.

<p><b>THE GOLDEN RULE</b></p> 	<p>Documentation, documentation, documentation!</p> <ul style="list-style-type: none"> <li>• Any party (within University or external such as an auditor) should be able to understand every detail of your submission</li> <li>• If something may be unclear, elaborate! <ul style="list-style-type: none"> <li>○ Purpose of trip should be self-explanatory</li> <li>○ Explain extraordinary expenses</li> </ul> </li> </ul>
<p><b>Claimant/Payment Information</b></p> 	<p>The Reimbursement Form Requires:</p> <ul style="list-style-type: none"> <li>• Banner ID # of employees and students must be entered;</li> <li>• To and From dates should reflect the duration of the trip or for non-travel related claims, the earliest to latest receipt date;</li> <li>• Visitor claims must include the full mailing address of the individual (not a Saint Mary's University Dept. address)</li> <li>• Trip purpose: described in sufficient detail to assess the University business or research reason</li> <li>• If reimbursement is not for travel purposes, sufficient detail of expenses to assess the University or research eligibility</li> <li>• Include full conference name, elaborate on Acronyms</li> <li>• Provide your phone number, department name, and your email address</li> </ul>
<p><b>Receipt Requirements</b></p> 	<ul style="list-style-type: none"> <li>• Original receipts are required for all expenses being claimed</li> <li>• Receipt(s) should be numbered;</li> <li>• Receipts should be neatly stapled and assembled in the order which they appear on the Reimbursement Form;</li> <li>• Photocopies or facsimiles of receipts are not acceptable.</li> <li>• In lieu of receipts: <ul style="list-style-type: none"> <li>○ mileage claims; provide total KM's and places to/from travelled</li> <li>○ meal per diems; provide number of days and rate</li> <li>○ parking meters; provide details, location</li> <li>○ gratuities paid in cash, provide details</li> </ul> </li> </ul>

<p><b>Proof of Payment</b></p> 	<p>Must have one of the following:</p> <ul style="list-style-type: none"> <li>• Receipt showing payment made; Example: Visa xxxx, Master Card xxxx, Amex xxxx;</li> <li>• If receipt does not provide proof of payment, it must be supplemented with a credit card receipt or as a last resort a copy of the credit card statement.</li> </ul>
<p><b>FOAP Distribution</b></p> 	<p>FOAP Distribution if known;</p> <ul style="list-style-type: none"> <li>• An item/receipt may be split amongst multiple FOAPs if required;</li> <li>• Ensure the expense is eligible for reimbursement as per the established guidelines of the fund(s) charged;</li> <li>• Verify availability of funds;</li> <li>• If FOAP distribution is not known, contact your budget owner</li> </ul>
<p><b>Airfare</b></p> 	<p>It is the responsibility of the traveler to provide the necessary proof of air travel. Acceptable documentation to support proof of travel would include at least one of the following:</p> <ul style="list-style-type: none"> <li>• a boarding pass (paper or printed copy of the image of an electronic boarding pass, that clearly indicates flight information), or</li> <li>• a hotel invoice at the travel destination, or</li> <li>• taxi/transit receipts to/from the airport destination, or</li> <li>• a record of conference attendance</li> </ul> <p>If there is no other documentation available that supports proof of travel to the destination, the traveler must include a signed statement attesting that they reached the destination(s) using the flight cost(s) claimed.</p>
<p><b>Accommodations (Lodging)</b></p> 	<ul style="list-style-type: none"> <li>• Original hotel bill required. Please ensure bill demonstrates proof of payment</li> <li>• Ensure express checkout invoices meet these requirements;</li> <li>• Meals, nor any incidental charges, charged to hotel bills will not be reimbursed</li> </ul>
<p><b>Meals</b></p> 	<ul style="list-style-type: none"> <li>• The University does not reimburse meal receipts</li> <li>• No receipts are required for meal per diem claims</li> <li>• Meal Per diem may be claimed for individual meals; i.e. breakfast and lunch per diem, or the full day <ul style="list-style-type: none"> <li>○ Per diem allowances will not apply where meals are included in transportation charges, or conference registration fees.</li> </ul> </li> </ul>

<p><b>Hospitality</b></p> 	<ul style="list-style-type: none"> <li>• Detailed restaurant bill (showing the items consumed) is required for hospitality expenses;</li> <li>• For Research-related hospitality, there must be a person external to the normal research team present in order for the hospitality to be eligible, list the names and the affiliation to the research project</li> <li>• For University-related entertainment, list the names (if less than 10 people) or provide a name/description of the group/event (if more than 10 people);</li> <li>• Names should be listed in the Notes section in the Reimbursement form;</li> <li>• If the normal approver was one of the attendees, the expense must be approved by that person's superior; Note: Refer to Research Agency guidelines to ensure proper approval levels are respected             <ul style="list-style-type: none"> <li>○ Policies of several granting agencies;</li> <li>○ Prohibit the claim of alcoholic beverages;</li> <li>○ Treasury Board per diem rates are allowable</li> </ul> </li> </ul>
<p><b>Mileage Claims</b></p> 	<ul style="list-style-type: none"> <li>• Must provide the start and destination points;</li> <li>• Cannot claim mileage and gas;</li> <li>• Use the current University rate - refer to the Per Diem &amp; Allowances tab on the Reimbursement form;</li> <li>• Validate the distance of mileage claim by using:             <ul style="list-style-type: none"> <li>○ <b>Google Maps</b>, a printed copy must be included with your claim</li> </ul> </li> </ul>
<p><b>Taxi/Ride Share</b></p> 	<ul style="list-style-type: none"> <li>• Taxi/Ride Share receipts related to trips may be grouped by location;</li> <li>• Local transportation by Saint Mary's staff must be entered individually with an explanation for each receipt/chit.</li> </ul>
<p><b>Conference &amp; Seminar Registration</b></p> 	<ul style="list-style-type: none"> <li>• Need conference receipt with proof of payment if not indicated by a zero balance;             <ul style="list-style-type: none"> <li>○ This includes conference fees paid directly to third party on your behalf</li> </ul> </li> <li>• Must indicate on the Reimbursement form the full name of the conference, elaborating acronyms.</li> </ul>

<p><b>Communication Expenses</b></p> 	<ul style="list-style-type: none"> <li>• Includes charges for cellular, telephone, internet or other electronic communicating devices;</li> <li>• Original receipt required. (e.g. Bell, Telus, etc.).</li> <li>• Note: Individuals may opt for electronic invoices rather than paper.</li> <li>• Proof of payment is required; i.e. Monthly bill indicating zero balance from previous month(s) or bank statement showing payment processed;</li> </ul> <p>Best Practice tip</p> <ul style="list-style-type: none"> <li>• Submission of recurring communication expenses monthly.</li> </ul>
<p><b>Electronic Receipts</b></p> 	<p>Acceptable if the following information is included:</p> <ul style="list-style-type: none"> <li>• Identification of the vendor;</li> <li>• Applicable tax registration numbers;</li> <li>• The full name and mailing address of the payee;</li> <li>• Clearly identified goods or services, quantities, prices and delivery date(s);</li> <li>• An invoice or reference number; <ul style="list-style-type: none"> <li>○ Amount paid</li> <li>○ Proof of payment.</li> </ul> </li> </ul>
<p><b>Foreign Language Receipts</b></p> 	<ul style="list-style-type: none"> <li>• Receipts in foreign language must have a translation/explanation of overall receipt(s) in English; <ul style="list-style-type: none"> <li>○ Book titles must be translated.</li> </ul> </li> </ul>
<p><b>Publications</b></p> 	<ul style="list-style-type: none"> <li>• Original receipt required;</li> <li>• Title of each book must be indicated.</li> </ul>
<p><b>Gift Cards/Certificates/Prizes</b></p> 	<ul style="list-style-type: none"> <li>• These types of receipts must be coded in the Reimbursement Report as "Gift Cards/ Prizes" (using the expense type category drop down box).</li> <li>• It is required to provide the name of the recipient(s) along with the Gift Card/ Prize log</li> </ul>
<p><b>Computer Hardware</b></p> 	<ul style="list-style-type: none"> <li>• Computer Hardware must be tagged by ITSS before it can be reimbursed. Please contact Tim Gill (5484) for tagging information.</li> </ul>

<p><b>Foreign Currency</b></p> 	<ul style="list-style-type: none"> <li>• Receipts should be entered in the original currency;</li> <li>• May use exchange rates based on the credit card statement or derived from Oanda website; provide proof of exchange rate used</li> <li>• Credit Card receipts - use the exchange rate that appears on credit card statement;</li> </ul>
<p><b>Signatures &amp; Approvals</b></p> 	<ul style="list-style-type: none"> <li>• Claimant must sign the Expense Report; <ul style="list-style-type: none"> <li>◦ If claimant is a visitor, a scanned or digital Claimant Signature is acceptable;</li> </ul> </li> <li>• The Budget owner of each FOAP being charged must sign the Reimbursement form; <ul style="list-style-type: none"> <li>◦ If claimant is the budget owner, need one-up signature.</li> </ul> </li> <li>• Delegation of signing authority is permitted if documented and communicated to Financial Services in advance;</li> <li>• Documentation of the delegation needs to include the duration</li> <li>• The delegate must be a peer or a superior</li> <li>• To avoid any unnecessary delays, a copy of the written notification of signing authority delegation (where applicable) should be attached to each reimbursement form.</li> </ul>
<p><b>Advances</b></p> 	<ul style="list-style-type: none"> <li>• Verify if the claimant has an advance(s)</li> <li>• No additional advances will be made if the claimant has an overdue advance</li> </ul>
<p><b>Reimbursement – Direct Deposit</b></p> 	<ul style="list-style-type: none"> <li>• Full time Saint Mary's University employees are reimbursed by direct deposit in Canadian funds;</li> <li>• Other individuals will be reimbursed by cheque or wire transfer for foreign currency;</li> <li>• The claimants paid by direct deposit are notified of the refund amount by e-mail on the day the reimbursement form is paid;</li> </ul>