Guidelines

It is both the Claimant and Approver's responsibility to ensure that the expenses have been incurred for legitimate university business purposes, as well as reasonable and appropriate.

The claim meets the terms and conditions imposed by the funding source from which they are paid; Granting Agency Policy/Guidelines, University's policy or Divisional/Departmental policy whichever imposes the greater restrictions.

The claim is supported by original itemized receipts. Exceptions: mileage, per diems. If you do not have the original receipt complete the lost receipt form. Ensure receipts in foreign languages are translated, with any necessary clarifications. If proof of payment is not indicated on the original receipt, a copy of credit card statement may be required (e.g., Airfare, Conference Registration fees).

Reimbursement forms that are incomplete, or require additional information will be returned to the Approver for clarification, explanations, and/or additional supporting documentation. Therefore the Claimant should ensure that a complete, accurate and dully supported reimbursement form is submitted for approval.

Checklist for Claimant / Approver

1	Yes	Complete Summary Form (including Date, Claimant Banner A#, FOAP, Advance, Signature, Granting Agency Questions etc.)
2	Yes	Complete Canada tab(s) for expenses / travel incurred within Canada
3	Yes	Complete Other Countries tab(s) for international travel / expenses incurred for travel to all other countries outside of Canada, regardless of currency being used.
4	Yes	Attach all original supporting documentation including proof of payment (Lost/Missing Receipt Form required when original documents cannot be provided)
5	No	Attach copy of Google Maps if claiming Mileage and detailed description of places visited and purpose of trip(s)
6	Yes	Provide Per Diem details and attach supporting document if International per diem
7	Yes	Attach copy of exchange rates documentation
8	Yes	Sign Summary Form
9	Yes	Attach approved copy of the Lost Receipt Form if applicable
10	No	Attach cheque payable to Saint Mary's University with completed Advance Repayment Form, if applicable
11	No	Attach completed Wire Transfer Request Form for reimbursement in currency other than CAD / USD, if applicable
12		Keep an electronic copy of this report until reimbursed / payment to University processed
13		**APPROVER TO DO: Please sign the summary tab. Thank you, Tracey**

Reimbursement Form

SAINT MARY'S UNIVERSITY

Reference # E (MMMDDYY)
ESep2119

Claimant Name:	Banner ID (A Number) Ex.A12345678	Department	Phone / Ext #
Tracey Randem	A00123456	Financial Services	5464

Processed by

From (dd-mmm-yy)	To (dd-mmm-yy)	Email	Address & Postal Code (For external mailing only)
21-Sep-19	03-Oct-19	tracey.randem@smu.ca	staff- direct deposit **BUT if I was not staff I would need a valid addresss**

Claim Log Summary	Canada (1)	Canada (2)	Other Countries (1)	Other Countries (2)	Total claim	Description of Expense / Destination (City & Country)
	CAD $	CAD $	CAD $	CAD $	CAD $	**Admin Prof Conference Seattle Oct 1-3, IAAP membership, notepad and pen for conference.**
Travel	1,319.00	0.00	738.74	0.00	2,057.74	
Hospitality	0.00	0.00	0.00	0.00	0.00	
Other	16.08	0.00	0.00	0.00	16.08	
Total	1,335.08	0.00	738.74	0.00	2,073.82	

Posted by

Do these expenses relate to a NSERC / SSHRC /CIHR grant? (Choose below)

Accounting Information (See Tab Commonly used Accounts for details)

		Fund (6)	Org (4)	Acct (5)	Prog (4)	Pre-Tax	Tax	$ Total
If yes answer questions below.								
Participation in Conference (attach invitation showing dates of event, registration receipt and copy of the first page of the program).		100000	8000	79100	9999	1,869.98	58.34	$ 1,928.32
Field Trip (provide details on activities, dates etc.).		100000	8000	76241	9999	124.81	3.89	$ 128.70
Consultation with Colleagues (provide the name or organization, and dates).		100000	8000	77900	9999	16.29	0.51	$ 16.80
Other (provide the purpose and on how the expenses relate to the research).						-	-	
If claimant other than grantee provide affiliation with the grantees research.		**Total Reimbursable Expense**						$ 2,073.82

Field Trip / Consultation / Conference (Please provide details)

Less Advance: Either 78699 (Travel Advances Others) or 73550 (Travel Advances Faculty)

Fund (6)	Org (4)	Acct (5)	Prog (4)			$ Total
100000	8000	78699	9999			$ 1,200.00

Posting Date

Claimant Certification

I certify that I have personally incurred and paid for the expenses, that all supporting receipts and documents are attached, that expenses comply with University and Granting Agency policies, and that the amounts claimed have not previously been, nor will be, claimed or reimbursed by Saint Mary's University or any other party.

Date (dd-mmm-yy)	Claimant (Signature)	Claimant Name (Print)
04-Nov-19	PRETEND MY SIGNATURE HERE!	Tracey Randem

Document No

Authorization (I certify that I have reviewed and approved this claim and expenses are appropriate, reasonable and in accordance with University and Granting Agency policies.)

Date (dd-mmm-yy)	Approver (Signature)	Approver Name (Print)

	$ Total
Total Advance	$ 1,200.00
Due Claimant — Currency other than CAD or USD, fill out a Wire Transfer Form	$ 873.82
Due University — For amount due to University, fill out an Advance Repayment Form	$ -

Notes section for Claimant / Approver:

Down here you could put a note that an external claimant would like to pick up the cheque OR the secretary will pick it up in P2P rather that mail it.

Tax: 62.74

Saint Mary's University - Expenditure Log Canada

Banner ID	Name		Department	Phone	
A00123456	Tracey Randem		Financial Services	5464	

Country			Currency		
Canada (1)			CAD Dollar		

# 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	21-Sep-19	Airfare - Canada to US	Halifax to Seattle return	NS	1,200.00	46.15
C.1.2	01-Oct-19	Transportation Other Than Airfare	Taxi home to airport including tip	NS	62.00	7.61
C.1.3	03-Oct-19	Transportation Other Than Airfare	Taxi airport to home including tip	NS	57.00	7.00
C.1.4	01-Oct-19	Supplies or Services	Note pad, pen	NS	16.08	1.97
C.1.5						0.00
C.1.6						0.00
C.1.7						0.00
C.1.8						0.00
C.1.9						0.00
C.1.10						0.00
C.1.11						0.00
C.1.12						0.00
C.1.13						0.00
C.1.14						0.00
C.1.15						0.00
C.1.16						0.00
C.1.17						0.00
C.1.18						0.00
C.1.19						0.00
C.1.20						0.00
C.1.21						0.00
C.1.22						0.00
C.1.23						0.00
C.1.24						0.00
C.1.25						0.00
C.1.26						0.00
C.1.27						0.00
C.1.28						0.00
C.1.29						0.00
C.1.30						0.00
	Grand Total CAD $				1,335.08	62.74

Notes:

Saint Mary's University - Expenditure Log Other Countries

Banner ID	Name			Department		Phone		
A00123456	Tracey Randem			Financial Services		5464		
International Per Diem Rate Link			Oanda Website Link Conversion Rate			US Per Diem Link		Google Maps Link

# Receipt Number	Date (DD-MMM-YY)	Country of travel	Expense Type (Please use drop down)	Description (provide detailed expense information, including: mileage and per diem details, if applicable)	Cost (Local Curr)	Conversion Rate	Cost (CAD)
O.1.1	01-Oct-19	USA	Per Diem	3 days (two overnights)	164.00	1.2870	211.07
O.1.2	01-Oct-19	USA	Transportation Other Than Airfare	hotel to conference	50.00	1.2870	64.35
O.1.3	01-Oct-19	USA	Transportation Other Than Airfare	conference to hotel	50.00	1.2870	64.35
O.1.4	02-Oct-19	USA	Transportation Other Than Airfare	hotel to conference	50.00	1.2870	64.35
O.1.5	02-Oct-19	USA	Transportation Other Than Airfare	conference to hotel	50.00	1.2870	64.35
O.1.6	03-Oct-19	USA	Transportation Other Than Airfare	hotel to conference	50.00	1.2870	64.35
O.1.7	03-Oct-19	USA	Transportation Other Than Airfare	Conference to airport	60.00	1.2870	77.22
O.1.8	01-Oct-19	USA	Membership Cost - Non Taxable	IAAP Individual yearly membership	100.00	1.2870	128.70
O.1.9							0.00
O.1.10							0.00
O.1.11							0.00
O.1.12							0.00
O.1.13							0.00
O.1.14							0.00
O.1.15							0.00
O.1.16							0.00
O.1.17							0.00
O.1.18							0.00
O.1.19							0.00
O.1.20							0.00
O.1.21							0.00
O.1.22							0.00
O.1.23							0.00
O.1.24							0.00
O.1.25							0.00
O.1.26							0.00
O.1.27							0.00
O.1.28							0.00
O.1.29							0.00
O.1.30							0.00
	Grand Total CAD$						**738.74**

Notes: Per diem calculations on the working tab printed out and attached.

O1.1 Daily US Rate is $50
Overnight is extra $7
Per Diem for three days and two nights $150 + $14 = $164

Historical
Exchange Rates

Exchange
Rates
API

Corporate FX
Payments

FX News

Support
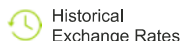
Want Premium Features? With a Pro Account you'll get 25+ years of data, CSV downloads, and Central Bank Exchange Rates.   Upgrade your Account   ✕

| Range: | **September 30, 2019 - October 3, 2019** | Frequency: **Daily** | Source: **OANDA Exchange Rates** | Price: **Bid** |

Currency I have:

US Dollar

Currency I want:

CAD

Interbank +/-   3%   Download

	CAD
Period Average	**1.287097**
Period High	**1.292796**
Period Low	**1.284255**
Oct 3, 2019	1.292796
Oct 2, 2019	1.286546
Oct 1, 2019	1.284792
Sep 30, 2019	1.284255

Features and Functionality

The Historical Currency Converter is a simple way to access up to 25 years of historical exchange rates for 200+ currencies, metals, and cryptocurrencies. OANDA Rates® cover 38,000 FX currency pairs, and are easily downloadable into an Excel ready, CSV formatted file.

This tool is ideal for auditors, CPAs, tax professionals, and anyone who needs accurate and authoritative foreign exchange data for spot checking, analysis, and reporting. Currency data can be displayed in a graph or table view with up to 10 currencies at a time.

Our Historical Currency Converter is an easy to use, cloud-based solution and requires no installation, while being accessible from anywhere.

OANDA Rates® are calculated daily (Monday through Friday) and represent the previous 24 hour period aligned to UTC-midnight (8:00 PM Eastern Time). Bid, ask, and midpoint rates for the day are published and available no later than 10:00 PM Eastern Time.

How to get Historical FX Data

1. Pick your base currency and the currency (or currencies) you want converted.
2. Choose your timeframe (daily, weekly, monthly, quarterly, annually or custom), your rate source (OANDA Rates®, or 25 Central Bank exchange rates), and your price (bid, mid, or ask).
3. Download the historic data to a CSV format for easy use with Excel or Google Sheets.

Tips and Tricks

1. Central Bank exchange rates are available with a Pro Plan.
2. Enterprise plans are also available at a discount. Your entire team can access the gold standard in historical exchange rates!
3. This cloud-based app requires no installation and can be accessed from anywhere.
4. Automate your exchange rate conversion with our Exchange Rates API. Import FX rates right into your ERP or TMS!

*Currencies marked with an asterisk (*) are obsolete or no longer available with current rates.