



## Miscellaneous and Travel Expenses Guidelines (as of August 2017)

The following guidelines must be met in order for your expense claims to be processed by the finance office – Please review these guidelines and ensure they are followed **BEFORE** submitting your claim to the finance coordinator, Linda Stewart.

### Couple of important reminders:

- Please check details with Supervisors before submission
  - Students must liaise with Supervisors before approaching administration with grant related questions
1. Completed Miscellaneous expense form or Travel & Entertainment expense form with original signature in BALL POINT PEN from both claimant and supervisor must be submitted
  2. All claims for meals and/or entertainment need to be on Travel and Entertainment form NOT a Miscellaneous expense form
  3. A separate claim must be submitted for each trip
  4. Do not build up large numbers of claims to submit at once. Please submit in an efficient and timely manner soon after the expense has occurred
  5. Expenses must be itemised individually (i.e. taxi fares, train fares etc should be itemized individually and not submitted as one lump sum)
  6. Individuals **CANNOT** pay corporate (i.e. AMEX) credit card bills from personal funds
  7. A valid receipt is required to prove EVO, Car2Go expenses. These are available online.
  8. If the supervisor/PI original signature is not available (i.e. if PI is travelling) then an email authorizing the expense **MUST** be attached. This only applies if the person is on extended travel, otherwise, the claim has to wait until their return.
  9. Receipts in other people's names are not acceptable unless accompanied by an explanation of who/why that person has paid bill. Expenses **MUST** be returned to the UBC employee/student
  10. Original receipts **MUST** be attached to claim form OR a Missing receipt form must be attached
    - a. **Original receipts** need to outline the item(s) purchased.
    - b. **Debit slips and Credit Card slips alone** are not acceptable as they do not indicate the item
    - c. **Confirmation of reservation** is not accepted as valid proof
    - d. **Estimates for expenses** are not acceptable
    - e. Receipts must indicate how **much the payment is for** and **paid by what method** (i.e. Visa, Amex) and **indicate card number** and owner of card



- f. If an original receipt (as stated above) is not available a **missing receipt form** must be completed and submitted along with your expense claim, again with original signatures

#### Travel & Entertainment Claim Form

11. Include information for purpose of trip including **the link to the funded research. Where the link to the research is not evident from the supporting documentation, additional explanation needs to be documented which demonstrates that the expenditure is a direct cost of the funded research**
12. Hotel receipts must detail **ALL TRAVELLERS NAMES** for whom the booking was made or an email needs to be attached confirming the travelers names
13. Confirmation of Air travel (boarding passes preferred, hotel receipts, taxi receipts, conference proceeding details or confirmation from PI that travel was required/undertaken) must be included.

***Please note:** ORS will accept alternative back up for travel other than boarding passes (e.g. hotel receipts, conference details, written attestation and signature from PI). Boarding passes are therefore still **HIGHLY RECOMMENDED** in order to expedite reimbursement*

14. **Names of participants, date of event and purpose of event** must be included for meal/entertainment reimbursements
15. If claiming per diems specific dates and meals need to be itemized  
*Per Diem amounts (CDN) Breakfast \$14; Lunch \$16; Dinner \$30*  
*Per Diem amounts (US) \$60.00 /day*
16. Unless proof of Canadian conversion (i.e. credit card bill) is provided we will use the conversion rate on the UBC financial system
17. **Details of Conference attended or registered for must be included** (i.e. poster, invitation) and the conference program and/or its link if too large to print out (especially for tri-council)
18. *Include Anti – fraudulent disclaimer if paying for other participants at a workshop, fieldtrip etc. include a statement signed by PI or traveler to state that expenses will not be reimbursed from other funds :*  
*'I am writing to confirm that payments made for the travel/accommodation for **'NAME'** attending **'NAME OF EVENT/WORKSHOP'** on **'DATE'** will not be claimed for reimbursement from any other source'*
19. When claiming on a travel advance: **DO NOT PAY** for other individuals hotel rooms on same invoice. This makes reimbursement very difficult and causes unnecessary delays.
20. Standard monthly connection or rental costs of telephones are non-eligible expenses



### Guidelines on Hiring Workers

21. Out of pocket payments to contractors and individuals is **NOT** recommended. Nor are honoraria as a substitute. You may not be reimbursed by UBC.
22. If you do have someone to pay as a one time fee or as a contractor, determine before paying an individual whether they are eligible to be hired at all (i.e. citizenship, landed immigrant, implied status). That is, consider implications and eligibility of hiring a worker in a foreign country : particularly their ability to receive funds from UBC (i.e. payment via check etc).
23. If an individual cannot be a UBC employee, complete a 'Contractor versus Employer' form before hiring an individual and include that in request for payment assuming eligibility points in 13 have been covered.  
  
<http://www.hr.ubc.ca/administrators/managing-staff/independent-contractors-vs-employees/>
24. Be aware that any payment for goods or services above \$3500 (including above contract work) requires a Purchase order to be initiated and that such initiation takes two weeks minimum, sometimes 4 weeks
25. For purchases of \$50,000 or more a competitive tender process is required
26. Be aware that UBC finance can take up to 6 weeks to process payments – this is out of our control. Contacting finance to check on transactions is not recommended
27. The finance coordinator (Linda Stewart) works on reimbursement requisitions twice a week. If she is awaiting documentation from faculty or students this can cause delays in submissions to finance



## Supporting Evidence

For each grant, the institution and/or the grantee must keep complete and accurate records on the use of Agency funding, including verifiable audit trails with complete supporting documentation for each transaction, for a minimum of seven years.

The grantee is responsible for authorizing expenditures from his/her grant account in accordance with the Agency's requirements and conditions of grants and with the institution's policies. No other party may initiate or authorize expenditures from an Agency's grant account without the grantee's written delegated authority. All claims must have the grantee or delegate's signature. The signatures certify that:

- all expenditures on the claim are for the purpose for which the grant was awarded;
- all expenditures on the claim are **eligible expenses**;
- all goods and/or services have been received;
- the charges included have not been claimed for reimbursement from other sources; and
- reimbursements for expenditures received from other sources or institutions must be disclosed to the administering institution.

Grantees must be able to provide supporting documentation for all expenditures charged to their grant accounts. Where the link to the research is not evident from the supporting documentation, additional information or explanation should be documented which demonstrates that the expenditure is a direct cost of the funded research.

Individuals claiming travel-related expenses from a grant **must prepare a separate claim for each trip**. These claims must also conform to the standard travel policies and procedures of the grantee's institution. For claimants other than the grantee, the affiliation with the grantee's research group must be specified. If the traveler is a student, the claim must be signed by the grantee. In the event that the traveler is the grantee or a visiting researcher, the claim **must be countersigned by the department head or dean** confirming the relevance of the travel to the research being funded.

The travel claim must include the following information:

- purpose of trip including the link to the funded research;
- dates and destinations (person or location visited);
- official supporting documentation (e.g. prospectus or program, indicating the dates of conferences and workshops);
- details of daily claims for expenditures relating to those visits;
- details of any vehicle used;
- original receipts, such as hotel invoices and car rental agreements (credit cards slips or confirmation of reservation are not valid receipts); and
- original air travel ticket receipts and boarding passes (if available) or any other evidence that supports travel expenses claimed (e.g. a written attestation from the grant holder).