



## Instructions for Business Expense Reimbursement Form

Field	Instructions
When to use this form	<p>This form is to be used to claim reimbursement for expenses incurred while conducting UVic business, including Pro-D expenses, or for petty cash replenishments.</p> <p>If claiming reimbursement for travel expenses, use the <a href="#">Travel Expense Reimbursement form</a>. If you have Pro-D expenses that were incurred while travelling, use the Travel Expense Reimbursement form.</p> <p>If you are requesting a non-reimbursement payment to an individual or business and you do not have an invoice, use the <a href="#">Payment Request form</a>.</p>
Trouble completing this form?	<p>Ensure you are using Adobe Reader XI to ensure all functionality of the fillable pdf form is enabled. Adobe Reader XI is free to download at the <a href="#">Adobe website</a>. Note that you may have to contact your IT support to install the program on your computer.</p> <p>If you are a Mac user, you cannot use the "Preview" pdf reader to complete the forms. "Preview" is typically the default pdf program on most Mac computers but it does not have the functionality to complete fillable pdf documents.</p> <p>Save the form as a PDF document to your computer and complete it by opening Adobe Reader XI rather than opening the document in your web browser. This will ensure that all functionality of the form is enabled and reduces the risk of accidentally navigating to another webpage and losing your information.</p> <p><b>*We recommend that users download the form from our website each time they complete an expense claim as the forms are updated from time to time.</b></p> <p>Internet Explorer and Firefox browsers support fillable pdf forms. You may have trouble viewing the form in another internet browser such as Chrome or Safari.</p> <p>Still having problems? Contact Accounting Services at <a href="mailto:accountspayable@uvic.ca">accountspayable@uvic.ca</a> for further support.</p>
UVic ID	<p>Enter UVic ID # if the payment is to be made to a student, faculty or staff member.</p> <p>UVic ID # is required if the payee is an employee or student as to ensure that taxable benefits and other tax reporting requirements are appropriately recorded.</p>
Pay to	<p>Enter the legal name of the person claiming reimbursement for the expenses: Last Name, First Name, Initials. If another institution is being paid, an invoice for the chargeback should be obtained.</p>
UVic status (employee, student, other)	<p>Association of the payee to UVic must be identified for policy review, Financial Information Act reporting, and research grant requirements.</p>
Mailing address	<p>Provide the payee's mailing address to enable accounting to prepare additional required reports (such as T4A and other tax filings).</p> <p>Payment will be made by direct deposit if the payee default is set up for this. If not, the cheque will be mailed to the payee's mailing address provided. A mailing address is required for all foreign payment requests (including wire transfers).</p>
Details or purpose of payment	<p>Provide a brief description of the expense. This is required to explain how the expense relates to the mission of UVic.</p>
Petty cash account	<p>Indicate if this is for a petty cash account to ensure appropriate accounting can be done.</p>
Special handling	<p>The standard is to send payment by direct deposit or mail to the payee's address provided. If special handling of a payment is required, state instructions here and explain why it is required. If other documentation is required to be sent with a payment, attach it to this claim or send it separately indicating payment will follow.</p>
Details of receipts	<p>This form has been designed to enable claimants to record expenses by date and expense category. If the claimant does not have original receipts for certain expenses, attach a <a href="#">missing receipts declaration form</a>. If more space is required to enter the receipt details for this reimbursement claim, attach a <a href="#">supplementary business expense detail</a> form. Ensure that the total amount from the supplementary expense detail form is entered onto this Business Expense Reimbursement Form in one line with the description "BALANCE FROM SUPPLEMENTARY FORM"</p>

Field	Instructions
Date	For each line in this section, provide the date that the expenses were incurred or the earliest date a group of expenses were incurred. Required date format is dd-mmm-yy.
Description/supplier	Use this section to provide a description of the expense (i.e. what was purchased or who is the supplier).
Paid	Enter the dollar amount of the expense, in the currency that it was incurred in.
Foreign Exchange (FX) rate	<p>If expenses were incurred in a currency other than the reimbursement currency, enter the foreign exchange rate that the claimant was charged for that expense, or an average of the exchange rate over the duration of the trip (refer to <a href="http://www.bankofcanada.ca">www.bankofcanada.ca</a> for average rates). The form will automatically calculate the equivalent amount to be paid in the reimbursement currency.</p> <p>Proof of the exchange rate that was charged must be provided if the claimant does not choose to use the average rate per the Bank of Canada.</p>
Total reimbursement (A)	The total reimbursement amount will be automatically calculated based on the individual receipts entered and the foreign exchange rate provided. This is the amount that the claimant can expect to be paid.
Expense allocation	Group the expenses from the 'Details of Receipts' section of the form to be allocated to the relevant FOAPAL accounts.
Account coding	<p>Fund, Organization and Account fields are required to ensure that the appropriate account holders' budgets accurately reflect expenses that have been incurred. If the preparer does not know the appropriate account codes, route to the account holder to complete.</p> <p>If it is a Pro-D expense, leave coding blank and note that it is a Pro-D expense in the description field.</p> <p><b>Note:</b> If expenses need to be allocated to more than 4 different accounts, attach a separate sheet indicating the accounts to be charged.</p>
Total allocated (B)	Total allocated is automatically calculated and cannot be over ridden.
(A)-(B) must equal 0.00	This field calculates the difference between 'total reimbursement' and 'total allocated' and it must equal 0.00 in order for the claim to be processed.
Currency conversion	<p>Business expense claims for employees and students are reimbursed in Canadian dollars. If another claimant requests reimbursement in a foreign currency, provide the details here. If the funds are requested to be paid out in a currency other than CAD or USD, they will be paid by wire transfer. The preparer must fill out the <a href="#">international payment information form</a>.</p> <p><b>Note:</b> Any charges from the receiver's or intermediary banks for receiving a wire transfer may be deducted from the amount paid to the payee. UVic does not have any control over these bank charges. If the payee requests incoming bank charges be covered by UVic, you must specify the amount required when completing this form. Accounting Services does not know this amount.</p>
Who to contact about this claim	The contact information of the person preparing the form is required. If there are questions regarding the claim, accounts payable will contact this person to address any queries.
Claimant's signature	<p>A signature ensures that the claimant has taken responsibility for the expenses being claimed on his/her behalf. It also helps to ensure additional segregation of duties and controls over the expense reimbursement process.</p> <p>If the claimant is not able to be present when this claim form is prepared, a signed or emailed <a href="#">declaration form</a> attached to the expense claim is sufficient.</p>
Account holder's signature (delegate)	The account holder's signature (or delegate) is required to ensure that the party responsible for the budget of that account is aware of charges being made to the account. Delegates cannot exceed their assigned dollar threshold.
Claimant's one over one approver signature	One over one approval ensures that the person to whom the claimant reports is aware of and approves the expenses being claimed by his/her direct reports.
Comments on signatures	<p>If the claimant is also the account holder, only sign once. A one over one approver signature is still required.</p> <p>If the account holder is also the claimant's one over one supervisor, only one approver signature is required. Please sign in the 'Claimant's one over one approver signature' section.</p> <p>If the claimant is from outside the University and does not have a one over one supervisor, the account holder is the final approver. No one over one approver signature is required.</p>