

## Submitting Qatar PER Expenses for Academics with no Canadian Banking Updated: July 27, 2022

### Steps:

1. Academic sends PER reimburse request send to [benefits@ucalgary.ca](mailto:benefits@ucalgary.ca)
  - Expenses should follow [PER handbook](#) and [Finance Travel and Expense Reimbursement Handbook](#) guidelines
  - Documentation/receipts should clearly indicate which currency they were paid in (e.g. USD, QAR, CAD, etc.)
  - Include the following information in the request:
    - UCID
    - PER Project Number
    - PER Department number
    - [Account Codes](#) for each, individual expense (page 19)
2. HR – People, Processes and Solutions reviews for eligibility as PER expense and sufficient funds in the Academics' PER account/statement
  - OANDA website will be the tool to estimate conversion rate costs in \$CAD and seeing if there will be enough funds in someone's PER account
3. HR – People, Processes and Solutions to send email request to Alice/Tannis/Darwin to arrange payment with Western union
  - Ensure complete Accounting Strings are provided  
(e.g) Fund 12, Dept ID (63040 or 63060), Account Code and PER Project #
4. Payroll processes payment through Western Union. Payment is converted to the currency of the employee's bank account
5. Once a month Western Union sends payroll an invoice for all payments that were made to