



Social Events Expense Procedure

<p>Classification Financial Management</p>	<p>Table of Contents</p> <p>1 Purpose 1</p> <p>2 Scope 1</p> <p>3 Definitions 1</p> <p>4 Procedure 2</p> <p>5 Parent Policy..... 3</p> <p>6 Related Policies 3</p> <p>7 Related Procedures 3</p> <p>8 Related Information 3</p> <p>9 History 3</p>
<p>Approval Authority Associate Vice-President (Finance)</p>	
<p>Implementation Authority Director, Financial Operations</p>	
<p>Effective Date September 15, 2011</p>	
<p>Last Revision December 1, 2012</p>	

1 Purpose

The purpose of this procedure is to outline:

- a) the process for reimbursement of Employees for out-of-pocket expenses associated with Social Events; and
- b)

4 Procedure

Reimbursement of Expenses

- 4.1 Employees may recover out-of-pocket expenses for Social Events by submitting a completed and approved Expense Report.

Supporting Documentation

- 4.2 Detailed original receipts must be attached to support claims for reimbursement of expenses or a request for payment from University Funds.
- 4.3 If original receipts have been lost, the Employee must provide sufficient detail to justify the expense.
- 4.4 The Employee must also include:
- a) the purpose of the Social Event;
 - b) the names of people in attendance;
 - c) any additional material relating to the Social Event; and
 - d) evidence of prior approval.

Approval

- 4.5 The Authorized Approver will review the claim or request for payment to ensure that the expenses are:
- a) directly related to the business of the University;
 - b) an Allowable Expense;
 - c) permitted under the terms and conditions of the specific funding source; and
 - d) properly documented.
- 4.6 If the conditions under 4.5 have been satisfied, the Authorized Approver will approve the expense.
- 4.7 When the expense is funded from a research trust account, the following approvals are also required:
- a) the Employee; and
 - b) the PI when the Employee is not the PI; or
 - c) the department head/dean when the Employee is the PI.

Submission of Expense Reports

- 4.8 Once the necessary approval has been obtained, the Employee will submit the expense report with receipts and any other supporting documentation to Accounts Payable at Physical Plant 65 except under circumstances described at 4.9 and 4.10 below.
- 4.9 For expenses relating to research and trust projects using Fund 60 in the Faculties of Arts, Medicine, Veterinary Medicine, and Science, and the Schulich School of Engineering, the Employee will submit the expense report with receipts and any other supporting documentation to the research fund analyst at the following location:
- a) Arts: SS 548
 - b) Engineering: CCIT 210
 - c) Medicine: TRW 5th floor
 - d) Science: BI 570
 - e) Veterinary Medicine: TRW 5th floor

