



## **Finance Overview: General Tips for Submitters, Reviewers, & Approvers**

To submit a claim, complete the appropriate form ([Travel Expense Summary](#), [Cheque Requisition](#), or [Request for Payment](#)), and submit online via the [Expense Reimbursement website](#) with detailed, itemized receipts and/or supporting documentation.

### **Budget Codes & Signing Authority**

- When submitting, select the appropriate signing authority in accordance with the Financial Delegated Authorities Policy. Note that up to 3 signing authorities can be selected if required due to the amount, or if multiple units are sharing costs.
- Before a claim is approved, the budget code(s) must be added to the claim form.
- Note that an approver cannot approve a claim payable to oneself.

### **Receipt Requirements**

Receipts must be itemized, detailed, include proof of payment, and confirmation of goods/services being received.

If a final receipt or other proof of payment cannot be provided, a credit card statement must be included to show proof of payment. Note that credit card statements provide supplemental information and do not replace the need for itemized receipts or details of the order/booking.

For online purchases, please include one of the following:

- Final Invoice showing proof of payment
- Order Confirmation and Shipping Confirmation (one showing proof of payment)
- Order Confirmation showing costs and credit card statement (for proof of payment)

### **Method of Payment**

Individuals should use standard forms of payment (ie: cash, credit card, or debit card) for NOSM University-related expenses that will be submitted for reimbursement. Loyalty or reward points should not be used for payment. Likewise, personal loyalty or rewards accounts must not be used for organizational expenses or bookings (ie: applying a personal hotel rewards account to a group booking to accumulate points).



### **Foreign Currency Conversion**

To reimburse a purchase that was made in foreign currency, it must be converted to CAD. To do this, in addition to an itemized receipt, the claim must also include one of the following:

- A credit card statement showing the transaction converted to Canadian currency
- The daily exchange rate from the [Bank of Canada](#) showing the date of the transaction.

### **Group Meals**

- Group meals or hospitality expenses should be claimed on a Cheque Requisition. If the group meal occurred while traveling, it should be submitted separately and not included on an individual's travel expense claim.
- If the individual approving the expense is present at the meal, an additional approval for the claim must be obtained from the supervisor of the most senior person in attendance at the meal.
- For hospitality events where alcohol will be served, prior written approval is required from either the President or the Chair of the Board.
- For more information on meals, including group meals, see NOSM University's Hospitality Policy and section 23.0 of the Travel Policy
- Claims for reimbursement of hospitality or business related meals must include:
  - A brief description of the purpose of the activities and justification
  - An itemized receipt
  - A list of attendees including: names, position titles & employers, and reason for their attendances

### **Course Completion**

All claims for courses or conferences must include proof of completion. If a certificate of completion/attendance is not provided, please provide an email from the organizer of the event to confirm completion or attendance.

### **Related Policies**

- [Travel Management and General Expenses Policy](#)
- [Hospitality for Business Related Meals and Expenses Policy](#)
- [Procurement of Goods and Services Policy](#)