Policy on Reimbursements to Individuals For University Business
Background

✓ Spring 2011 – Broader Public Sector (BPS) Accountability Act
  ✓ Travel and Expense Directives Issued

✓ January 2012 - Consultation on new Accounts Payable Policy

✓ March 2012 – Approved by PVP (President and Vice Presidents)

✓ May 1, 2012 – Policy takes Effect
Consultation/Feedback

- Directors of Faculty Administration
- Executive Director (Provost’s Office)
- Human Resources
- Chief Risk Office (including Internal Audit)
- Registrar’s Office
- Finance
- Health Sciences Administration
- Research Finance Office and HSC Finance
- MUFA
Key Changes:

- **Simplified policy** – clear, concise policy statements
  - Allows for reasonableness and judgment in decision making by approvers

- **One policy replaces and retires several**
  - Travel Policy and Procedures
  - Reimbursement of Goods and Services
  - Professional Memberships
  - Business Entertainment
  - Social Memberships

- **Separate procedures document to support policy**
Key Changes, continued

- **Increased kilometric allowance – .47/km**
  - Consistent with CRA guidelines
  - To be reviewed annually

- **Alignment with BPS Directives**
  - No meal per diem or incidental allowances
    - Itemized receipts required for reimbursement
  - Policy statement concerning alcohol, business meals and university events
Recommended Process*

*For the fastest reimbursement turnaround time.
One Form to Claim Reimbursements

- Introducing an electronic form
  - Payment Request
    - To be used for Expense reporting and Advance Requests

- Oracle form similar to electronic Cheque Requisition

- Reimbursement: within 10 business days from receipt in AP of accurate report and receipts
Payment Request Form

- **Features:**
  - Security and log on id verification
  - Central database/repository on campus
  - Workflow to next approver
  - Automatic calculation of tax rebate, totals, km allowance
  - Validates account numbers and sub-codes
  - Posts to FAS with no additional keypunching
  - E-mail notifications (for approval and rejections)
HELP

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