



THE UNIVERSITY OF BRITISH COLUMBIA

REVIEW OF “NEW” BUSINESS EXPENSE RULES AND TIPS FOR TRAVELLING FOR UBC BUSINESS

November 3, 2022

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AGENDA



- Business Expense Rules - Overview
- Principles when Incurring Expenses on behalf of UBC
- General Rules/Requirements
- PD Funds - Reimbursement Process
- PD Fund Resources
- Computer Purchases
- Mobile Devices (Reimbursable amount)
- Tokens of Appreciation/Gifts
- UBC Indigenous Expense Guidelines
- Alcohol Policy
- Hospitality and Entertainment

- UBC Travel Program
- Q & A
- Honorarium/One Time Payment to Employees and Non Employees
- Honorarium/ One Time Payment to Students
- Financial Information Act (FIA)
- Expense Line Itemization
- Choosing the Correct Spend Category
- Per Diem Rates
- UBC VISA Card
- Approvers
- Q & A



Business Expense Rules | Overview



The Business Expenses Policy (**FM8**), with related rules and procedures became effective April 1, 2022.

The Business Expense Rules (Rules) apply to business expenses, including travel, accommodation, meals, entertainment, gifts, business related work tools and hospitality expenses, paid or reimbursed from UBC-administered funds.

The Rules provide guidance on how to manage various situations, however if a third party, or a departments rules are more restrictive than the Rules, such departments requirements will govern.



Principles When Incurring Expenses on behalf of UBC



Questions to ask when considering what is necessary, reasonable, appropriate and financially prudent include the following:

1. Does the expense need to be incurred and is there value for UBC?
2. Is there an alternative that is less expensive but still appropriate, safe, and convenient?
3. Would this expense be considered excessive or unreasonable from the general public's view?
4. Is it an arm's length transaction (i.e., no conflict of interest) that conforms to sound business practice?





General Rules





General Requirements



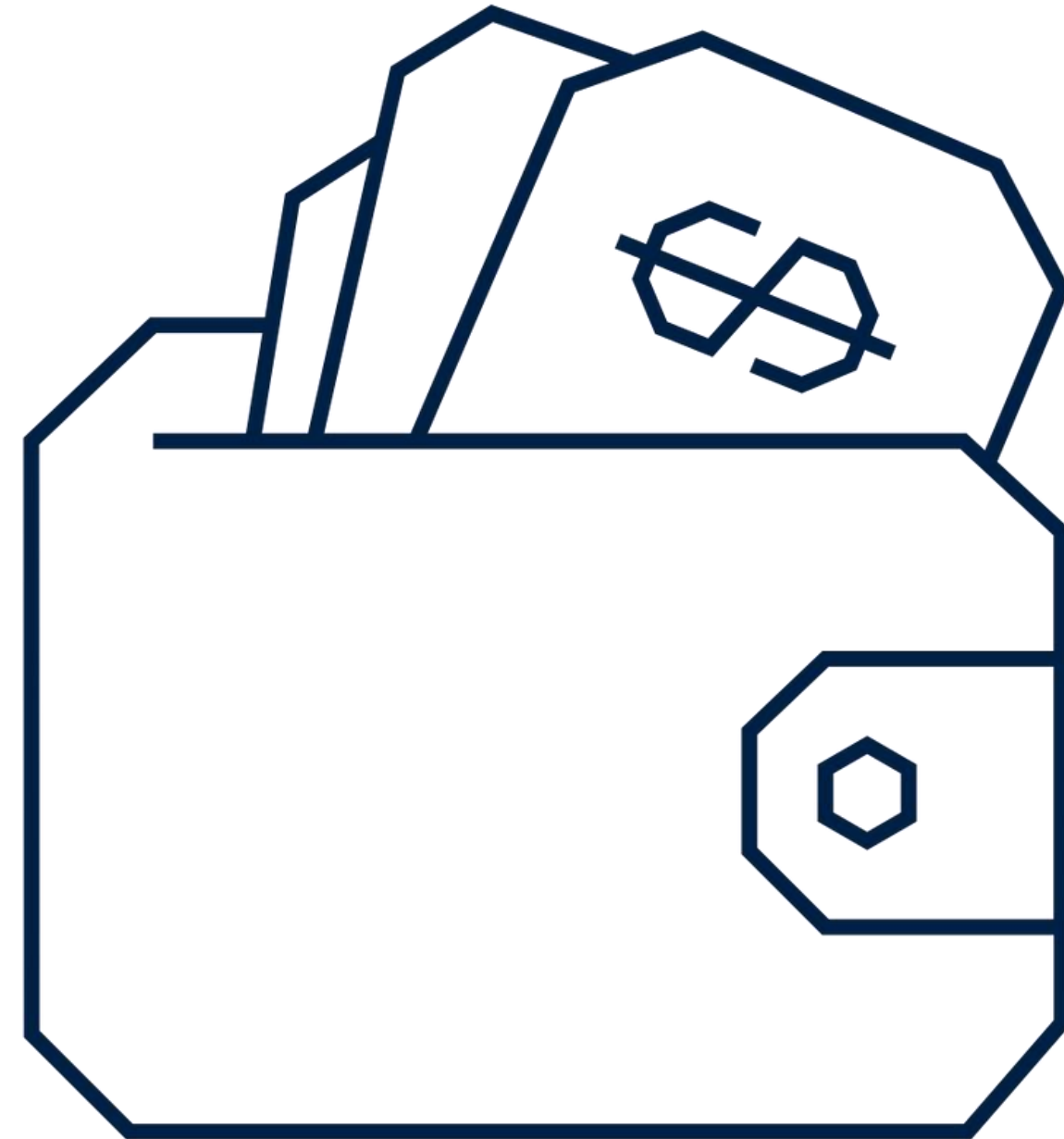
- **Proof of payment:** receipt with an itemized breakdown of purchases AND the receipt MUST show payment was made.
- For **restaurant receipts** – include the Credit Card payment receipt **AND** the detailed restaurant receipt itemizing what was ordered!
- Detailed receipts from vendors must support all non-per diem expense reimbursement claim items. **PER DIEM RATES WERE UPDATED SEPTEMBER 1!**
- Ensure the receipts uploaded are legible.
- Claims, including UBC Credit Card expenditures, must be submitted within 30 working days after the end of a trip. Pre-travel expenses, such as airfare or conference registration can be submitted for reimbursement as incurred!
- Most senior individuals available must pay for expense
- PD funds are governed by the employee group PD Fund rules

Note: Check the “receipt missing” box if receipt is missing!

Exceptions to the Rules must be pre-approved by the claimants one over one in writing.

PD FUND

REIMBURSEMENT PROCESS



The Professional Development Fund balance and activity should be viewed before completing any transaction related to PD plans in order to see the available balance. Your employment group determines the type and amount of PD Funds in your profile.

Eligible faculty and staff may make claims against their allotted UBC Professional Development Fund directly for out of pocket expenses or corporate credit card transactions (if the credit card is assigned to a PD Fund claimant) by submitting an expense report. If the department paid the expense, a PD Fund Claim – Reimburse My Department request will need to be submitted in Workday.



Documentation Required For PD Fund Reimbursement



- Proof of payment: receipt with an itemized breakdown of purchases and indicating that it was paid. Statements are not Invoices!
 - Proof of registration (when applicable): registrant name, name of course/membership/conference and dates.
 - Proof of exchange rate to CAD for any PD activity paid for in foreign currency (i.e.: credit card statement screenshot) if not using the auto-calculate exchange rate provided.
 - If claiming travel expenses without the corresponding conference registration on the same expense report, please include a copy of the conference registration.
- **Note: Check the “receipt missing” box if receipt is missing or check “receipt included” if receipt has been attached.**

PD Fund | Reimbursement Process



Type “PD Fund” in the field to see the list of PD Funds, or click By Expense Item Group.

Expense L

By Expense Item Group >

By Spend Category >

By Alphabetical Order >

Search ☰

Date *

Expense Item *

Click By Expense Item Group

Click PD Fund

Expense L

< By Expense Item Group

FIA >

Non-Travel >

PD Fund >

Travel >

Search ☰

Date *

Expense Item *

Click PD Fund

NOTE: Many employees try to choose the expense item of what the expense is when completing their PD claim – i.e. conference registration, computer hardware, etc.

THIS IS INCORRECT!

IN THE FILED “EXPENSE LINE” YOU MUST CHOOSE “PD FUND”!

PD Fund | Reimbursement Process



Select your **assigned PD Fund**

A screenshot of a web application interface for selecting a PD Fund. A teal callout box with the text "Select your assigned PD Fund" points to a list of radio button options. The option "PD Fund | Faculty - Sessional Non-Continuing" is selected and highlighted with a red border. The background shows a form with fields for "Pay To", "Employee: Albus Dur", "Expense L", "Date", and "Expense Item".

Development Fund

Pay To
Employee: Albus Dur

Select your assigned PD Fund

PD Fund

- ☐ PD Fund | BCGEU Okanagan
- ☐ PD Fund | BCGEU Okanagan Enhanced Education Fund
- ☐ PD Fund | CUPE 116
- ☐ PD Fund | CUPE 2950
- ☐ PD Fund | Executive Administrative
- ☐ PD Fund | Faculty Non Bargaining – Research Associates
- ☐ PD Fund | Faculty - Regular
- ☒ PD Fund | Faculty - Sessional Non-Continuing
- ☐ PD Fund | IUOE 115
- ☐ PD Fund | M&P AAPS
- ☐ PD Fund | Service Unit Directors /

Expense L

Date *

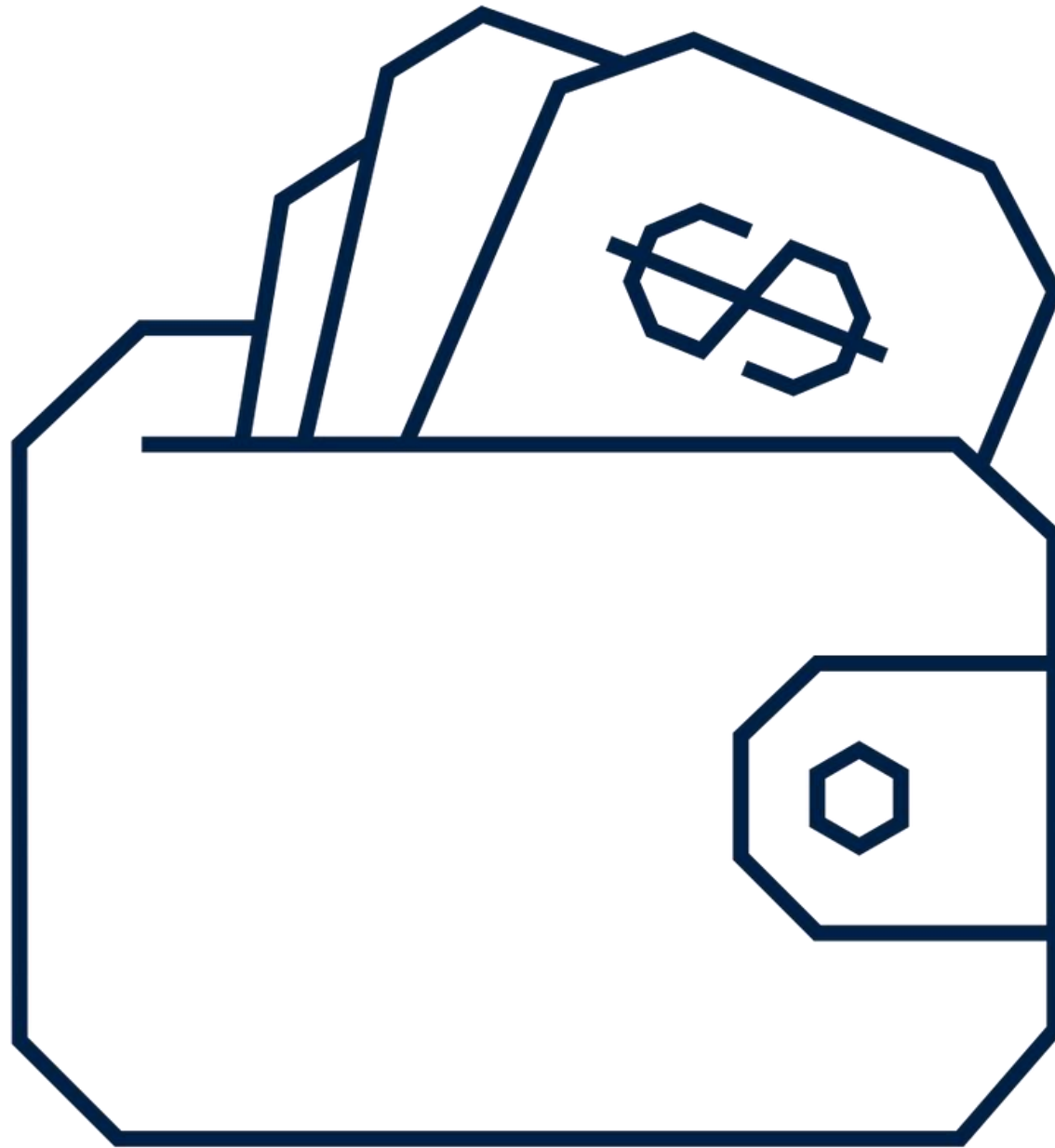
Expense Item *

Search

Note:

- Select your applicable Group
- If you choose a PD Fund that you are not assigned to you will NOT be able to proceed as you will receive an error.

*** BCGU Staff:** complete the [Pre-approval Application](#) for BCGEU Support Staff Professional Development Funding before submitting expenses in Workday.



PD FUND Resources

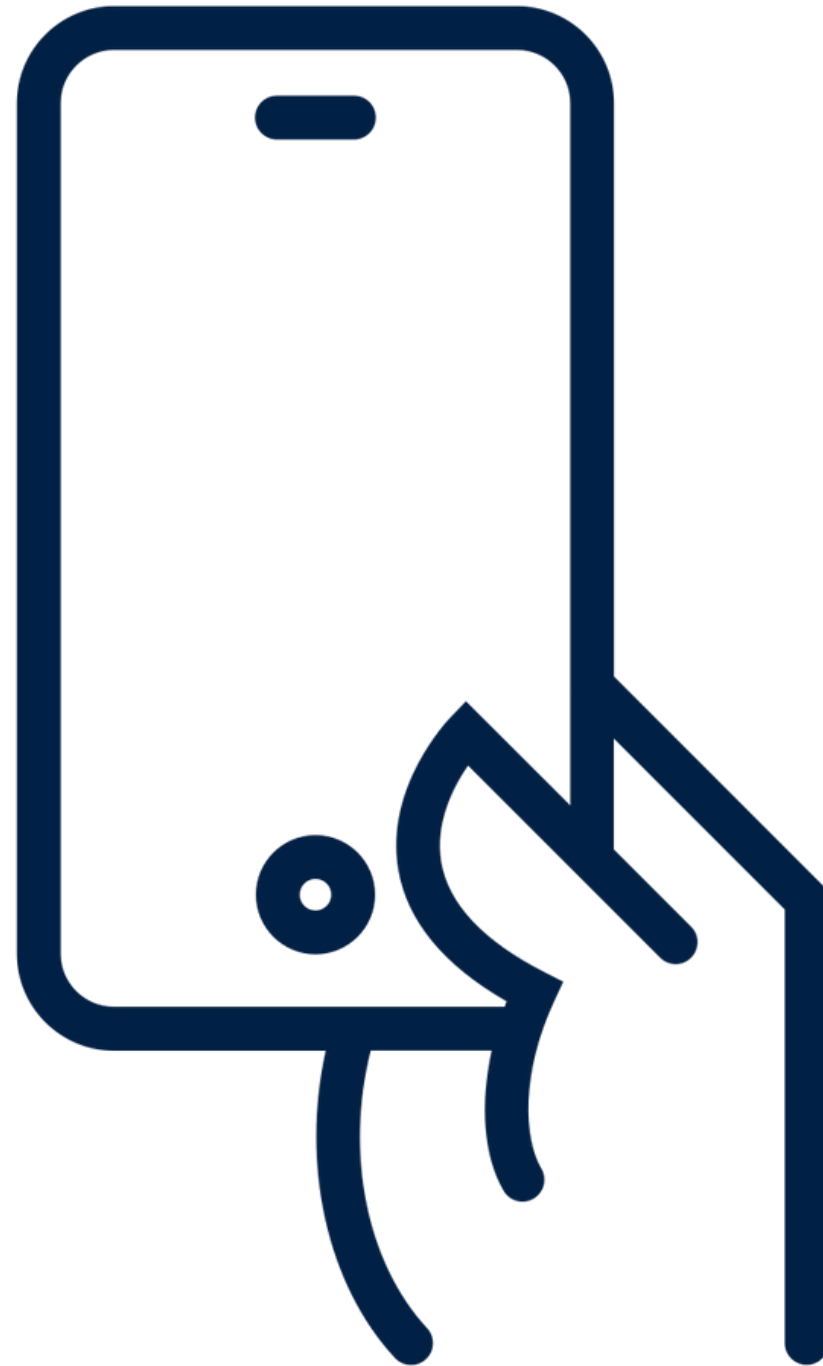
[PD Fund](#)

COMPUTER PURCHASES



- All computer hardware purchased with UBC funds, which includes Research Funds and Faculty Professional Development Funds, remains the property of UBC.
- Any disposal or removal of equipment prior to the end of its useful life at UBC may require compensatory payment.
- Ensure you use the correct Expense Item on your expense report:
 - ✓ Computer Hardware | Below \$1000
 - ✓ Computer Hardware | Above \$1000

MOBILE DEVICES



- Up to \$300 maximum subsidy allowed to purchase a mobile device every 3 years.
- If unit purchases the mobile device, they will own the device.
- Generally, the lowest cost plan is the amount that is reimbursed monthly.

- More information can be found [here](#).

Mobile Devices | Plan Reimbursement



- Only the lowest-cost level of the corporate rates negotiated by UBC will be covered, unless a higher volume plan is justified and pre-approved by one administrative level higher.
- If you choose to remain on your personal plan, the reimbursement of the plan expense will be up to the first level of corporate rates negotiated by UBC and requires pre-approval by one administrative level higher.
- Unless there is an expectation that an employee will remain available for work purposes, when an employee is on a leave UBC will not pay for, or reimburse, the plan during the leave period. If UBC owns the applicable Mobile Device, and the employee wishes to continue to use the Mobile Device during the leave period (at the employee's cost), the employee must obtain prior approval from their Manager.
- You will be asked to provide a copy of the monthly invoice AND confirmation that the payment was made, otherwise it will be considered a taxable benefit.
- **Cellphone Costs Expense Item** – Monthly plan charges should be charged to “Telecommunication Charges” on your expense report!



More information on UBC's corporate cell phone plans can be found on Finance's website: <https://finance.ubc.ca/procure-pay/list-suppliers/categories-and-suppliers/cellular-devices-and-services>

On the page for each carrier, there is an option to review the cellular plans and pricing.

Telus 's lowest negotiated corporate rate for voice and data is \$43.50/month on a three year term (https://finance.ubc.ca/system/files/TELUS_MobilityPlan.pdf)



TOKENS OF APPRECIATION / GIFTS

Tokens Of Appreciation | Rules



- Can be offered to individuals such as visiting dignitaries, volunteers, members of the UBC Senates, members of the UBC Council of Senates, members of the UBC Board of Governors, or members of faculty or staff are meant as a symbolic gesture of respect.
- Must not exceed \$100 unless pre-approval by the Head of Unit.
- Must not be used for honorarium or personal events (such as birthdays or other celebrations).
- Gifts of alcohol or cannabis will not be reimbursed.

Tokens of Appreciation | Rules



- **For Employees** - Cash or near cash (i.e. Gift card) is treated as taxable regular earnings, regardless of the value and must be reported to Payroll.
- **For non-employees** - Cash or near cash receipts totaling more than \$500 from each payer in a calendar year must be reported as earnings on a T4A.
 - UBC needs to obtain so that UBC will have the necessary information for reporting purposes, if applicable.
- It is recommended that **gift cards not** be provided as Tokens of Appreciation. An alternative could be a book or UBC memorabilia.

UBC Indigenous Expense Guidelines



Read [UBC's Indigenous Finance Guidelines HERE.](#)

- Created to better support the gift giving and compensation components in reciprocal, respectful, relationship-based collaborations between Indigenous partners and UBC.
- Although these gifts may be monetary in nature, they are:
 - given in recognition of a person's respected cultural contributions, and to highlight the value of their unique and sacred knowledge; and
 - not a payment for a service; rather, this exchange is a culturally appropriate manner to recognize appreciation for a person's time and teachings shared (such as cultural advising, knowledge sharing, an opening prayer at an event, or a territory welcome).
- While UBC is required to report all gifts over \$500 to Canada Revenue Agency, and therefore a person's SIN is required, if UBC includes a request for an individual's SIN in the documentation process, and the individual decides not to provide it, UBC has done its due diligence in meeting this CRA requirement.



ALCOHOL POLICY

Alcohol Policy | Reimbursement Amount



Purpose: To establish a process for the provision and consumption of alcohol at University facilities and at off-campus university events. See [Policy SC9](#)

	AMOUNT
Day Event (Up to 6pm)	\$50.00 maximum per person with alcohol not to exceed one glass per person
Evening Event	<p>\$95.00 maximum per person with alcohol not to exceed two glasses per person</p> <p>Note that for internal employees events, the limit for both day and evening events is one glass of alcohol per person.</p> <p>The rate above is inclusive of all food, taxes, gratuities, and alcohol.</p>

HOSPITALITY AND ENTERTAINMENT



HOSPITALITY AND ENTERTAINMENT | Rules

Hospitality and Entertainment Expense Item - can be used in many different circumstances; Ex. Team events; non-UBC persons as a part of furthering UBC activities, holiday receptions, refreshments at meetings.

Meals Expense Item - Only use this expense item when traveling. If you are going out for a meal locally do not choose Meals. Instead choose “Hospitality and Entertainment”

Catering Expense Item – Only use when you have an event catered and are paying a supplier for this service. **Do not charge to “Cost of Goods Sold | Food and Beverage”.**

Required Attachment:

- A detailed receipt documenting the business purpose
- Names of attendees, and associated organizations

Not Reimbursable from UBC Funds:

- Expenses incurred in respect of personal life events that are of a recurring nature (i.e. birthdays, anniversaries, etc.).



TRAVEL | General Rules



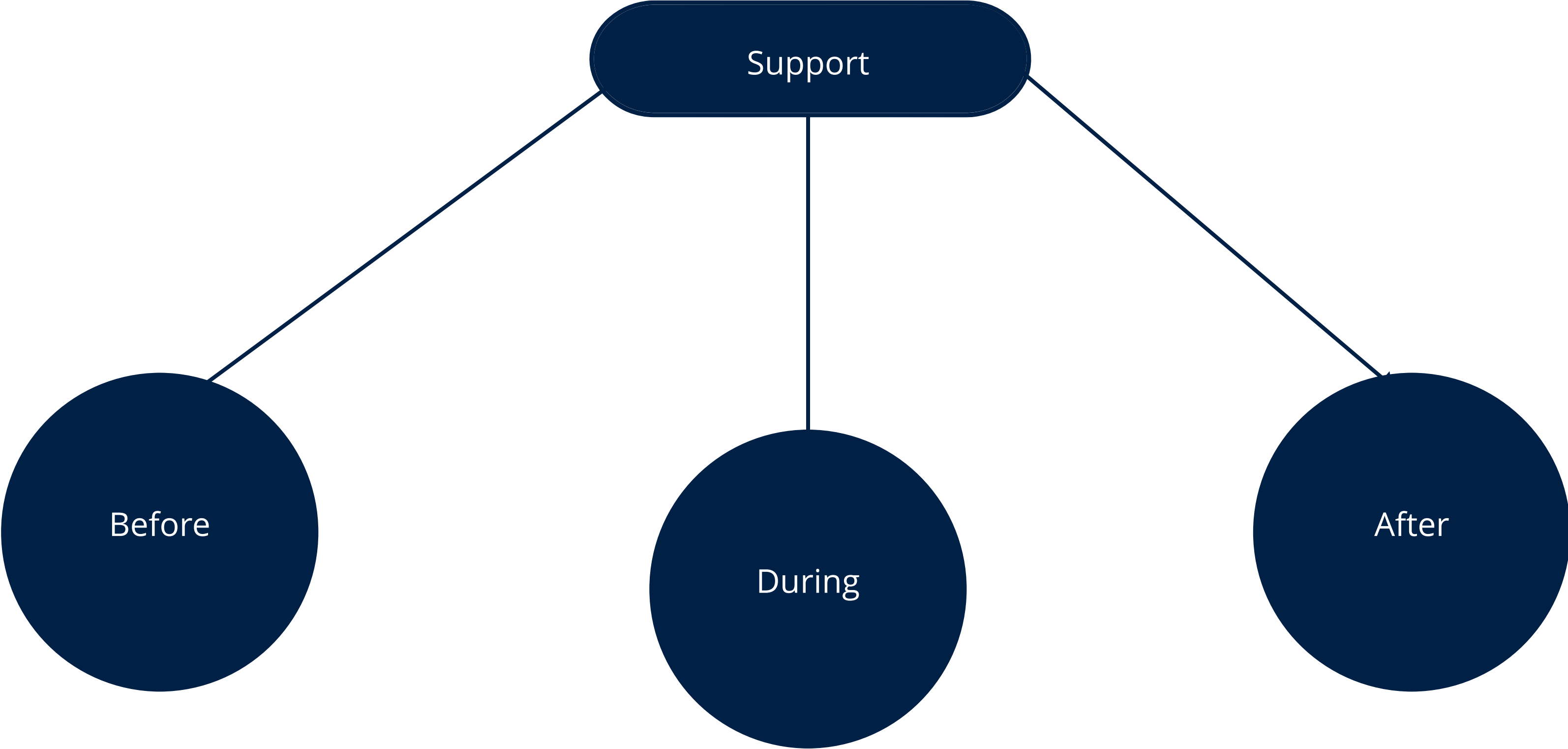
- Should be Reasonable and Appropriate.
- Choose economy flights.
- Up to 1 checked bag will be reimbursed.
- Choose lowest price for standard room. Typically, only accommodations with free cancellation should be selected.
- Where short-term lodging is provided at no charge, a gift or payment in appreciation may be provided up to \$50.00/day with a maximum of \$150.00 for the entire duration of the stay.
- Per Diem KMs - A map tool or application should be used to substantiate kilometers driven and be submitted as part of travel claim. Vehicle Costs incurred to travel to and from one's regular work location are not reimbursable.
- Vehicle rental is only permitted for Out of Town travel where it is necessary, reasonable, appropriate, and financially prudent in the circumstances.
- Using per diem meal reimbursements is easier as receipts do not have to be submitted.
- While travelling, an incidental amount of up to \$10/day may be claimed. The incidental amount is to compensate for non-receipted items such as meter parking, transit fares and housekeeping gratuities.





UBC TRAVEL PROGRAM

**Judith Fograscher, Manager
UBC Travel Program**





Step 1
Planning

Step 2
Employee Profile

Step 3
Booking

Step 4
Prepare Departure

Planning | Know Before You Go



ABOUT US CORPORATE TRAVEL ADDITIONAL SERVICES **GET IN TOUCH**

Travel Intelligence Hub

Get the Latest Information & Advisories

Plan for your next trip:

Round Trip ▾

No Connections ▾

Passport: CAN ▾

COVID-19 Vaccinated ▾

Where from?

Where to?

Depart Tue May 31

Return Tue Jun 7

See restrictions

Before you BOOK
[Planning Tool](#) Link

Prior to the Trip

1 week
72 hours
24hours

powered by **sherpa**^o

Booking Method



UBC Online Tool

- Simple Itineraries
- Major Cities
- PC or Mobile

All itineraries and
Profiles are
Synchronized



All Air Ticket Bookings
made in Concur or
with an Advisory are
issued by Direct Travel



DT PSI Advisor

- Complicated Itineraries
- Multi-city, Busy Desk
- Groups



Get Started
www.travel.ubc.ca



TRAVEL

Why use UBC Travel?

Plan

Book

Pay (Meals per Diem & Mileage Rate)

Expense

Meeting & Events

TRAVEL

UBC Travel is your convenient “one-stop-shop” for planning and booking University-related travel (air, lodging, and vehicle rental), quickly, conveniently, and cost-effectively.

Services, including a low-fare guarantee when using Direct Travel agent and/or Concur online, are available for faculty, staff, students, and guests. UBC recommends paying for travel with the [UBC Visa card](#) to better utilize UBC funds and manage air travel credits.

COVID-19 Global Travel Advisory: Effective March 1, 2021, The Canadian government has removed its advisory against non-essential travel for Canadians that has been in place since March 2020. We continue to encourage any UBC related travel to be booked utilizing the university travel services (online with SAP-Concur or an advisor at Direct Travel) to ensure travellers and travel arrangers receive up-to-date travel advisory information and support in case of emergencies.

Please continue to review the [Faculty and Staff Travel Guide](#) and use the following university free planning travel tools to obtain a consolidated view of the various travel requirements.

- For destination-specific information including vaccine status, visit [Direct Travel's Intelligence Tools](#)
- International Entry/Health Guide through [UBC's portal with CIBT Visa's](#)

Government of Canada Travel Advisory

Official travel advisories are in effect. Visit the Government of Canada website for further details.

MORE >

Government Response to COVID19

Access the Government of Canada's latest digital tools that help Canadians access services and get information on COVID-19, including links to ArriveCAN and the COVID Alert app.

MORE >

Faculty and Staff Travel Guide

Review a summary for key travel guidance, available support services and processes, to identify, assess and control travel risk, including risks associated with COVID-19.

MORE >

Register and Create a Concur Profile

SAP-Concur is UBC's online travel

Book Travel

Faculty, staff, students and UBC

Meals per Diem Rates

Review the current meals per diem

Employee Profile



Administration ▾ |

Profile ▾

UBC Employee Name will appear here

[Profile Settings](#) | [Sign Out](#)

Profile Options

Select one of the following to customize your user profile.

Personal Information ←

Your home address and emergency contact information.

NOTE:
Travellers and those booking and/or paying for travel on behalf of others need a unique profile in their name

Profile Fields

Travellers & Travel Arrangers (Admins)

Travellers should complete all fields
Travel Arrangers only those fields highlighted

- Name (should be the same as passport)
- Company Info
- Work Address
- Phone business, mobile
- Emergency Contact
- Travel Preferences
- Frequent Traveler #
- TSA Secure Flight
- Passport
- Travel Arranger Name (who is auth to book)
- Credit card (name on card to match the Concur profile name).
- Department credit card # go into the Administrators profile

Booking Services



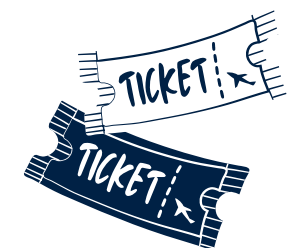
- Itinerary Advice with a Post Secondary Advisor
- Mobile Option to book travel in Concur
- Itinerary Changes
- Support & Problem Resolution
- Emergency Monitoring of Travel Itineraries
- Itinerary Management Tool TripiT Pro (free)

Travel Push Notifications

- Delays, Cancellations
- Travel Warnings
- Check-in Reminders
- Final destination Visa Requirement
- Advisories incl. COVID Restrictions



Emergency Service
Re-issue Tickets



SAP Concur Home Page



SAP Concur

Travel | Approvals | Reporting | App Center

Administration | Help

Profile

Enter Reservation

00 Required Approvals

00 View Trips

THE UNIVERSITY OF BRITISH COLUMBIA

COMPANY NOTES

Booking for myself | Book for a guest

✈️ 🚗 🏠 🚆

IMPORTANT BOOKING TIPS:

- Enter your preferred departure times (outbound and return) and reduce the +/- search window for North American Trips
- To obtain free seat selection on the lowest airfares ensure check-in is done 24 hours prior to flight departure
- If paid seats are erroneously selected please contact Direct Travel before midnight of the same day the trip was booked to cancel the seats and fee.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

FromYVR - Vancouver Intl Airport - Vancouver, BC

Find an airport | Select multiple airports

ToArrival city, airport or train station

Find an airport | Select multiple airports

Depart

depart 08:00 am ± 4

Return

depart 05:00 pm ± 4

Update: Global Travel Advisory

Effective March 1, 2022, The Canadian government has removed its advisory against non-essential travel for Canadians that has been in place since March 2020. We continue to encourage any UBC related travel to be booked utilizing the university travel services (online with SAP-Concur or an advisor at Direct Travel) to ensure travellers and travel arrangers receive up-to-date travel advisory information and support in case of unexpected emergency situations.

UBC also recommends paying for travel with the UBC Visa Card to better protect travellers and manage credits and refunds.

- Direct Travel's Intelligence Tool: Input your origin/destination and any transit points
- International Travel Visa's/Entry/Health Guide through UBC's portal with CIBT Visa's

UBC Travel Policy #83

Before making your first booking please ensure you are familiar with UBC's Travel Policy, Directives, and Expenditure Guidelines. Please click on this link and scroll down to FM8 (Business Expense, formerly policy #83) to review all 3 documents.

Speak with a Post-Secondary Institution (PSI) Advisor: (8:00 am - 5:00 pm PT) i.e. Itinerary changes, New bookings, complicated international itineraries, and air seat selection

- Email: psi.travel@dt.com
- Phone: PSI Advisor 604-637-1466 or 1-844-905-3824 (select option 1)
- Local Airlines not available in Concur: Air Liaison, Harbour Air, HeliJet, Integra Air, Kenmore Air, Northern Air, Pascan, and Perimeter, please contact a PSI Advisor for booking assistance
- Seat Selection and Seat Fees: PSI Advisor will assist with seat selection (paid or non-paid) if unavailable in Concur

Concur Technical Support: (5:00 am - 5:00 pm PT)

- Email: online-support@dt.com (include a screenshot of your error message if possible)

TIP
Book Air, Lodging,
Vehicle on the same
itinerary

SAP Concur | Flight Search



Round Trip
YVR - YYZ
Depart: Tue, 07/19/2022
Return: Tue, 07/26/2022

Finalize Trip

Change Search

Depart - Tue, Jul 19
Depart 08:00 A - 12:00 P
Arrive 01:25 P - 01:23 A

Return - Tue, Jul 26
Depart 01:00 P - 08:00 P
Arrive 03:38 P - 11:57 P

Price
Price CAD454.16 - CAD2,102.47

Display Settings
Hide flights without refundable fares
Hide Propeller Planes
Depart/Return Same Airport Only

Airport Filters
Depart
Departure
YVR - Vancouver, BC, Canada (0.00)
Arrival

University policy requires that travelers purchase the most economical ticket.
Click [HERE](#) for WestJet Fare brand information.
Click [HERE](#) for Air Canada Fare brand information.
Domestic Canada search results have been adjusted to now match the display for Transborder and International flight queries. In doing so, Air Canada's new Basic Economy fares and WestJet's Econo Lowest fares will now appear in Concur where available.
Any questions, concerns and/or feedback should be directed to [Judith Fograsher](#).
The prices displayed below include our Corporate discount for WestJet, Delta, Air France, KLM, Virgin Atlantic, Alitalia, Cathay Pacific, American Airlines, British Airways, Iberian Airways, Japan Airlines, Finnair, United, Lufthansa, Swiss Air, Austrian, Brussels Airlines and Air Canada.

VANCOUVER, BC, CANADA TO TORONTO, ON, CANADA
TUE, JUL 19 - TUE, JUL 26

Hide matrix Print / Email

All	Air Canada	WestJet	Air Transat
442 results	Preferred	Preferred	---
Nonstop 56 results	454.16 36 results	712.50 20 results	---
1 stop 268 results	487.24 171 results	633.71 96 results	568.61 1 results
2 stops 118 results	487.24 18 results	633.71 100 results	---

Shop by Fares

Shop by Schedule

Flight Number Search Sorted By: UBC Preferred

Displaying: 442 out of 442 results.
Previous | Page: 1 of 45 | Next | All

Air Canada

06:00 AM YVR → 01:33 PM YYZ Nonstop 4h 33m

Standard cs454.16 Select

Flex cs559.16 Select

07:30 PM YYZ → 09:21 PM YVR Nonstop 4h 51m

Preferred Airline

More fares/details

Tips

- Matrix finds the best option
- Advisory can help

!

- University discounts are automatically applied when available
- Vendors do not apply discounts to all inventory

Booking Support & Tech Support



Booking:

- If you can't get your booking done, contact a Direct Advisor and explain you could not complete your Concur booking

Troubleshoot the Problem:

- Contact Direct Tech Support with a screenshot

Profile Issues:

- Contact UBC Travel Manager



Insurance

Insurance

- UBC Extended Health Benefit
- Covid Interruption: Travel outside of Canada
- Trip Cancellation/Interruption
- Insurance Coverage for UBC Cardholders
- Rental Vehicle Insurance



UBC Emergency Health Coverage



[UBC Benefit Complete Plan Details](#)
[Employee Groups](#)

COVID Trip Interruption (only) Insurance

- CDN Residents; MSP; Travel outside of CAD
- Ex: Current Manulife Coverage at Destination:
 - Air/Transportation-max. \$500CAD
 - Lodging & Meals max. \$2800CAD
 - \$5M Medical
 - 14 days max.
- Policy Eligibility/Exclusions
 - Age 60-questionnaire
 - Pre-existing Medical Conditions

[Get a quote online:Manulife](#)

[Get a quote via phone: Allianz](#)



Trip Cancellation & Interruption Insurance

- CDN residents; MSP; travel anywhere
- Cancel/Interruption Due: Unexpected medical emergency, business meeting cancelled
- Ex: Current Manulife Coverage:
 - Air-cost of the non-ref; misconnection max. \$1000CAD
 - Lodging, prepaid non-ref; extra lodging & meals max. \$600CAD-2 days
 - No Medical
 - 14 days max.
- Policy Eligibility/Exclusions
 - Age 60-questionnaire
 - Pre-existing medical conditions

[Get a quote online:Manulife](#)

[Get a quote via phone: Allianz](#)

No Coverage

- COVID
- CDN Gov. Advisory, at time of booking
 - Level 3 "avoid non-essential"
 - Level 4 "avoid travel"

CoverMe Travel Insurance for Travelling Canadians



CoverMe Travel Insurance for
TRAVELLING CANADIANS

Coverage for
ONE TRIP

HOME MANULIFE.CA

 **Manulife** CoverMe

	\$33.92	\$180.16	\$30.16	\$85.00
	COVID-19 Pandemic Travel Plan	Single Trip All Inclusive	Single Trip Emergency Medical	Trip Cancellation / Interruption
? Emergency medical costs	✓	✓	✓	
? Trip cancellation & interruption	Interruption only	✓		✓
? Baggage loss, damage & delay		✓		
? Flight and travel accidents		✓		
? Deductible (optional)			\$0 ▼ CAD	
? Trip cost (mandatory)				800 CAD
	SELECT ✓	SELECT ✓	SELECT ✓	SELECT ✓

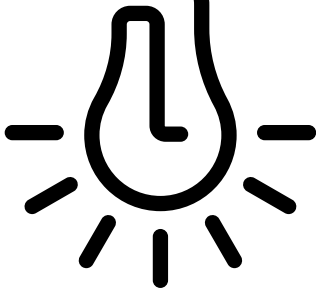
UBC Visa Card | Insurance Coverage Card Holder



Scotiabank Commercial Card Insurance Coverage 1-800-VISA-911

UBC Risk Management
CDW insurance if not using the UBC Visa Card (min. cost of \$15)
www.travel.ubc.ca

COVERAGE		CANADA
Waiver of Liability		Max. coverage of \$100,000
Auto Rental Collision/ Loss of Use Damage		Covers loss or damage to auto rental (max. coverage \$65,000)
Travel	Travel Accident	Max. coverage of \$500,000
	Lost Luggage	Max. coverage of \$2,000 per trip
	Flight/Trip Delay	Max. coverage \$500 per occurrence
	Hotel/Motel Burglary	Max. coverage \$2,500 per occurrence
	Emergency Purchases (Delay of Checked in baggage)	Max. coverage \$500 per occurrence
	Travel & Emergency Assistance	See Concierge Services



- Keep all receipts
- Start Claim ASAP

Vehicle Rental and Insurance



- UBC has access to several types of corporate (discount) agreements for vehicle rental
- Vehicle rentals can be booked online via Concur (with your employee profile)
- Select Economy type vehicle – complies with Business Expense Rules

Important: UBC Scotia Bank Visa cardholders should **decline/exclude** the CDW insurance as it is automatically included on their Visa card.

The UBC Visa card must be used for payment and presented upon vehicle pickup and the rental agreement, driver name, and cardholder name must all be the same for CDW insurance coverage. If paid with a personal credit card, ensure you have CDW coverage!

UBC automatically carries Third Party Liability insurance for UBC related short-term car rental.

Decline Third Party Liability insurance **if offered** by the car rental company.

University Discounts | Travel Program Advantages



Airline Agreements



Discount Programs: BC Gov; CAUBO; BCNet; Direct Travel; UBC

Note: Air Discounts are not usually available on the lowest fare class

Vehicle Rental



Hotels



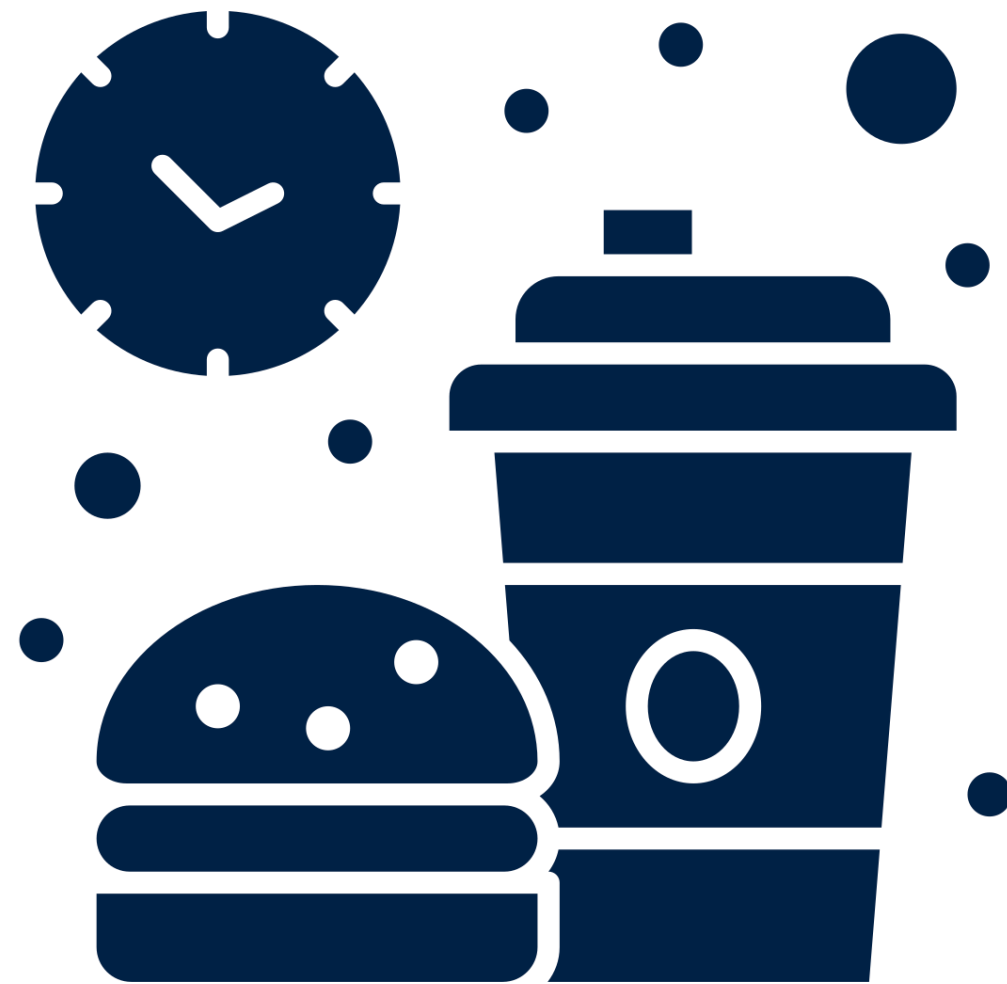
Direct Travel & SAP Concur Fees



Service Fee Types Air Tickets (incl Hotel & Car on the same Booking)	Advisor 	Online 
Domestic	\$29	\$11
Transborder	\$35	\$11
International	\$39	\$11
Groups	\$25	n/a
Hotel and/or Car Only	\$8	\$8
Change confirmed registration	\$20	\$20
After hours service	\$9	\$9
Technology help desk	n/a	\$20

Service Fees are an allowable expense





BREAK
~ 5 Minutes



HONORARIUMS | ONE TIME PAYMENTS TO EMPLOYEES AND NON EMPLOYEES



USE the Request One-Time Payment business process in Workday:

- Used to process one-time payments, including one-time Honorarium, other awards and prizes.

Not for changes to Base salary or on-going honorariums!

Honorariums | One Time Payment to Employees



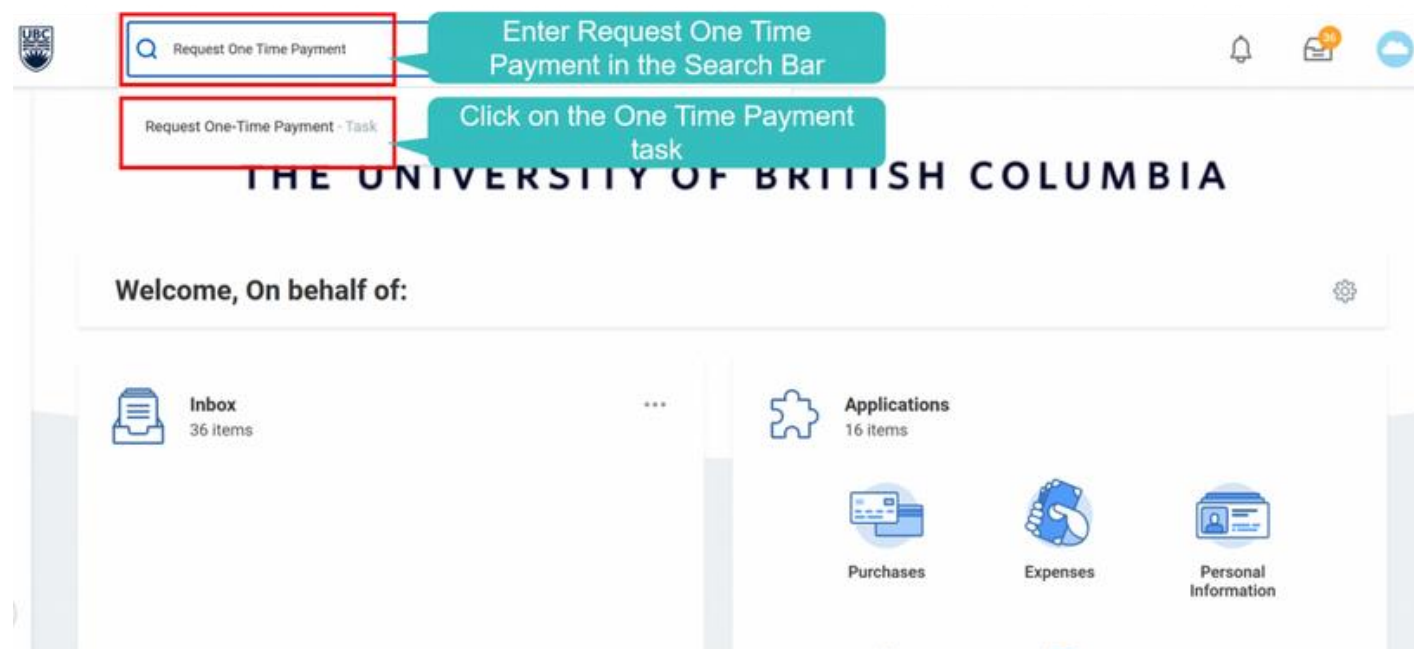
The process to request an Honorarium is called **“ONE TIME PAYMENT”** in Workday.

Do not to use gift cards to pay an honorarium as gift cards are considered taxable, and must be reported to CRA.

Two Different Methods can be used in Workday to Request (choose method you prefer):

Step 1 - Option A:

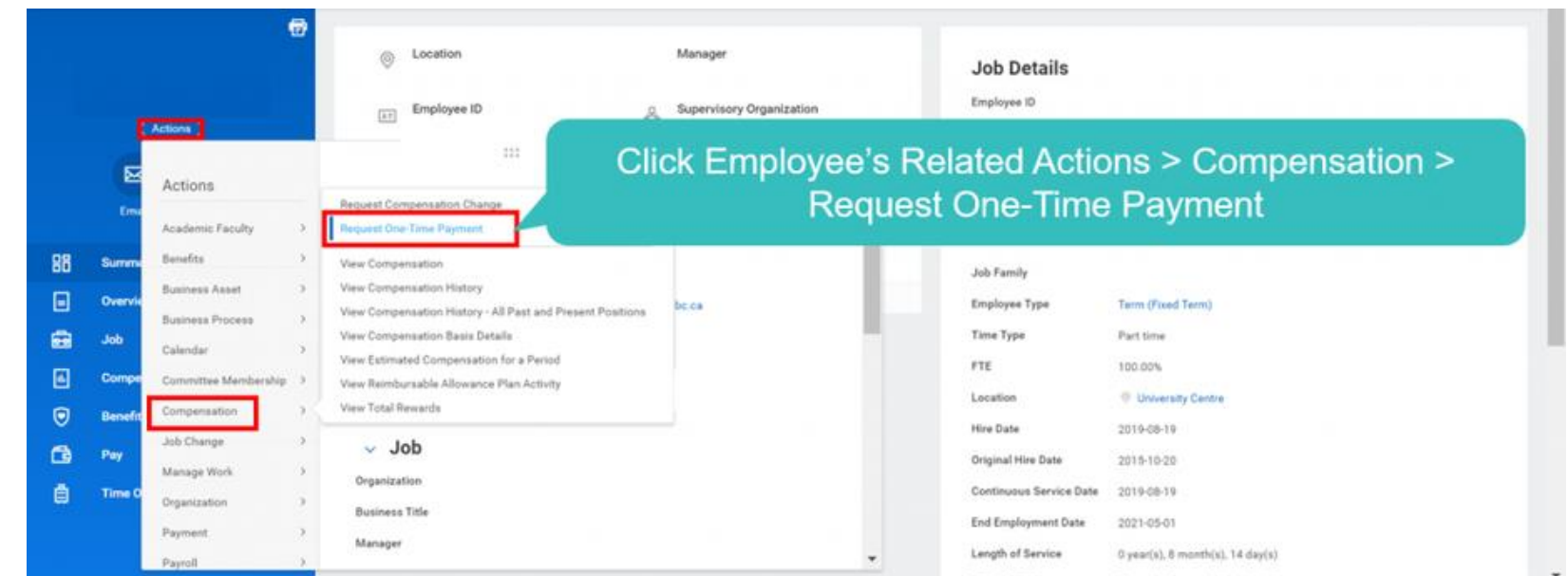
Type “Request One-Time Payment” in Search Bar:



OR

Step 1 - Option B:

Access Request One-Time Payment via Employee's Profile



Honorariums | One Time Payment to Employees



Step 2: Verify Effective Date, Employee Name and Position

Request One-Time Payment

Effective Date *

2020- 07 - 01

Enter Effective Date

This is the date the payment was Earned. If this date is in the past, enter a date that falls within when the worker was in that position

Employee *

×

...

If an employee has more than one position, choose the correct position that is receiving the payment.

Click OK

OK

Cancel

Honorariums | One Time Payment to Employees



Step 3: Enter One-Time Payment Details

A screenshot of the 'Request One-Time Payment' form in Workday. The form has a blue header bar with the title 'Request One-Time Payment' and two 'Actions' buttons. Below the header is a section titled 'One-Time Payment Summary'. Inside this section is a 'Summary' box. The 'Summary' box contains the following fields: 'Effective Date' with a date picker set to '2020-07-01', 'Employee Visibility Date' with a date picker set to 'YYYY-MM-DD', 'Reason' with a dropdown menu showing 'One-Time Payment > Staff Honorarium - Work "Above and Beyond"', and 'Total Amount Requested' with a value of '0.00 CAD'. A red box highlights the 'Reason' dropdown, and a teal callout bubble points to it with the text 'Select reason for the One-Time Payment'. A blue arrow points from the 'Employee Visibility Date' field to the text on the right.

“Employee Visibility Date” – Optional

An Employee Visibility Date can be chosen if you would prefer that the employee can only see the compensation change when the change has taken effect. If left blank, the change will show on the employee’s record as soon as it is fully approved in Workday.

This field only affects when the employee can start seeing the compensation in their record.

Honorariums | One Time Payment to Employees



One-Time Payment

Organizational Assignments

Cost Center: CC00667 VP Finance and Operations | Financial Operations | Admin Services

Function: FN400 General Administration
Fund: FD000 General Purpose Operating
Location: UBC Vancouver Campus

One-Time Payment Plan *

× Honorarium

Scheduled Payment Date *

2020-07-01

Amount *

100.00

Currency *

× CAD

Send to Payroll

☒

Additional Information

Supporting Information

Cost Center

Additional Worktags

Payment Details

100.00 CAD

enter your comment

Click Submit

Submit **Save for Later** **Cancel**

Select a current or future date that allows enough time for all approvals to be completed by the Payroll Approval Deadline of the corresponding pay period.

IMPORTANT: IF ALL APPROVALS ARE NOT COMPLETED BY THE DEADLINE TO ENTER DATA FOUND ON THE **PAYROLL CALENDAR** THEY MUST BE MANUALLY IMPUTED BY PAYROLL. **THIS INCREASES RISK OF DELAYED PAYMENT!**

Payroll Administrators
Deadline to enter employee data in Workday
11-Jan-2022
26-Jan-2022
10-Feb-2022
23-Feb-2022
10-Mar-2022
28-Mar-2022
11-Apr-2022
26-Apr-2022
10-May-2022
26-May-2022
10-Jun-2022

Honorariums | One Time Payment to Employees



One-Time Payment

Organizational Assignments

Cost Center: CC00667 VP Finance and Operations | Financial Operations | Admin Services

Function: FN400 General Administration

Fund: FD000 General Purpose Operating

Location: UBC Vancouver Campus

One-Time Payment Plan *

X Honorarium

Scheduled Payment Date *

2020-07-01

Amount *

100.00

Currency *

X CAD

Send to Payroll

☒

Additional Information

> Supporting Information

Cost Center

Additional Worktags

Payment Details

100.00 CAD

enter your comment

Click Submit

Submit **Save for Later** **Cancel**

- **Cost Center/Additional Worktags: (Program, Grant, etc.)**

Leave blank unless worktags should be different than where their salary and benefit costs are, leave this field BLANK.

- **For Approvers-** Enter the purpose for the one-time payment and any other relevant information to explain the reason for the payment so the approver has knowledge of what the payment is for.

Honorariums | One Time Payment to Employees



Step 4: Approval

Refer to [Review/Approve Request for One-Time Payment](#) for the approval process.

Note:

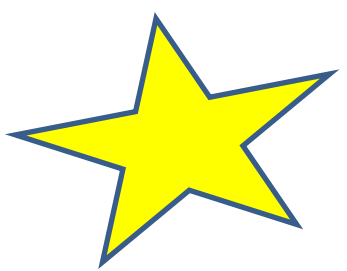
Honorarium for staff have additional approvals - by the Compensation Partner (HR) if the:

- Proposed amount is over \$5,000
- 12-month cumulative amount is over \$5,000
- Reason is Merit
- Honorarium is for a Senior Executive



HONORARIUM/ ONE TIME PAYMENT TO STUDENTS

SUMMARY | Types of One Time Payments To Students



	Award Scholarship, Bursary, Prize and Fellowship	Employment	Supplier	Reimburse Student for Expenses Incurred
Payment System	SISC	Workday	Workday	Workday
Business Process	Transfer funds from Department to G+PS/Enrolment Services	OTP–Honorarium OTP - Student Incidental Payment Payroll – additional hours	Supplier Set up & Supplier Invoice processes	Create Expense Report For Non Employee
Processing Department	G+PS or Enrolment Services	Payroll	Finance Operations	Department
Tax Classification; Tax slips	Scholarship/fellowship/bu rsary/prize; T4A	Employment; T4	Business income/fee for services; T4A	Not Taxable

Honorarium | One-Time Payment To Student Employees



- It is recommended **not** to use gift cards to recognize accomplishments and service.
- A one time payment is used to recognize the one time work a student completed in their current student employment/appointment.

DO NOT USE THIS PROCESS TO COMPENSATE FOR REGULAR EMPLOYMENT INCOME!

DO NOT USE THIS METHOD TO REIMBURSE EXPENSES PAID BY STUDENTS

Honorarium | One-Time Payment To Student Employees



Recommended **not to** use gift cards to recognize accomplishments and service.

A one time payment is used to recognize the work a student completed in their current student employment/appointment.

Student Awards, academic achievement and/or financial need to a student, including Scholarship, Bursary, Prize and fellowships are processed through SIS (Student Information System). Do not process through Workday!

There are two new types of Student One Time Payments:

1. **Student Honorarium – Work “Above and Beyond”** - to recognize the work a student completed in their current student appointment.
2. **Student Incidental One Time Payment** - to pay a student with an active appointment in Workday for work in another department or for ad hoc/one-time work).

These payment types are taxable and paid as regular earnings. This income will show on a tax slip (T4).

A screenshot of a software interface showing search results. At the top, it says 'Search Results' followed by '(2)' in a small box. Below this, there are two radio button options. The first option is selected and is highlighted with a blue background; it reads 'One-Time Payment > Student Honorarium - Work "Above and Beyond"'. The second option is unselected and reads 'One-Time Payment > Student Incidental One Time Payment'. At the bottom of the list, there is a search bar containing the text 'student' and a close button represented by an 'X' icon.

One-Time Payment For Students | Work Above and Beyond



One-Time Payment Summary

Summary

Effective Date *

2021-08-01

Employee Visibility Date

Reason

One-Time Payment > Student Honorarium - Work 'Above and Beyond'

Total Amount Requested

400.00 CAD

One-Time Payment

Payment Details

400.00 CAD

One-Time Payment Plan

Honorarium

Scheduled Payment Date

2021-08-01

Ensure 'Reason' and 'One Time payment Plan' match



One-Time Payment For Students | Student Employee



Note:

If you are processing one time payment retroactively, ensure you use the **'upcoming or future'** pay date as the **'Scheduled Payment Date'**.

One-Time Payment Summary

Summary

Effective Date *

2021-07-01

Employee Visibility Date

Reason

One-Time Payment > Student Incidental One Time Payment

Total Amount Requested

150.00 CAD

One-Time Payment

Payment Details

150.00 CAD

One-Time Payment Plan

Student Incidental One Time Payment (Taxable)

Scheduled Payment Date

2021-08-31

Reimbursing a UBC Student For Expenses Incurred

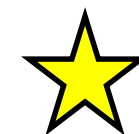


Used to reimburse a UBC student for expenses they incur in their capacity as a student of UBC.

Do not use this process to pay an Honorarium or for One time payments discussed above!

- The student's information must be updated in both the SSC/SIS and Workday before being able to Create Expense Report.
- The payee type is NOT student; choose "External Committee Member". (This will change when we go live with Workday Student)

Follow the instructions in the [knowledge article](#) to process this type of transaction accurately.

A screenshot of the 'Create Expense Report for Non-Worker' form in Workday. The form has a blue header bar with the title. Below the header, there are several fields and options. A red box highlights the 'Payee Type' dropdown, which is set to 'External Committee Member'. A red box highlights the 'Pay To' dropdown, which is set to 'Students - Expense Reimbursement SO'. A red box highlights the 'Creation Options' section, with the 'Create New Expense Report' radio button selected. A red box highlights the 'Committee' dropdown, which is set to 'Students - Expense Reimbursement SO'. A red box highlights the 'Memo' field, which contains the text 'Laboratory Expenses'. A red box highlights the 'Company' dropdown, which is set to 'UBC The University of British Columbia'. A red box highlights the 'Expense Report Date' field, which is set to '2020-05-19'. There are two teal callout boxes with white text. The first callout box points to the 'Pay To' dropdown and contains the text 'Select the Student as Pay To'. The second callout box points to the 'Memo' field and contains the text 'Enter the reason of Expense Report as Memo'.

Note:

To create an expense report for a UBC student, you MUST hold the "Student Expense Report Initiator" Workday security role!



FINANCIAL INFORMATION ACT (FIA)

What you need to know?



Financial Information Act (FIA)



The BC Financial Information Act requires that public institutions publish certain supplementary information. This information is not audited by the external auditors. It includes payments to suppliers in excess of \$25,000; employee salaries above \$75,000; remuneration for our Board of Governors, and details of outstanding debt. This information is published annually, following the March 31 year end.

For travel and personal related expenses that supports the Financial Information Act (FIA) reporting, Employee or Contingent Worker (Non-UBC) Worktags will need to be added under “Additional Worktags”. UBC Employees can be selected by entering the employee’s name. For Non-UBC individuals, please search “non-ubc worker” which is listed as a Contingent Worker Worktag.

Expense Items | FIA



Certain Expense Items trigger additional fields to complete that tie that expense to one or more UBC employees and/or Non-UBC employees:

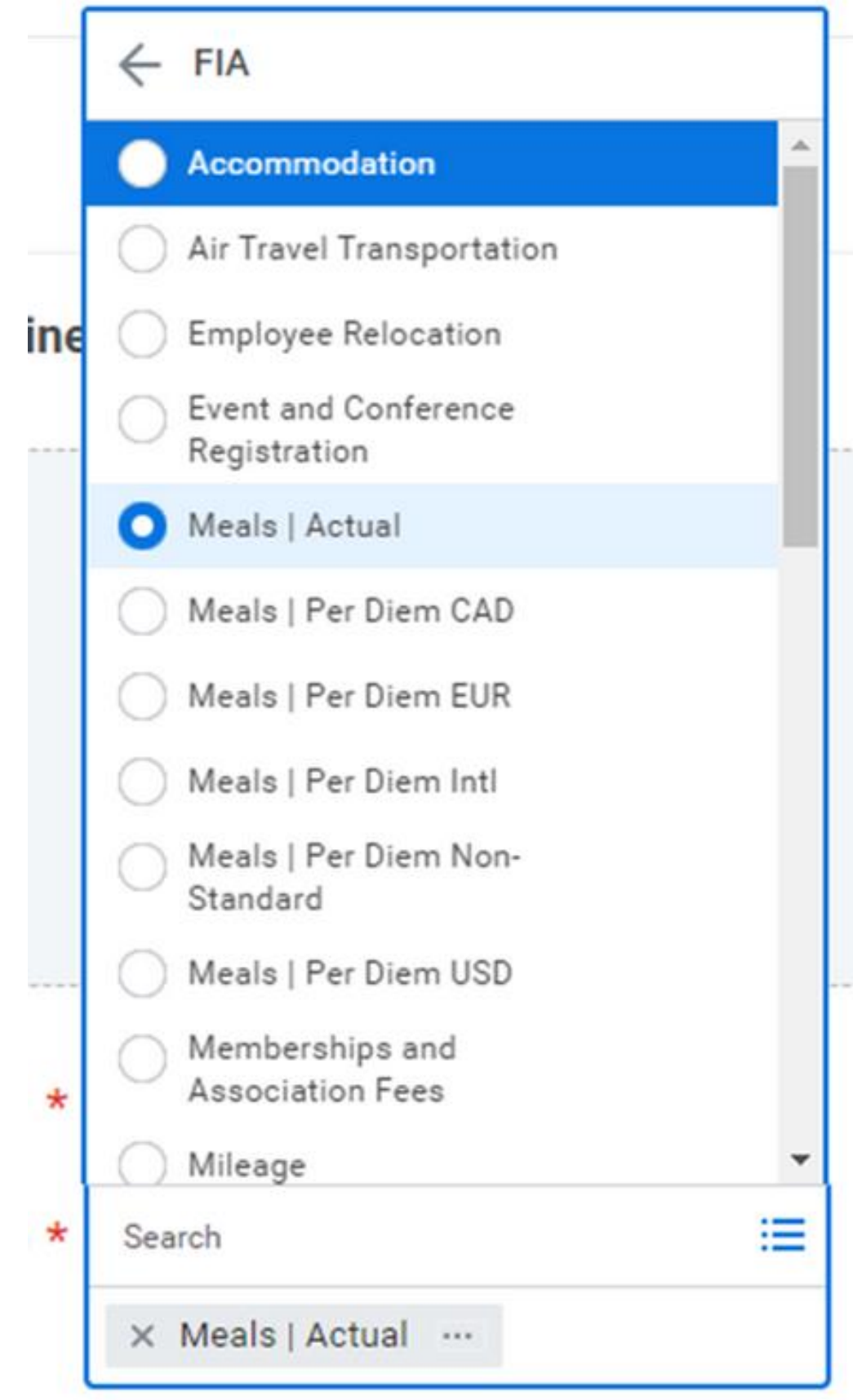
- **Reimbursements to an employee** - Expense paid directly to a UBC employee or to a 3rd party on behalf of an employee
- **Travel expenses**
- **Memberships**
- **Relocation costs**
- **Vehicle leases.**

If the Attendee is a non-ubc employee, in the Attendee field type "non-UBC Worker" Contract Ended" box. You can also add the non-UBC Worker as a Guest by choosing "create Guest" in the Attendee field and follow the prompts.

A screenshot of a mobile application interface for 'FIA'. At the top, there is a back arrow and the text 'FIA'. Below this is a list of expense categories, each with a radio button. The 'Accommodation' category is highlighted in blue. Other categories include 'Air Travel Transportation', 'Employee Relocation', 'Event and Conference Registration', 'Meals | Actual' (which is selected with a blue dot), 'Meals | Per Diem CAD', 'Meals | Per Diem EUR', 'Meals | Per Diem Intl', 'Meals | Per Diem Non-Standard', 'Meals | Per Diem USD', 'Memberships and Association Fees', and 'Mileage'. At the bottom, there is a search bar with a red asterisk to its left and a blue menu icon to its right. Below the search bar, there is a button labeled 'X Meals | Actual ...'.

Expense Items | How to see what is FIA reportable

When in the Expense Item field on your Expense Report in Workday, type “FIA” and hit enter. All the Expense Items that will trigger adding attendees to be reported will appear in a drop down list:



The screenshot shows a mobile application interface for selecting an expense item. At the top, there is a back arrow and the text 'FIA'. Below this is a list of expense categories, each with a radio button. The 'Meals | Actual' option is selected, indicated by a blue dot and a light blue background. The list includes: Accommodation, Air Travel Transportation, Employee Relocation, Event and Conference Registration, Meals | Actual, Meals | Per Diem CAD, Meals | Per Diem EUR, Meals | Per Diem Intl, Meals | Per Diem Non-Standard, Meals | Per Diem USD, Memberships and Association Fees, and Mileage. At the bottom, there is a search bar with a magnifying glass icon and a red asterisk to its left. Below the search bar is a button with a red asterisk, the text 'Meals | Actual', and a three-dot menu icon.

- ☐ Accommodation
- ☐ Air Travel Transportation
- ☐ Employee Relocation
- ☐ Event and Conference Registration
- ☒ Meals | Actual
- ☐ Meals | Per Diem CAD
- ☐ Meals | Per Diem EUR
- ☐ Meals | Per Diem Intl
- ☐ Meals | Per Diem Non-Standard
- ☐ Meals | Per Diem USD
- ☐ Memberships and Association Fees
- ☐ Mileage

Search

× Meals | Actual ...



EXPENSE LINE ITEMIZATION

Itemization Functionality



When to use **“Itemization”** functionality in your Expense Report:

- The cost for a single expense line needs to be split/distributed across two or more Worktags
- There are multiple expenses items (spend categories) that appear on the same receipt.
- Part of the expense was personal expenditure, which is not eligible for reimbursement, and part is UBC business related.
- Part of the expense is FIA reportable for a UBC employee and part is for a non-UBC employee

Expense Line

Drop files here
or
Select files

Date * 2022-11-02

Expense Item *
 Computer Accessories and Supplies

Total Amount * 0.00

Currency * CAD

Memo

Program

Grant

Project

Gift

*Cost Center

*Additional Worktags

Instructions

This expense item should not be used for personal expenses, and computer monitors expenses (Use "Computer Accessories and Supplies" for computer monitors).

To support the calculation of tax, indicate who consumed.

- If consumed in Canada, indicate the province in the **Destination** field
- If consumed in the United States of America, indicate the "United States" in the **Destination** field
- If consumed outside Canada and the United States of America, specify the country of consumption in the **Country** field

Attach the corresponding receipt. If a receipt is not attached, please check the **Missing Receipt** box.

- By checking the **Missing Receipt** box, you are certifying that the receipt is unattainable and the expense has not and will not be claimed from another source.

Item Details

Origination

Destination

Country *

Missing Receipt? ☐


Itemization

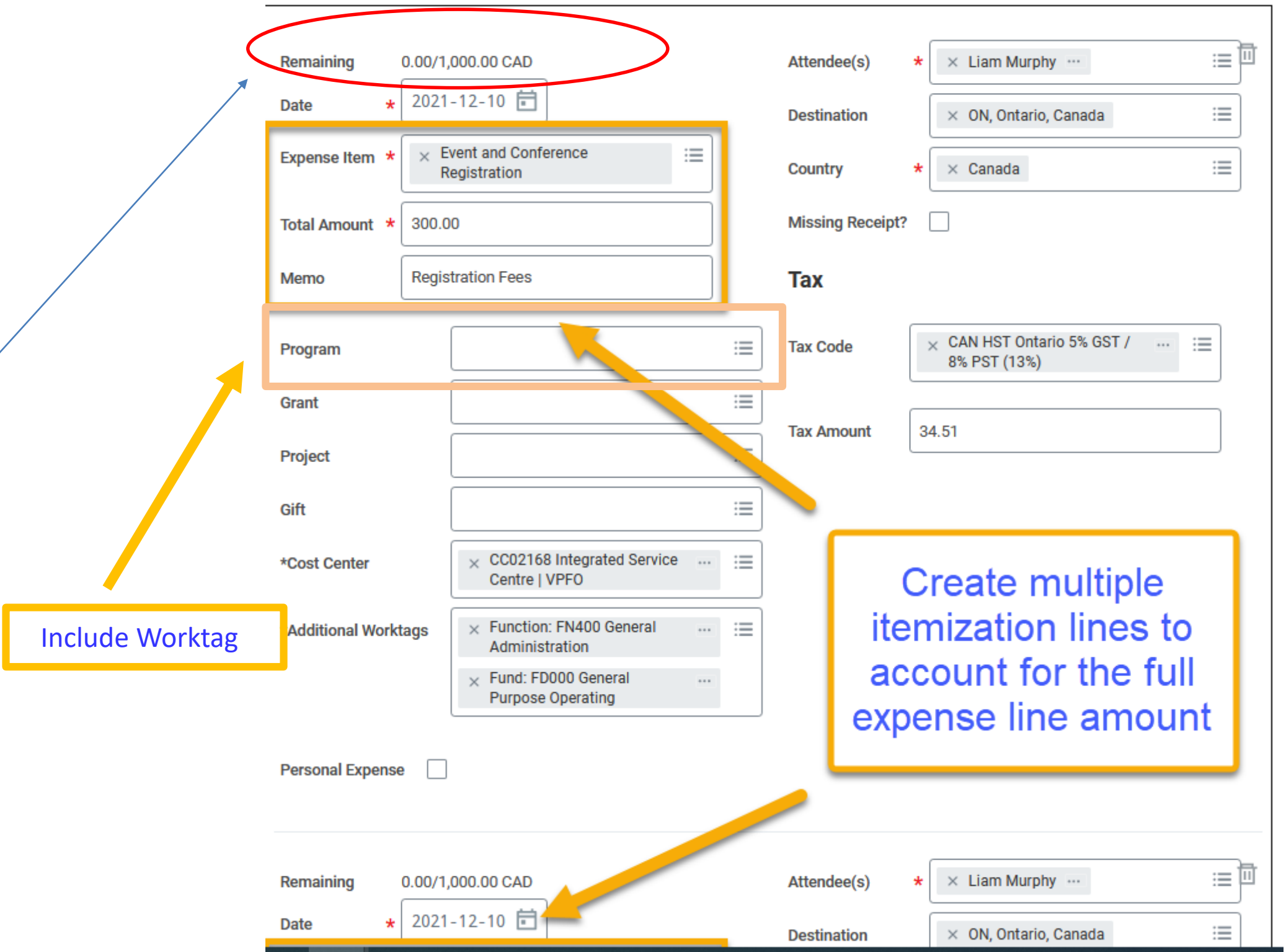
Remaining Amount to Itemize 0.00/0.00 CAD

Add

Expense Itemization Process

- If you have multiple expense lines, **select** the line that needs to be itemized from the list on the left-hand side of the page.
- Under the Itemization heading, review the remaining amount to itemize.

 **When itemization is used, the total amount of the line must be itemized fully or an error message will appear!**



The screenshot shows an expense itemization form with the following fields and annotations:

- Remaining:** 0.00/1,000.00 CAD (Circled in red, with a blue arrow pointing to it from the text "review the remaining amount to itemize").
- Date:** 2021-12-10
- Expense Item:** Event and Conference Registration (Highlighted with an orange box)
- Total Amount:** 300.00
- Memo:** Registration Fees
- Program:** (Highlighted with an orange box, with a yellow arrow pointing to it from the text "Create multiple itemization lines to account for the full expense line amount")
- Grant:**
- Project:**
- Gift:**
- *Cost Center:** CC02168 Integrated Service Centre | VPFO
- Additional Worktags:**
 - Function: FN400 General Administration
 - Fund: FD000 General Purpose Operating
- Personal Expense:** ☐
- Tax:**
 - Tax Code:** CAN HST Ontario 5% GST / 8% PST (13%)
 - Tax Amount:** 34.51
- Attendee(s):** Liam Murphy
- Destination:** ON, Ontario, Canada
- Country:** Canada
- Missing Receipt?** ☐

Annotations on the form:

- A yellow box labeled "Include Worktag" points to the "Additional Worktags" section.
- A yellow box labeled "Create multiple itemization lines to account for the full expense line amount" points to the "Program" field.
- A yellow arrow points from the "Total Amount" field to the "Remaining" field at the bottom of the form.

Expense Itemization Process



- Click **Add** to create more itemization lines, until the full amount has been itemized.
- Enter Tax code if you know what it should be i.e. CAN GST 5%, PST/GST 12%, etc.
- Click **Done** to save the itemization.

The screenshot shows the 'Expense Itemization' form. The 'Expense Item' section is highlighted with an orange box and contains: Expense Item (Accommodation), Total Amount (700.00), and Memo (3 Night Hotel Room). The 'Tax' section is also highlighted with an orange box and contains: Tax Code (CAN GST 5% (5%)) and Tax Amount (33.33). A blue callout box with an orange border points to the 'Add' button, stating 'Tax calculated independently for each itemization'. At the bottom, two orange callout boxes with arrows point to the 'Add' and 'Done' buttons, labeled 'Add new itemization lines' and 'Save itemization' respectively. The form also includes fields for Destination (ON, Ontario, Canada), Country (Canada), Missing Receipt? (checkbox), Program, Grant, Project, Gift, *Cost Center (CC02168 Integrated Service Centre | VPFO), *Additional Worktags (Function: FN400 General Administration, Fund: FD000 General Purpose Operating), and Personal Expense (checkbox).

Expense Item * × Accommodation

Total Amount * 700.00

Memo 3 Night Hotel Room

Program

Grant

Project

Gift

*Cost Center × CC02168 Integrated Service Centre | VPFO

*Additional Worktags × Function: FN400 General Administration × Fund: FD000 General Purpose Operating

Personal Expense ☐

Destination × ON, Ontario, Canada

Country * × Canada

Missing Receipt? ☐

Tax

Tax Code × CAN GST 5% (5%)

Tax Amount 33.33

Tax calculated independently for each itemization

Add **Done**

Add new itemization lines

Save itemization

Expense Itemization Process



- A summary of the itemization is now visible. Ensure the line is fully itemized before proceeding with the remainder of your expense report

Itemization

Remaining Amount to Itemize 0.00/1,000.00 CAD

Full amount itemized

Edit

2 items

Event and Conference Registration Fri, Dec 10, 2021	300.00 CAD
Accommodation Fri, Dec 10, 2021	700.00 CAD

Tax Amount 67.84



UBC VISA CARD



- Must be submitted for reconciliation **within 30 days following the expenditure**. If the reconciliations are not made within 30 days, warning notifications will be issued by email to the individual
- If the reconciliation is not submitted within 90 days following expenditures, the card is at risk for suspension per the signed cardholder agreement and the applicable UBC Finance lead will be notified.
- If you have more than one Workday position (**multiple positions**), the expense report routes to the manager of your primary position. If the expense relates to your non-primary position, enter a note in the Expense Report Memo explaining that the expense relates to your other position, and request that the manager of that other position be added as an approver.

Personal Expenses



The University is not responsible for any unauthorized purchases or personal purchases. The UBC VISA Card should not be used for personal purchases. See the **UBC VISA Card Cardholder and Approver Handbook** for more information.

Check the Personal Expense checkbox to mark an expense line as personal. The amount is added under the Personal heading in the summary table at the top of the page, and is deducted from the reimbursement amount.

A negative reimbursement total is possible if personal expenses were paid using a UBC VISA Card. When such an expense report is fully approved, a payroll deduction will be applied to a future pay cheque for any amounts owing. Personal expenses can also be repaid by arrangement with your department.



**THANK
YOU**