

ACCOUNTS PAYABLE / REIMBURSEMENTS

When do I use an honoraria form?

An honoraria form (PR7) is to be used when paying an individual other than a board employee. The payee's social insurance number is required. Catholic School Board employees are not allowed to receive an honoraria and we cannot reimburse petty cash which has paid an honoraria. If the cheque is required by a specific date, please note this on the honoraria form.

I have been awarded funds for a conference/seminar (LINC or CUPE). Can the Board Office pay my airfare/registration directly?

Yes. When booking your flight or registering, quote the vendor a P.O. number given you by Human Resource Services and ask the vendor to bill the Saskatoon Catholic Board of Education directly.

If you have already paid for the flight, submit a completed Travel and Conference Reimbursement Form along with the original receipt for reimbursement.

If you wish us to register you, simply send the completed registration form to Accounts Payable. We will send the registration along with a cheque. Please ensure you have allotted sufficient time before the registration deadline to enable payment processing.

What if a source other than LINC or CUPE has approved my registration/conference expenses?

Submit a completed General Expense Reimbursement Form signed and coded by the approving budget manager and attach the original receipts.

What do I do about substitute costs?

The approved substitute costs will be handled by Accounts Payable. You must indicate on your LINC Application form that a sub is required.

What if my expenses exceed the award?

You will receive the total dollar amount awarded.

I have shared accommodations with another person who also attended and was awarded for the same conference. How do I claim?

The person who paid the account should submit the receipts along with a note explaining who shared the accommodations.

I have not used my total travel and conference allotment. Is it transferable?

Yes, if someone else paid for expenses you incurred at a conference, your unused portion can be transferred to the individual who paid.

Can I get a travel advance?

No; however, we can pay your transportation (flight) and registration fee directly. Other expenses will be reimbursed upon your completion of the Reimbursement Form after your return.

I have incurred several non-travel and conference expenses. Do I submit a separate reimbursement claim form for each?

No, it is not necessary unless more than one budget manager is involved.

I have an unpaid invoice. What do I do with it?

Your principal/budget manager must authorize the purchase by signing the invoice, coding the appropriate budget number on the invoice and forward it to Accounts Payable for processing.

When can I expect payment for reimbursement?

To the extent possible reimbursement requests received by Accounts Payable in Tuesday's delivery will be deposited into your bank account the following Monday evening. Purchases made at vendors where charging facilities are in place will be subject to vendor's terms of payment (i.e. 30 days). **Payment will be delayed if the budget manager signature is missing, if the budget coding is missing or if proper receipts are not attached.** A notice of deposit detailing the reimbursement will be forwarded to the employee's place of work.

What if I lost my receipt/invoice?

Photocopies will suffice so long as they are replacing the lost original. The copy must be signed by the budget manager and coded to the appropriate budget. The reason that the receipt/invoice is not available should be documented on the copy of the invoice.

When do I use Petty Cash?

When the school board does not have a charge account with a store or a supplier. (Even if the amount is small, charge wherever possible.) The maximum amount for a Petty Cash item is \$50.00 dollars.

When do I use the Reimbursement form?

When a prepayment is necessary or when I am out-of-pocket for items purchased with personal funds. Please note that receipts or till tapes must be attached. Eg. Mr. Smith purchased art supplies for the school using his own money. Mr. Smith would submit a completed reimbursement form with a proof of purchase (ie: receipt and/or till tape) attached. Employees should use approved vendors with charging capabilities wherever possible to avoid being personally out-of-pocket.

What constitutes a proper invoice or receipt?

Make sure you receive an original invoice and/or till tape that includes the following information:

- Name and address of store or supplier
- Description of items
- Amount of GST and/or PST charged on the goods
- The GST tax registration number of the store or supplier

Photocopies or faxed copies of invoices are generally not acceptable.

What is the difference between a proper invoice/receipt and a transaction record?

Transaction records are often received when purchases are made with a purchase card/debit card or charge card. When submitting claims for reimbursement please ensure that you obtain a proper invoice or receipt in addition to the transaction record. A transaction record is not a proper receipt and payment will be refused. Transaction records state the total amount of the purchase but do not list the items purchased or state the amount of GST paid. In order to ensure that all required information is received with your reimbursement claim it is recommended that both the invoice/receipt and transaction record be submitted with your claim.

Is it always necessary to use a Reimbursement Form for payment of invoices?

No. Complete the form with receipts attached when payment is to be made to someone other than the invoice vendor.

What information does A/P require to prepay for goods?

We require a document that indicates the amount payable and to whom the cheque should be made payable. If it's payable to a company, the applicable taxes and GST tax registration number is required. If payable to an individual, the person's SIN # is required.

What is a proof of purchase?

Proof of purchase is an invoice or till tape that shows the amount paid for an item and the amount of GST paid on the item. Written receipts are also acceptable if they indicate the amount of GST paid and the GST registration number. If the item is GST exempt it should be stated as such on the receipt.

What is the procedure for charging an item and what is required?

Items should be charged whenever possible. Ask the store or supplier to bill the school directly and quote them a P.O. number given to you by the school principal.

Make sure you receive an invoice and/or a till tape that includes the following information:

- Name and address of store or supplier
- Description of items
- Amount of GST and /or PST charged on the goods
- The GST tax registration number of the store of supplier

Have the budget manager sign and code the invoice, then send the invoice to accounts payable for processing. No other form is required.

It is essential that all invoices for charged items be sent to Administrative Services as we pay the actual invoices and are not able to pay from statements. For example; a Visa statement lists all charges that were made during a certain time period. We would not be able to pay off of this as we would require the actual receipts from each transaction made.

What if the invoice is to be paid from a source other than who it is billed to? (i.e: It is to be paid by a board office budget manager rather than one of the school's budgets).

Forward the invoice to the budget manager requesting his signature on the invoice for payment authorization. The invoice will then be forwarded to Accounts Payable for processing.

Why do the amounts charged to my school differ from the invoice authorized?

The school board is eligible for a 68% reimbursement of GST paid on purchases. The amount charged to your account is net of the GST Rebate.