

Welcome back to all those who have been away over the summer months!

We would like to give you a quick refresher on eligibility and filling out forms for travel authorizations, expense reports, Corporate Visa statements, and Purchase Card Reconciliations.

Pre - Travel Authorizations:

- Must be completed each time you travel in order to have your travel authorized by your approver and to record your whereabouts in case of emergency
- Travel cash advances can be requested through this form. Request funds two weeks in advance of your travel in order to allow for approval and process time.
- Form is available on the Lotus Notes Database

Expense Reports:

- Must be completed within 10 working days following return from applicable travel, or if not for travel, within one month of the expenditure.
- You must use a new template form each time you make a claim. Once you save the form to your own computer, the document cannot be altered as the cell formulas will not save and information will not translate properly from one tab on the form to another.
- Where more than one MRU employee travels together, each person must complete an expense report for their own expenditures.
- Meals are paid via a per diem allowance (see POL 820-1 Appendix A for maximums). Do not submit receipts for meals under the maximums. In the unlikely event of a meal over the maximum, the expense must be receipted and authorized by the approver.
- Meal expenses in Calgary are not normally reimbursed, but under reasonable and justifiable circumstances may be reimbursed based on detailed receipts up to the limit of the applicable meal allowance in Appendix A of POL 820-1.
- Internal Hosting – Small group/individual recognition and Group Planning – The guideline for the level of expense and reimbursement on such events is to remain within the maximum meal allowance limit per person attending. The cost of such activity is to be paid and expense claimed by the most senior person of the operating group hosting the gathering.
- Expense report reimbursements are paid by electronic funds transfer directly to the employee's primary payroll bank account. Properly completed and approved Expense Reports forms submitted to Accounts Payable by Noon, Friday will be paid the following week.
- Please note that with HST regulations changing over the summer, you must use the new expense report template to capture and expense any HST separate from GST.
- For consideration of reimbursement, each expense claim must be reasonable and reflect prudence, good judgment, due diligence to reasonable economy and be defensible to a reasonable and impartial observer.
- The template is accessible at: <\\ad.mtroyal.ca\empl\Apps1\FORMS\MR Templates\Expense Report.xlt>

Corporate Visa Cards:

- Personal meals consumed while on business travel are NOT to be charged to the card unless absolutely unavoidable. Please use the Per Diem portion of the Expense report to claim meal allowance while travelling.
- Card statement must be reconciled each month at the end of the cycle. Failure to complete the reconciliation in a timely manner may result in loss of use of the card.
- Corporate Visa Reconciliation is part of the Expense Report template. Statements can be printed off from the US Bank Website. Website access has recently changed; if you are experiencing problems, please contact Susan Taylor (8923).

- All expenses must be supported with a detailed receipt (other than meal per diems under the maximums).
- Lost/Stolen Cards should first be reported to the Bank. If you do not have a number for the bank, please call Campus Security (6897). During the next available business hour, please report the issue to the Card Administrator (Susan Taylor – 8923 or Debra Scott – 5674)

Purchase Cards

- Are reconciled monthly through Details Online (BMO); all transactions are reviewed and approved through the Details Online portal.
- Card statement must be reconciled each month at the end of the cycle. Failure to complete the reconciliation in the allotted time may result in loss of use of the card.
- Are used for small dollar purchases and should reduce the need for purchase orders and expense reimbursement.
- All expenses must be supported with a detailed receipt.
- It is the responsibility of all cardholders and approvers to be aware of the provisions of the current Prohibited, Restricted and Excluded Items listing which is available on the Supply Chain Services Website under Purchase Cards.
- Lost/Stolen Cards should first be reported to the Bank. If you do not have a number for the bank, please call Campus Security (6897). During the next available business hour, please report the issue to the Card Administrator (Susan Taylor – 8923 or Shelly Thompson - 8933)

Our next “Forms and Templates” training will be held on October 14, 2010 if you’d like a more in depth review of how to fill out forms relating to the use of Pre-Travel Authorizations, Expense Reimbursement, and Corporate Visa Cards. Please don’t hesitate to sign up!

Purchase Card training is scheduled monthly; dates are available on the Supply Chain Services Website/MRU intranet.

Where applicable, please review:

- Expense Reimbursement Policy POL 820-1
- Community Relations and Hosting Expenses POL 820-2
- University Corporate Cards (VISA) POL 820-4
- Purchase Card Procedures – Visit the Supply Chain Services Website/ MRU intranet

If you have any questions, please contact:

Shelly Thompson (8933): Travel Authorizations, Expense Reports, & PCards

Susan Taylor (8923): Expense Reports, PCards, and Corporate Visa Cards

Debra Scott (5674): All