

INSTRUCTIONS PAYMENT VOUCHER

A Payment Voucher must be completed for payment for out-of-pocket expenses, or for the purchase of minor goods and services in the regular course of conducting business, teaching, or research at the University.

Download the free Adobe Scan Mobile App on your phone to scan receipts. Receipts are accepted by PDF only.

Receipts must be originals. Photocopies are not accepted. Scanned receipts are acceptable. Download the free Adobe Scan Mobile App on your phone. Send receipts by PDF only to ap@ecuad.ca. Receipts must show complete details of the expense and method of payment. A debit receipt is not sufficient, the till receipt along with the debit receipt is required.

Receipts must be submitted within 5 days from the date of purchase. If travelling, a Travel Expense Claim must be attached to a Payment Voucher and submitted within 5 days following the return of travel.

If paying a person for services, their Social Insurance Number must be included on the payment voucher or invoice or call the SIN number in to 604 844 3834 and leave a confidential voice mail, clearly stating the first and last name, address, and SIN number.

If reimbursement is for a business meal, include names of all attendees per provincial government requirements.

Payment Voucher expense claims relating to the University's fiscal year end (March 31) must be submitted to Financial Services by the first Friday in April. Receipts turned in late, may be returned unpaid.

Please refer to Policy Number 7.1 and 7.11; Expenses Incurred by Employees for complete details.

Completing the Payment Voucher:

1. DATE – Enter today's date.
2. PAYEE – Enter the name of the person or vendor expecting reimbursement.
3. REQUIRED - PAYEE STAFF ID of STUDENT NUMBER - Enter the staff identification number or student number of the Payee if applicable.
4. MAILING ADDRESS – CITY – PROVINCE – POSTAL CODE – Enter the full current mailing address of the Payee.
5. PHONE – Enter the current phone number of the Payee.
6. EMAIL – Enter the email address of the Payee.
7. SIN – Enter the Payee's Social Insurance Number or call it in to 604 844 3834 and leave a confidential voice mail. SIN required for payments such as and not limited to fees for services that are invoiced by an individual, self-employment, freelancers, honorariums, guest lecturers, transcribers, counsellors, scholarships and bursaries.
8. DIRECT DEPOSIT – Payments are paid by direct deposit. Please ensure the vendor is set up for EFT (Direct Deposit).
9. GL ACCOUNT CODE – Enter the GL Account Code that the expense will be charged to.
10. DESCRIPTION – Enter a clear and brief description, no more than twenty-four (24) characters, of the expense being reimbursed. If travel, description must read: J. Smith/Can/Sep1-5/Conf. (First Initial, Last Name (or whichever is shorter), Country Travelled – CAN, USA, INT'l, Date Travelled and Reason Travelled if space allows.
11. AMOUNT – Enter the total amount of the receipt being reimbursed. (Total purchase amount including GST, PST, tip, etc.)
12. REQUESTED BY – Enter the name of the person completing the payment voucher request.
13. DEPARTMENT APPROVAL – Have the department signing authority verify and approve the reimbursement.

Attachment/Receipts Procedure:

1. **Original Receipts by Email:** Download the free Adobe Scan Mobile App and scan receipts. First, complete the online fillable payment voucher and obtain department approval. Once the department head has approved and a gl account is assigned, email the payment voucher and PDF receipts to ap@ecuad.ca.
2. **Original Receipts by physical submission:** Original detailed receipts are to be **taped on a separate sheet** of paper, or on the back of the payment voucher noting pertinent information beside the receipt if applicable, in chronological order and in the same order on the payment voucher. No overlapping receipts, remove all staples, double side if needed. Long till receipts must be cut and taped to fit on an 8.5x11 sheet of paper. Please do not tape over the printed areas of the receipt as it very quickly deteriorates the receipt unreadable.
3. **Meals - Taxi Receipts Paid for by Employee:** All names of those who participated in a meal or taxi must be indicated. Indicate with an E or G if participant is an Employee or Guest. I.e.: Kathleen Johnson – E, Peter Smythe – G. Note the purpose of the meal or taxi. This is a requirement from the Ministry for reporting purposes.
4. **No Highlighter Use:** Do not use highlighters on receipts. This deteriorates the receipt very quickly. Circle total paid in ink.
5. **Credit Card Statements:** Provide Credit Card statement if a foreign purchase has been placed, if applicable. Foreign exchange amounts are calculated based on the rate obtained from the Bank of Canada for the date of the transaction (or closest business day). Use average rate if claiming for multiple days.
6. **Foreign Exchange:** If receipts are in a currency other than Canadian, enter the foreign exchange rate that was charged for the expense, or an average of the exchange rate over the duration of the trip (refer to <https://www.bankofcanada.ca/rates/exchange/currency-converter/> for average rates). A printout of the exchange rate must be provided. AP will confirm and may change the rate if necessary. Proof of the exchange rate that was charged (Credit card statement, etc.) must be provided if paid by credit.
7. **Mileage:** If a personal vehicle was used for Canadian or US travel, enter the number of kilometers traveled on the date indicated. The reimbursement rate per kilometer is fixed at \$0.63/km. It is intended to cover costs of fuel and maintenance. The employee is to ensure appropriate insurance coverage on their vehicle when used for business and is not a reimbursable expense. Damage to private vehicles is the responsibility of the owner. The employee is to ensure appropriate insurance coverage on their vehicle when used for business and is not a reimbursable expense. Travel time is not considered a reimbursable expense. The total transportation cost cannot exceed the cost of an economy class flight to the same destination. The maximum that will be paid out is the cost of an economy class airfare. (i.e., mileage, meals, and lodging cost incurred to get to the destination must be less than or equal to airfare to the destination. Mileage claims must include date, purpose of travel and number of kilometers claimed from point A to point B. Mileage as per Google Maps (<https://www.google.ca/maps>) is to be used for determining mileage travelled. Google printout required with payment voucher.
8. **Translation:** Original receipts in a foreign language must be translated to English.
9. **Reconciliation Form:** A Reconciliation Form is required when submitting five (5) or more receipts on one voucher. Request a copy from Accounts Payable.
10. **Enclosures:** Enclosures are to be arranged and sent by the department originating the voucher separate from the payment.

Direct Deposit - Cheque Mailing - Presenting Cheque to Guest Procedure:

1. Cheques are mailed to the payee if not signed up for direct deposit. Allow up to six weeks for mailing.
2. Direct deposit, also known as electronic funds transfer, is available to all payees. Please see Accounts Payable to sign up.
3. **Presenting cheques:** If payee has direct deposit, a cheque cannot be printed and presented to the payee. Suggest presenting a letter stating a cheque/direct deposit will follow.

Forward completed Payment Voucher to Financial Services campus mailbox in the mailroom or submit directly to Accounts Payable by emailing payment voucher and PDF receipts along with the department approval and the gl account to ap@ecuad.ca.