UNIVERSITY OF TORONTO

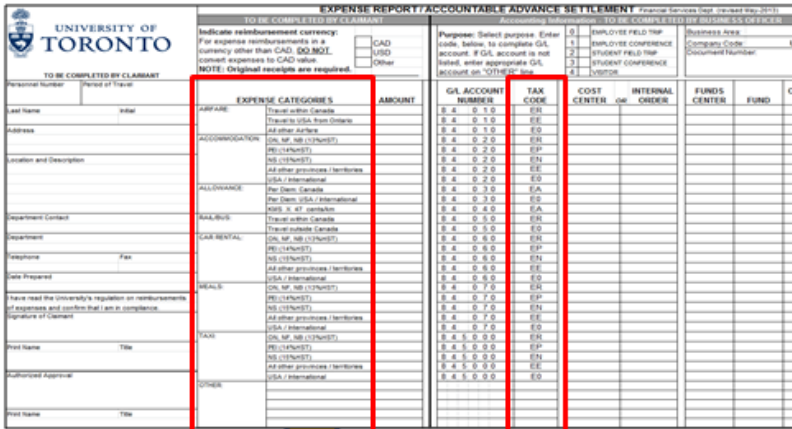# Financial Services Department

FAST Tips

Picking the Correct Tax Code for Expense Reimbursements

The University of Toronto **Expense Report/Accountable Advance Settlement** form should be completed and signed for every reimbursement. As illustrated in the form, **unless HST exempt (E0)**, an *alpha-alpha (e.g. ER)* tax code should be used **when reimbursing for expenses that fall** into any of the **predefined expense categories** on the form.

Expense Report/Accountable Advance Form:

EXPENSE CATEGORIES		TAX CODE
AIRFARE:	Travel within Canada	ER
	Travel to USA from Ontario	EE
	All other Airfare	E0
ACCOMMODATION:	ON, NF, NB (13%HST)	ER
	PEI (14%HST)	EP
	NS (15%HST)	EN
	All other provinces / territories	EE
	USA / International	E0
ALLOWANCE:	Per Diem: Canada	EA
	Per Diem: USA / International	E0
	KMS X 47 cents/km	EA
RAIL/BUS:	Travel within Canada	ER
	Travel outside Canada	E0
CAR RENTAL:	ON, NF, NB (13%HST)	ER
	PEI (14%HST)	EP
	NS (15%HST)	EN
	All other provinces / territories	EE
	USA / International	E0
MEALS:	ON, NF, NB (13%HST)	ER
	PEI (14%HST)	EP
	NS (15%HST)	EN
	All other provinces / territories	EE
	USA / International	E0
TAXI:	ON, NF, NB (13%HST)	ER
	PEI (14%HST)	EP
	NS (15%HST)	EN
	All other provinces / territories	EE
	USA / International	E0
OTHER:		

In addition to the **predefined expense categories** above, use *alpha-alpha* **tax codes** whenever taxes should be self-assessed, such as:

- Purchases of computers or conference fees (EC)
- Downloaded software purchased from outside Canada (ES)

Any expenses that **do not fall into** any of the **predefined expense categories** above should use the regular *alpha-numeric* expense tax codes (e.g. E1). These would be indicated in the *'Other'* section of the Expense Report form.

Learn More:

- **GTFM:** Travel and Other Reimbursable Expenses
  http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#airrailtravel

- **FAQ:** HST – Expense Reimbursements
  http://finance.utoronto.ca/faqs/hst/

- **Training Documentation:** Managing Travel & Other Reimbursable Expenses
 http://finance.utoronto.ca/wp-content/uploads/2015/12/Managing_Travel_Expenses_Dec2015.pdf

Hidden SAP Features you May Not Know About

Did you know that there are a number of hidden functions in SAP that enable you to **select**, **cut**, **copy** and **paste text/data** within screens, print a **hardcopy** of a screen and **customize your font**?

Within the SAP menu bar that appears at the top of every screen, the "**Customize Local Layout**" icon (a.k.a. the "**TV icon**") provides a number of tools that will make using FIS more efficient and user friendly.

1. **The Clipboard:**

   The clipboard function enables you to **select (CTRL + Y), copy (CTRL + C), cut (CTRL + X)** and **paste text/data (CTRL + V)** from transaction screens and reports once you are in the relevant screens.
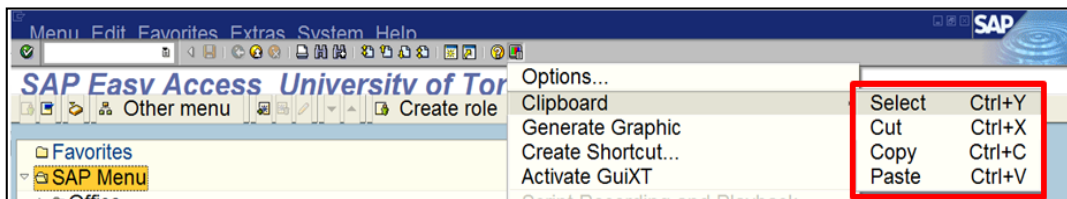
2. **Hard Copy**
   To print a copy of your SAP screen, select "Hard Copy" from the **Customize Local Layout** dropdown menu.

   Note: The Hard Copy function will print **exactly what appears on the monitor**. To print everything in a report or transaction (over multiple pages), use the "Print" function () located in the SAP menu bar.
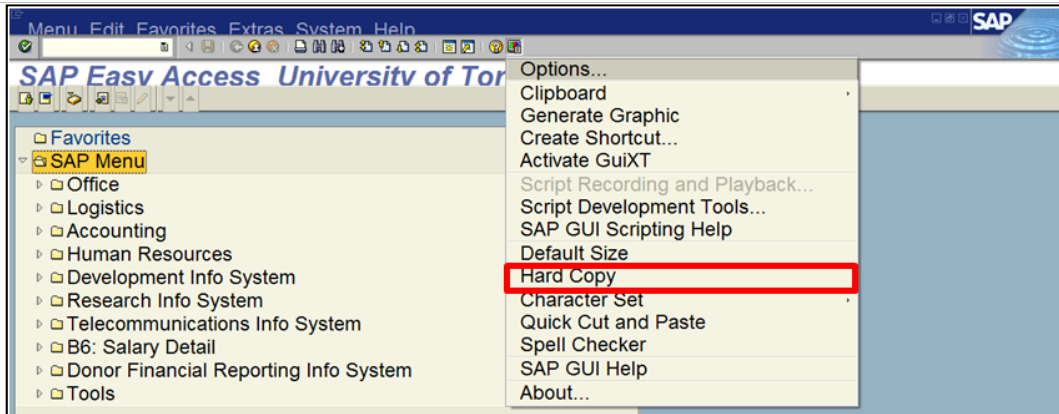
3. Customizing Display Font Size, Style and Type

Steps:

a. Select **Customize Local Layout ( )** → **Options** to locate the font settings pop-up

b. Select ▷ 🗀 Visual Design from the left panel in the Options popup.

c. Select 📄 Font Settings

d. Click ... in the Fixed Width Font Settings field

e. Adjust your font in the "**FONT**" pop-up

Similar to Microsoft Word, the "**FONT**" pop-up provides various font types, styles, and sizes for you to choose from.
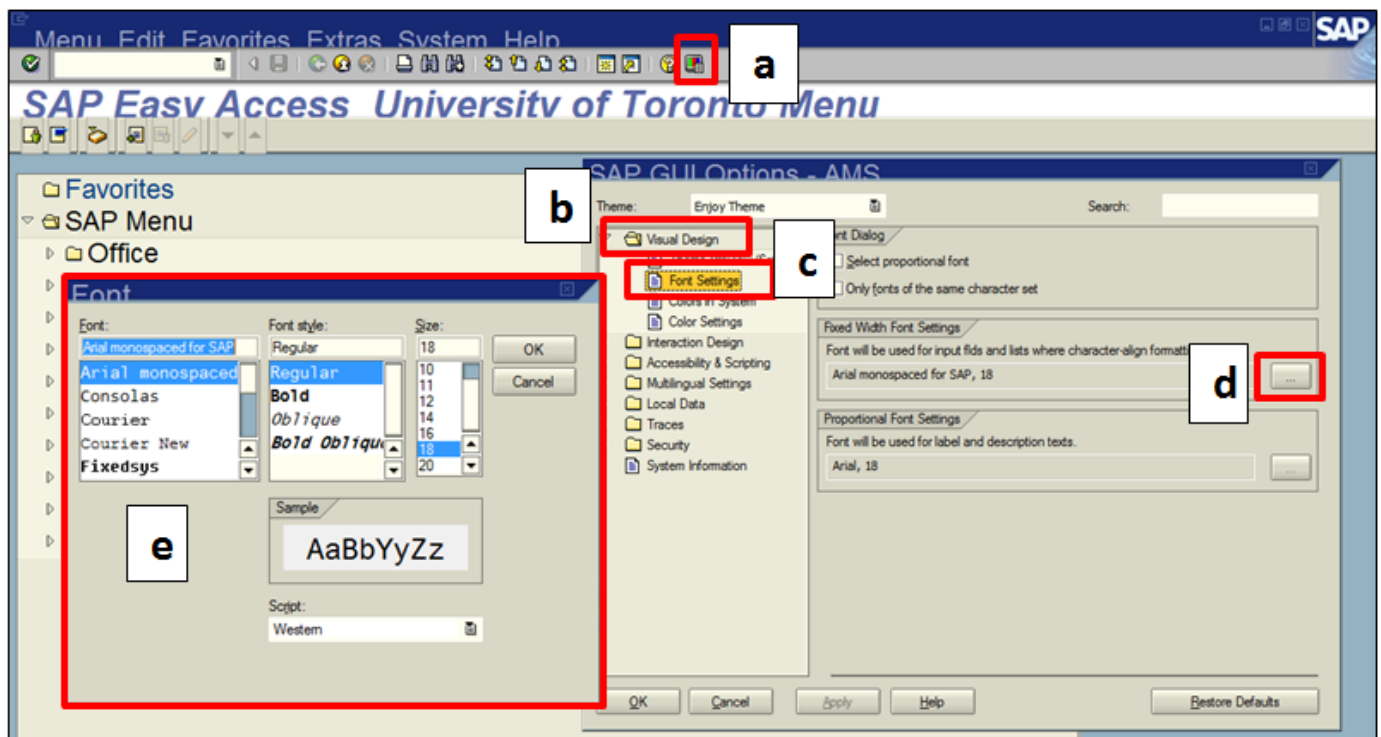
Note: Changing the screen font will **NOT IMPACT** the font size, style or type when printing using the Print" function ( ).

Learn More:

- **Training Documentation:** FIS Overview (slide 33)
  http://finance.utoronto.ca/wp-content/uploads/2015/10/FIS-Overview.pdf

- **AMS Reference:** AMS Printing Information
  https://easi.its.utoronto.ca/help/ams-printing/

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support sessions (FIS, HRIS, USHOP & RIS/MRA/MROL)

*LOCATION***:** 256 McCaul St., Room 103

Tuesday, December 2th	12:30pm – 2pm
Wednesday, December 17th	11:30am – 1pm

TRAINING

- FIS Training Calendar
  http://finance.utoronto.ca/fast/fis-training/training-calendar/

- FAST Tips Newsletter - Archive
  http://finance.utoronto.ca/fast/fast-tips-newsletter-archive/

FAST STAFF

- Financial Advisory Services & Training (FAST)
  http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/

- Subscribe to AMS Listserv
  https://easi.its.utoronto.ca/help/ams-listserv/