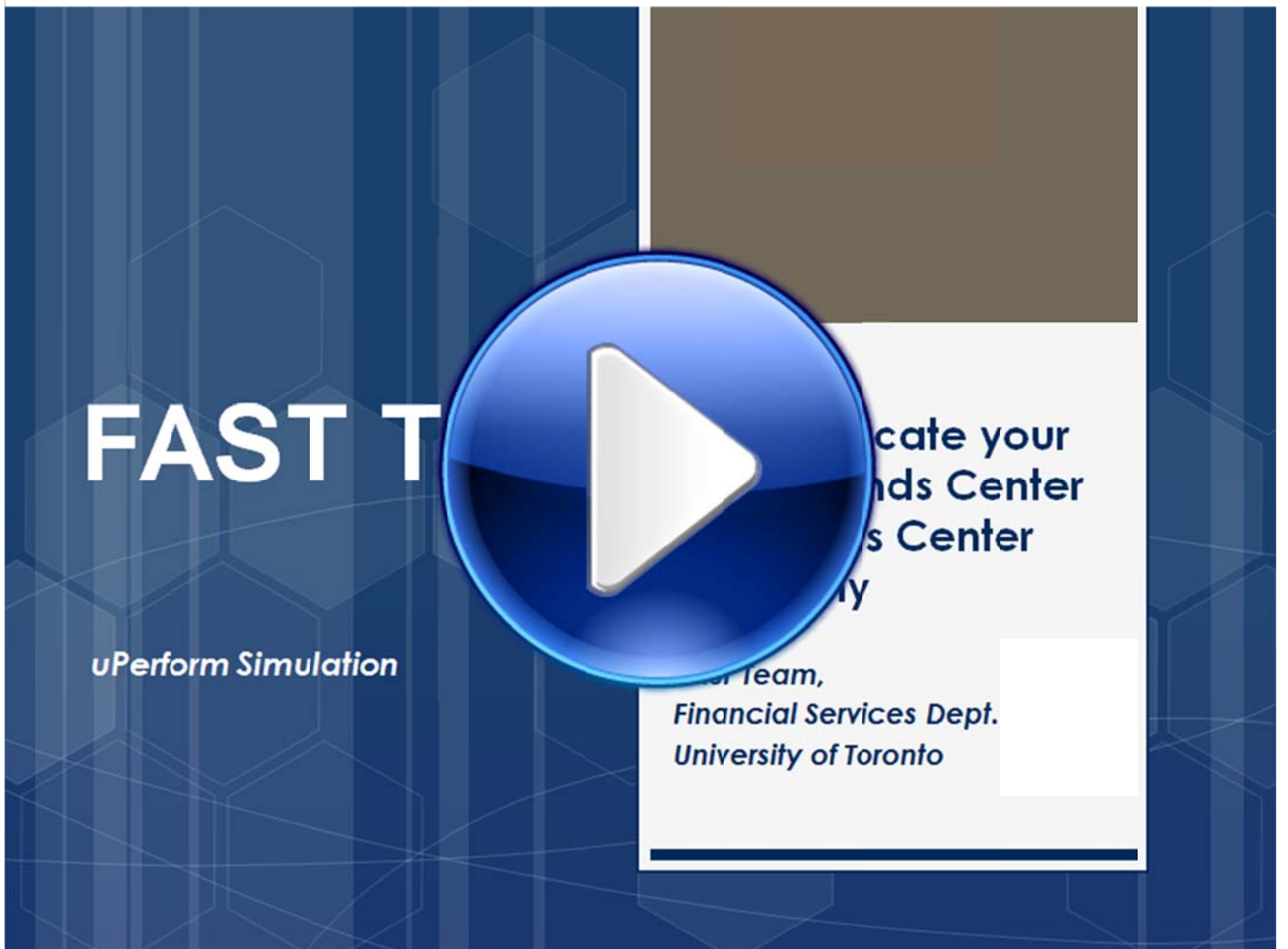


SIMULATION – How to Locate your Parent Funds Center and Funds Center Hierarchy

Understanding your Funds Center Hierarchy can be useful when reporting on your units' budget activity. Watch this simulation to learn how to locate your parent Funds Center as well as your units' Funds Center Hierarchy in FIS.



FAST TIPS

uPerform Simulation

How to Locate your Parent Funds Center and Funds Center Hierarchy

Financial Services Team,
Financial Services Dept.
University of Toronto

Learn More:

- **Form:** Create Funds Center
<http://finance.utoronto.ca/wp-content/uploads/2015/09/creatfc.pdf>
- **Form:** Create PI Funds Center & Cost Center
<http://finance.utoronto.ca/wp-content/uploads/2015/09/creatpi.pdf>
- **Form:** Change Funds Center
<http://finance.utoronto.ca/wp-content/uploads/2015/09/chgfc.pdf>
- **Form:** Change PI Funds Center & Cost Center
<http://finance.utoronto.ca/wp-content/uploads/2015/09/chgepi.xls>
- **Form:** Change Funds Center Hierarchy
<http://finance.utoronto.ca/forms/fismaster/chnghierarchy/>
- **Training Documentation:** FIS Overview
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FIS-Overview.pdf>

Air Travel and Class of Service: Premium Economy is now in the GTFM

For domestic and international flights, the eligible standard class of service is the least expensive Economy Class fare, also referred to as Coach or Standard Class.

Premium Economy is a travel class offered on some airlines. This travel class includes any class which falls between Economy Class and Business Class. Premium Economy Class may include additional features such as prioritized check-in, extra leg room, extra seat width, or premium meals.

Business Class or Premium Economy Class air travel is not encouraged, but in circumstances where it is deemed appropriate, approval must be obtained in advance of booking the flight. Circumstances that may justify travelling in Premium Economy or Business Class could include:

- Physical constraints on a long flight segment (in excess of 6 hours), or
- Medical reasons

Lack of availability of economy seats due to late travel arrangements is not viewed as adequate justification. Furthermore, where funding is from a research grant, the sponsor's appropriate travel expense policy must be followed.

Learn More:

- **GTFM Policy:** Air and Rail Travel: Class of Service
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>
- **GTFM:** Air and Rail Travel: Approvals
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/#air-approvals>

Picking the Correct Tax Code for Expense Reimbursements

*REPEAT (originally published in the November 2014 FAST Tip Newsletter)

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
OTHER:	USA / International	E0

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 Reimbursement
<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

ONE-ON-ONE WORK SUPPORT

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

LOCATION: 256 McCaul St., Room 103

Wednesday, August 3 rd	11:30am – 1pm
Tuesday, August 16 th	12:30pm – 2pm
Tuesday, August 30 th	11:30am – 1pm

TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

FAST STAFF

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- [Subscribe to AMS Listserv](#)