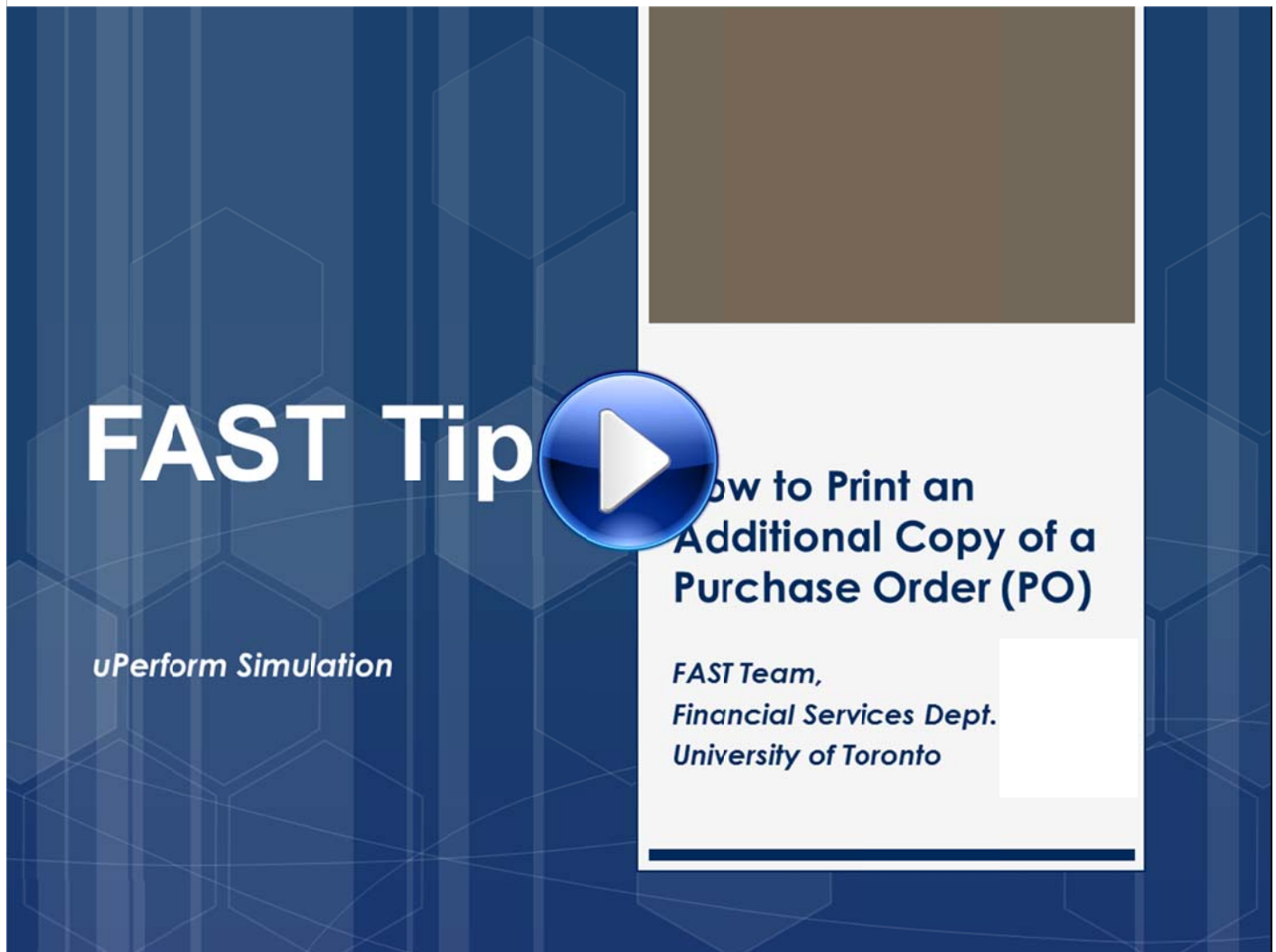


SIMULATION – How to Print an Additional Copy of a Purchase Order (PO)

Watch this simulation to learn how you can print an additional copy of a Purchase Order (PO) in FIS.



FAST Tip

uPerform Simulation

How to Print an Additional Copy of a Purchase Order (PO)

*FAST Team,
Financial Services Dept.
University of Toronto*

Learn More:

- **Reference Guide:** Print Additional Copy of Purchase Order (PO)
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Print-Additional-Copy-of-PO-Converted.pdf>
- **Reference Guide:** Create Purchase Order (PO)
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Purchase-Order-Create-Converted.pdf>

What is “PERA” and what can it be used for?

The **PERA (Professional Expense Reimbursement Allowance)** is an annual allowance that is available to the UofT Faculty Association (UTFA). The two terms “UTFA” and “PERA”, are often used interchangeably when referring to this allowance.

There is often confusion regarding the PERA funds and what policies govern the spending of these funds. The PERA funds are governed by the standard University Travel and Expense reimbursement policy in the GTFM that governs all operating accounts. Approved expense reimbursement claims will be paid in accordance with the standard University policy. Goods acquired from this fund are the property of the University. **To access the PERA funds** when processing in FIS, **use the EXP-UTFA commitment item.**

Learn More:

- **Policy:** Professional Expense Reimbursement (PERA)
<http://policies.hrandequity.utoronto.ca/pera/>
- **GTFM:** Travel and Other Reimbursable Expenses – Policies and Guidelines
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>
- **Training Documentation:** FIS Overview
<http://finance.utoronto.ca/wp-content/uploads/2015/10/FIS-Overview.pdf>

TOP 5: Unusual or Interesting Expense Reimbursement Scenarios

The following are real questions that approvers have asked for clarification and guidance as to what GTFM policies would apply. Whether reimbursable or not, these claims definitely served as thought-provoking conversation pieces!

(5) Claim submitted in Fiscal Year 2017 with receipts dated in Fiscal Year 2007.

(4) Hotel valued at \$1200 USD per night but used rewards card to get the hotel for \$950 USD per night (comparable hotel in the same vicinity valued at \$300 USD per night).

(3) Weekday lunch between two Faculty members (receipt indicates only alcohol was purchased).

(2) Thai massage (while in Thailand for research).

(1) Construction cost for a boat dock at a cottage (cottage is where research is conducted).

Typically, these items would not be eligible for reimbursement unless serious consideration and justification was documented.

Do you have, or have you received, an unusual or interesting reimbursement claim question? Is there a “**TOP 5**” category that you would like to see in a future edition of the FAST Tips? If so, we’d love to hear from you!

Learn More:

- **GTFM:** Travel and Other Reimbursable Expenses – Policies and Guidelines
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>
- **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

Thursday, September 15th

12:30pm – 2pm

Wednesday, September 28th

11:30am – 1pm

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- [FAST Tips Newsletter - Archive](#)

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- [Financial Advisory Services & Training \(FAST\)](#)
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