January 2020 | Volume 7 | Number 1

SIMULATION: How to Process and Clear Refundable Deposit Receipts and Refunds

Learn More:

- **Workshop Material:** Managing Refundable Deposits
- **Reference Guide:** Create Cash Receipts for Refundable Deposits
- **Reference Guide:** Repayment of Refundable Deposits
- **Training Documentation:** G/L Account Postings – Basic Data Entry

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Update to Automobile and Meal Per Diem Rates for Travel

The Financial Services Department periodically conducts a review of reimbursement rates to ensure the University adequately reimburses faculty and staff for reasonable amounts while representing the University or traveling on University business. This includes a review of both the automobile and meal allowance per diem reimbursement rates.

After performing a detailed review of the current meal allowance per diem reimbursement rates, the meal allowance rates will change to $80 CAD (Breakfast $15; Lunch $20; Dinner $45) for travel in Canada and $100 CAD (Breakfast $20; Lunch $25; Dinner $55) for travel outside of Canada effective for all reimbursements made after January 31, 2020. **For long-term travel in excess of 30 consecutive days in one location, the meal allowance rates will be reduced to 75% of the applicable per diem rate.** The last time these meal rates were changed was in 2008.

After reviewing current Ontario CAA driving costs, comparable Ontario University rates, and CRA's tax-exempt allowances rate, the kilometrage rate will increase from $0.54 per kilometer to $0.57 per kilometer for all reimbursements made after January 31, 2020. The last time this rate was changed was in 2016.

Any kilometrage and meal expenses incurred before February 1st, 2020 will need to be reimbursed at the prior rates, while those incurred after should be reimbursed at the new meal and kilometrage rates.

Note: The per diem rates on the **Expense Reimbursement Direct Deposit (ERDD) on the Web** form will be updated effective February 1st and cannot be changed. **In order to process a direct deposit reimbursement at the old rates after February 1st**, you will need to use the SAP ERDD reimbursement transaction (ZER01) or process an expense reimbursement cheque (FB60).
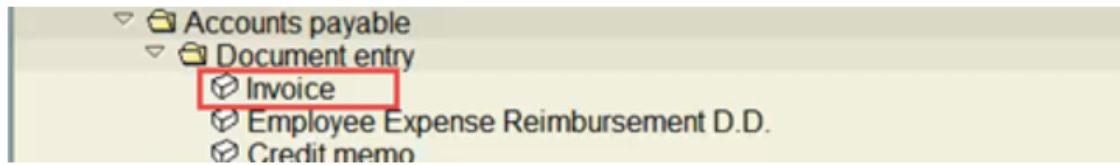
Learn More:

- **Memo** - Automobile and Per Diem Rates for Travel
- **GTFM Policy** - Travel and Other Reimbursabel Expenses - Policies and Guidelines
- **GTFM Policy -** Reimbursement Rates
- **Reference Guide -** ERDD (Web) Create
- **Reference Guide** - ZER01 - Expense Reimbursement Direct Deposit (ZER01)
- **Reference Guide** - FB60 -Expense Reimbursement Single Currency Create (Cheque)
- **Resource** - Expense Reimbursement Checklist - Template

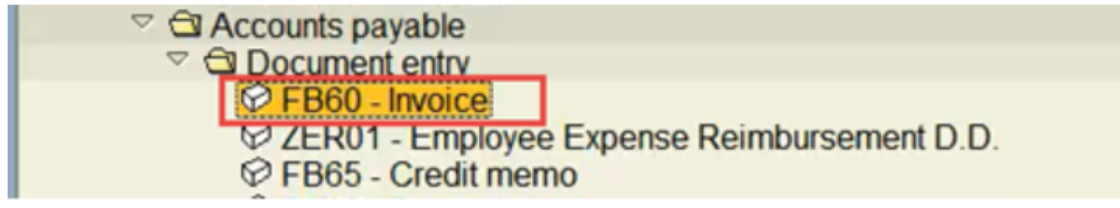# Using Transaction Codes(TCodes) to Access AMS Screen

Transaction codes are alpha-numeric shortcut keys that AMS uses to identify transaction screens (e.g., FB60, ZER01). These codes can save you time when accessing transaction screens.
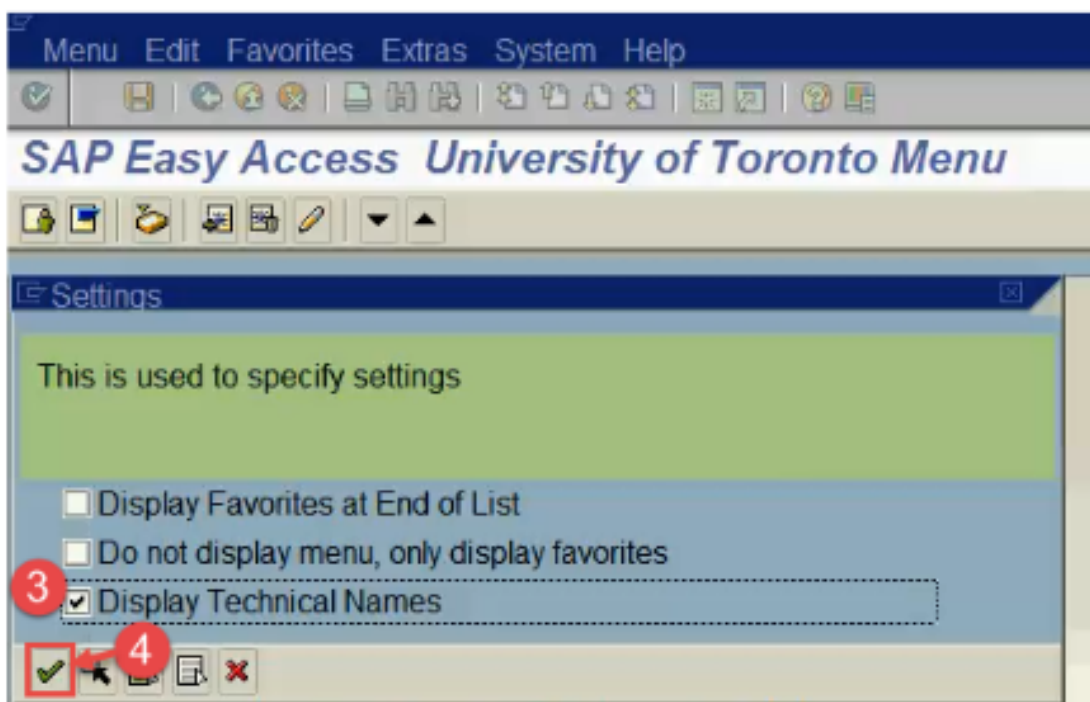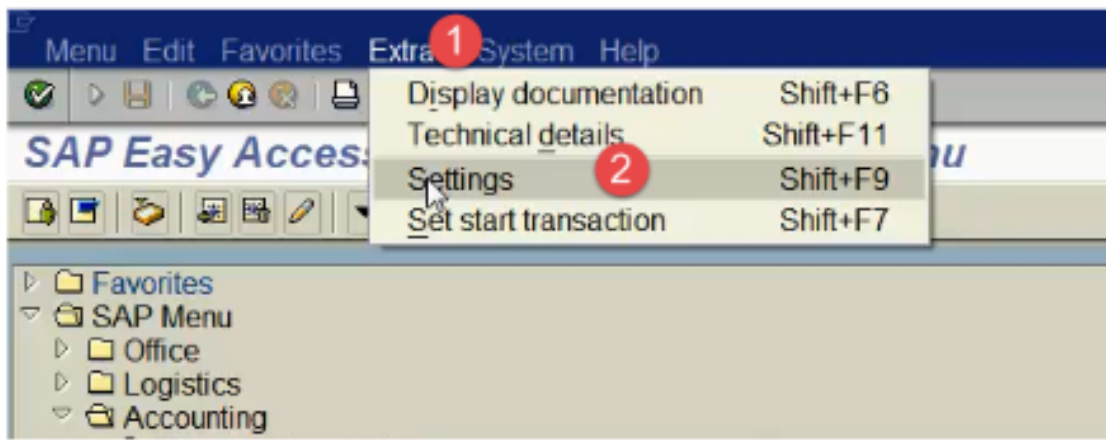
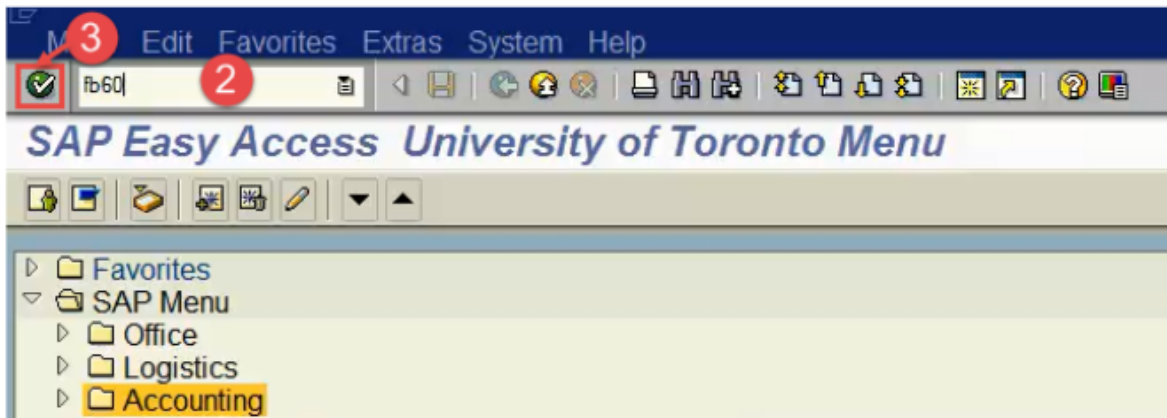## 1. Viewing TCodes in the Menu
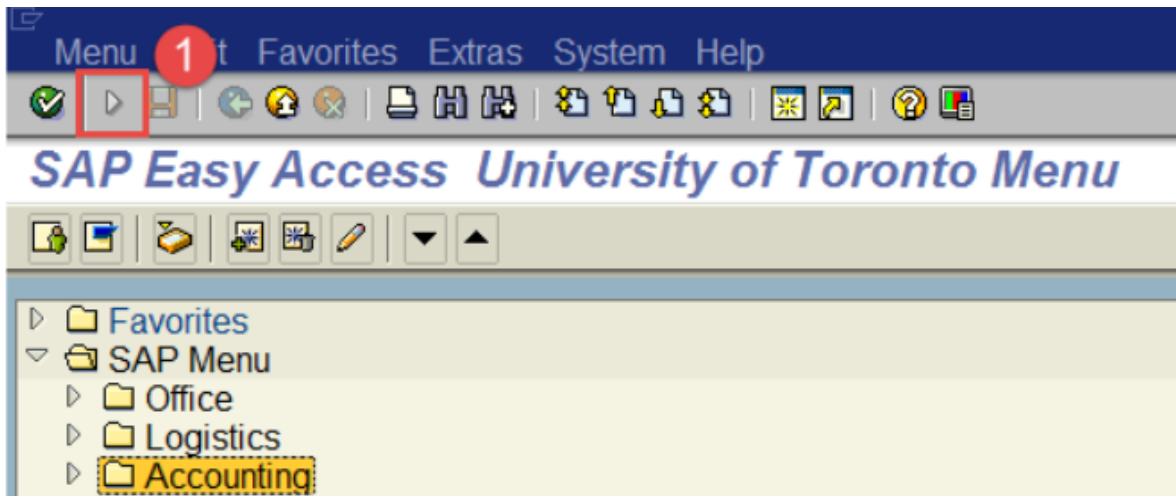
Without TCode (FB60):
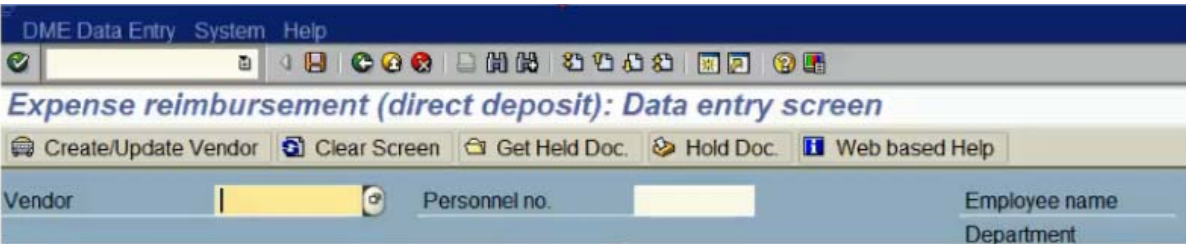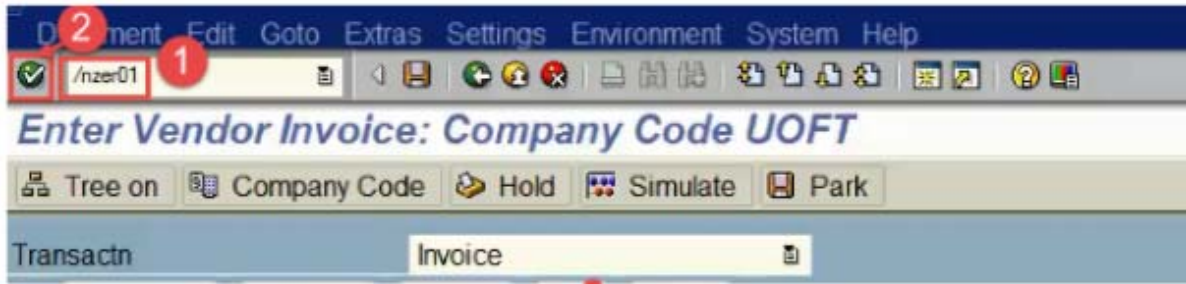

With TCode

Setting up TCode Display

2. Accessing AMS screens using TCodes

3. If the TCode is known, you can use it to toggle between AMS screens without going back to the main menu by using the pre-fix "/n" (e.g, /nzer01) in front of the Tcode.

Learn More:

- **Knowledge Centre** - Navigating Tips & Tricks

ONE-ON-ONE WORK SUPPORT

Get HELP FAST - Biweekly lunch time AMS support session
Location: 256 McCaul St

Weds, Feb 5th, 2020 | 11:00am - 12:30pm | FIS & HRIS | room 109

Thurs, Feb 20th, 2020 | 12:30pm - 2:00pm | FIS, HRIS & RIS/MRA/MROL | room 109

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