



MEMORANDUM

To: Divisional Financial Officers via DFO listserv
Divisional Business Officers via AMS listserv

From: Financial Services Department

Date: April 30, 2018

Re: **Guide to Financial Management Update – May 1, 2018 [Ref. 2018-1] and update to the Expense Report/Accountable Advance Settlement form**

Expense Report/Accountable Advance Settlement form:

The following update results in a more robust [Expense Report/Accountable Advance Settlement](#) form, which is more encompassing of Tri-Agency requirements, without creating a form specifically for research requirements:

- The updated form incorporates the following:
 - Adds a declaration by the authorized approver that they certify that the expenses claimed were reasonable and required for University business and (if applicable) are relevant to the research being funded.
 - Updates the declaration by the claimant to include that they are in compliance with all sponsor terms and conditions (if applicable), and that expenses have not been claimed through other sources.
 - Changes the field "Location and Description" to "Purpose and relevance to University business" to prompt the claimant / business officer to provide this critical information.
 - Makes some additional changes to provide clarity regarding documentation requirements, including receipt requirements and links to policy.
- The Expense Reimbursement Direct Deposit (ERDD) online screens and the formatted/PDF print of claims now incorporates the above changes.

Guide to Financial Management Update – May 1, 2018

The following substantive updates were made to the Guide to Financial Management (GTFM) effective May 1, 2018:

[Travel and Other Reimbursable Expenses - Policies and Guidelines:](#)

- Clarified that non-employee claimants can attach an email approval or signature from digital third-party software if providing the original signature is not possible/feasible. See [Signatures \(Hand-written\) or Electronic Approval](#) section.

- Clarify that any travel expenses can be reimbursed as soon as the employee pays for them (e.g. conference registration fees, airfare and accommodation).
- Clarify the receipt requirements for accommodation, and provide a few examples.

For a complete listing of changes on May 1, 2018, refer to the [Updates and Changes to the Guide to Financial Management](#) page.

If you have any questions, please contact your [FAST Team Faculty representative](#).