



# FINANCIAL ADMINISTRATION GUIDELINES – THIRD PARTY FUNDING

Prepared by the Office of Academic Development

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*The policies and procedures for financial transactions at the College are subject to change.*

**Third party funds granted to project leaders for salary (release time) and operating costs (e.g. project personnel, equipment etc.) are under the fiduciary responsibility of Dawson College. All expenses, advance requests, salary payments, reimbursements etc. must be approved by the appropriate signing authority.**

**Please note that all equipment, pedagogical models or tools etc. paid for by third party funding are the property of the College. The College may use, re-distribute, alter and /or re-allocate any product or equipment paid for by third party funding at its discretion.**

# 1. PURCHASING SUPPLIES, EQUIPMENT & SERVICES

## a) Equipment

**Before buying any equipment or supplies for your funded project, please let the appropriate person in your department know so they can help you to submit a Capital Request or Purchase Requisition.** Equipment purchased using third party funding (grants or contracts) is the property of the College unless otherwise specified by the sponsor and agreed to by the College. Such equipment is normally under the care and supervision of the project manager designated by the grant or contract, or subsequently agreed to by the appropriate Department Chair or Dean.

Dawson receives tax rebates of 67% GST and 47% QST on all supplies, equipment and service contracts from Canadian suppliers.

## CAPITAL REQUESTS (COMPUTERS, TABLETS, PRINTERS, FURNISHINGS AND SIMILAR)

Computers and computer equipment are considered essential equipment. All computer related equipment **must** be purchased, inventoried, and disposed of using established College policy. ***Computers and computer equipment may not be bought by individuals using personal funds or College credit cards.***

- a) Requests for purchasing computers and related equipment (e.g. printers, tablets, external hard drives, some types of software etc.) or any material goods over \$500 (or over \$1000 for a quantity of the same item of an individual value of at least \$200) must be entered in the [Capital Requests System](#) and purchased by the College.
- b) The request will be evaluated by the Capital Budget Committee (CBC) and approved by the appropriate signing authority(s). For the CBC schedule, contact Janet Pakulis ([jpakulis@dawsoncollege.qc.ca](mailto:jpakulis@dawsoncollege.qc.ca)).
- c) The equipment will be ordered by the purchasing department.
- d) The Information Systems and Technology (IST) office will receive the equipment, inventory it and notify the project leader when it's ready to pick up.
- e) The time from submission of a capital request to receipt of equipment is 2 to 6 weeks, on average.

For support in preparing and submitting a Capital Request, please contact [capital\\_requests-1@dawsoncollege.qc.ca](mailto:capital_requests-1@dawsoncollege.qc.ca), or see your department administrator.

## PURCHASE REQUISITIONS (EQUIPMENT BETWEEN \$100 AND \$500)

- a) Supplies or equipment (other than computers) that cost between \$100 and \$500 per item (e.g. toner, chemicals, lab supplies, tools, some software etc.) must be purchased through the Purchase Requisition system.
- b) To access Purchase Requisitions, login to My Dawson, click on “My Finances Services” on the left, the “Forms”, and then “Requisition”. See Appendix 1-5 for details on the purchasing process.

- c) Requests must be accompanied by a quote. All quotes must include delivery, installation and all items to be purchased from that company. No extraneous items can be on the quote.
- d) The time from submission of a purchase request to receipt of equipment is from 1-4 weeks, on average.
- E) For support in preparing and submitting a Purchase Requisition, please contact a Purchasing Agent, or see your department administrator.

## PETTY CASH (SUPPLIES AND EQUIPMENT UNDER \$100)

You can purchase any supplies and equipment (except computers, tablets, external hard drives etc.) that cost less than \$100 yourself and submit a [Petty Cash Voucher](#). It will need to be approved by the appropriate signing authority delegate(s).

## b) Service Contracts

All services rendered provided by a registered business must be processed either through a **Contract Negotiation Form** or through the **Clara Purchasing System**.

- a) For services that require the negotiation of terms, like website development, software development, production and development of filming videos (instructional, technical, promotional) etc.:
  - a. Submit a detailed quote from the company including tax numbers and terms of payment and conditions, and a completed [Contract Negotiation Form](#).
    - i. Payment Details (section 7) on contract negotiation form should either be checked “Balance payable upon receipt of cheque requisition and approved invoice” if you wish payment to be issued only after an invoice is approved OR “Automatic payment as per schedule with no invoice to come” if you do not require an invoice.
  - b. Project Leader should complete a [Cheque Requisition Form](#) accompanied by the detailed invoice when payment is required, and a cheque will be mailed to the consultant or company.
  - c. If the expected total cost of the service contract is over \$10,000, you will also need to either submit three bids **or** submit a [Request for Exemption of Tendering](#) form (if the project is eligible).
  - d. If the expected total cost is over \$85,000, it may be necessary to issue a public call for tender.
- b) For services where the terms are pre-determined like a website hosting service, web-platform services (i.e. Adobe Connect), photography services from a registered business, t-shirts for College sponsored events etc., you will submit a request to the Clara Purchasing System.
  - a. To access Purchase Requisitions, login to My Dawson, click on “My Finances Services” on the left, the “Forms”, then “Requisition”.

## 2. TRAVEL EXPENSES

Please remember that if you wish to travel during your period of availability to the College, you must first request permission from your Sector Dean, Senior Manager/Dean, or the Academic Dean. Non-Dawson employees (e.g. collaborators and co-applicants from other institutions) should follow these guidelines to submit their receipts for reimbursement for Dawson-led project related expenses, and the grant holder should initial the reimbursement request to indicate he/she has reviewed and approves it.

### ADVANCE REQUEST FOR FUTURE TRAVEL

You have the opportunity to request an advance before going on a trip. Fill out section 1 (Expense Advance Request box) from the [Cheque Requisition Form](#). Using the [Expense Report Template](#), attach an estimate of travel, accommodation, meals, and other expenses and a short description of the purpose of the trip and submit this to the appropriate signing authority delegate(s). When approved, the Finance Department will issue a cheque to you. **Please keep all original receipts**, as you will have to clear the advance by submitting original, itemized receipts, boarding passes, and/or credit card statements after you return. If your expenses were less than your estimate, you will need to provide a cheque for the difference when you submit your receipts.

### TRAVEL EXPENSE REIMBURSEMENT

When you return from a trip, you must provide the following to request reimbursement of your expenses (see also Appendix 1-3: Checklist for Cheque Requisitions and Appendix 1-6: Additional details about required documents for reimbursement of travel expenses.):

- a) A completed [Cheque Requisition Form](#) listing all expenses (1 per trip)
- b) An [Expense Report](#) summarizing all expenses (accommodation, travel, meals etc.)
- c) All original receipts indicating amount paid, including itemized meal receipts
- d) If you paid for meals for more than yourself, please include a list of the people you were with and their role in the project
- e) Boarding passes and/or e-tickets for travel
  - a. tickets must be booked in economy class – business or first class tickets are not eligible for reimbursement
  - b. tickets booked using Air Miles or points are not eligible for reimbursement
- f) A credit card statement in the following cases:
  - a. If you used your credit card in a foreign country (for exchange rate)
  - b. When booking accommodation through an online source (e.g. Travelocity, hotels.com), a credit card statement is required along with the invoice.
  - c. When a receipt or invoice does not indicate “Amount paid” or “Balance: \$0”
- g) A copy of the conference program, if applicable
- h) For mileage claims, attach a mileage log showing start and end points (Google Map), and distance (in km). Mileage is reimbursed at \$0.43/km

Please remember that alcohol is not an eligible expense for most grants.

## CATERING

Catering expenses are considered business expenses and fall under the [Business Expense Policy](#). Expenses under \$100 are paid through [Petty Cash Vouchers](#), and over \$100 through the [Cheque Requisition Form](#). Please remember that alcohol is not an eligible expense for most grants.

## 3. HIRING PERSONNEL AND PAYROLL

Ideally, when staffing for your research project, you should aim to hire an individual with an NEQ (Numero d'entreprise de Quebec/Quebec Enterprise Number) and hire the individual with a contract through the purchase requisition system. The College has policies and procedures regarding recruitment that you must familiarize yourself with and respect when staffing your third party research grant projects. Similarly, the College must respect the collective agreements and when these do not apply, the Quebec Labour Standards.

Additionally, as the Project Leader, it is your responsibility to read and comply with the [Dawson College Policy on Integrity in Research and Scholarship](#), the [Conflict of Interest and Nepotism Policy](#) and the granting agency's terms and conditions when hiring individuals paid by your grant.

### a) Pre-Award Budgeting

*The following information is currently under review as new collective agreements will be coming into force.* Staffing positions for 3<sup>rd</sup> party funded projects may fall under one of the Collective Agreements in place at the College. For short-term appointments, you may be able to hire individuals using a Short-Term Employment Contract (STEC) form. For longer term appointments in which the tasks are covered by a Collective Agreement, it may be necessary to post a position as a Special Project. *Prior to submitting a grant application, please make an appointment to speak with the Coordinator(s) in the Office of Academic Development or an HR representative to ensure you use the appropriate category to budget for project personnel.* Once you have established the nature of the work that needs to be carried out, after conferring with OAD Coordinator and HR, the following tables provide some basic guidelines:

**Table 1. Guidelines for hiring individuals for third party financed projects in different employee categories.**

Nature of work	Category	How to Hire
Performs functions of Classification plan to meet particular needs	Full-time Dawson student	Student hiring requisition
Short-term (<1 month) work that is covered by a collective agreement	e.g. website designer computer programmer, , graphic designer, translator	STEC form
Research assistant (work not covered by a collective	Research assistant	STEC form

agreement)		
For work covered by a collective agreement, if the time required to complete the tasks is less than 90 days, and no additional work related to the task will be required beyond those 90 days	Occasional	Contact HR
For work over 90 days that is covered by a collective agreement	Special Project	Contact OAD Coordinator (needs Management approval)

**Table 2. Summary of employment categories for 3<sup>rd</sup> party funded projects when hired through a STEC.**

Category	Expense Code	Hourly Rate 2015-16 (min-ave-max)	Employer contributions
Course development consultant	293	Not covered by CA, therefore Quebec Labour Standards apply	11% fringe + 4% vacation
Course development professional	273	According to CA	11% + 8% vacation + 4% non-eligibility for company health insurance
Non-Student Support to College activities e.g. website designer computer programmer, graphic designer, translator	203	According to CA; see table 3 for estimate	11% + 8% vacation + 4% non-eligibility for company health insurance
Research Assistant	203	See table 4	See table 4
Full-time Dawson student	230	According to CA \$16.91/hour (2015-16)	11% + 8% vacation

**Table 3. Detailed job descriptions for employment category “Non-student support to College activities (expense code 203). All positions covered under the Collective Agreement.**

Job Description	Hourly Rate 2015-16* (min-ave-max)	Employer contributions
Computer technician (e.g. website designer)	\$24.24-\$28-\$31.85	11% + 8% vacation + 4% non-eligibility for company health insurance
Computer analyst (e.g. computer programmer, statistics consultant)	\$22.50-\$30-\$42	Same as above
Graphic arts technician (e.g. graphic designer)	\$17.94-\$23-\$28.31	Same as above
Administrative support (e.g. translators)	\$18.91-\$20-\$21.59	Same as above

\*actual rate will depend on education and experience of person hired

**Table 4. Recommended minimum hourly rates for Research Assistants (2016-17) according to OAD's recommendation and Quebec Labour Standards**

Category	Total cost to grant	Rate advertised and used on STEC form
Cégep student (part-time Dawson or non-Dawson student)	\$14 + 11% fringe + 4% vacation = \$16.10/hour	\$14/hour
University undergraduate	\$16 + 11% fringe + 4% vacation = \$18.40/hour	\$16/hour
Masters student	\$17 + 11% fringe + 4% vacation = \$19.55/hour	\$17/hour
PhD student	\$20 + 11% fringe + 4% vacation = \$23/hour	\$20/hour
Post-doc	\$24 + 11% fringe + 4% vacation = \$27.60/hour	\$24/hour

## b) Student Hiring

*The following information is currently under review as new collective agreements will be coming into force.*

**To hire full-time Dawson students**, complete the “[Student Hiring Requisition Form](#)” available on the Dawson HR website. Most students hired to work on projects will be hired under the job classification “Admin”. Students submit [Student Timesheets](#) for every week they work in order to be paid.

## c) Hiring other project personnel using a Short-Term Employment Contract

If the nature of the work needed to be completed falls outside of existing collective agreements, 3<sup>rd</sup> party funded projects will use the [Short-Term Employment Contract](#) (STEC) Form to pay project personnel. These types of positions include, but are not limited to: research assistant, consultant, specialist in a particular area, etc. Other positions may fall under the STEC form, including: translators, computer programmers, graphic designers etc. **Please consult with the appropriate person in OAD and HR prior to hiring to determine the best employment category for the project's needs.**

Prior to the date you need to hire an individual an, please prepare a Workload Agreement Form (Appendix 1-1). Please review this agreement with the individual and ensure you both sign it before the employee begins work. This will help to protect you in the case of any miscommunications or misunderstandings as your project progresses. If appropriate, you may also require the individual to sign a Confidentiality Agreement (see Appendix 1-2 for a modifiable template).

The Short-Term Employment Contract Form must be submitted and dated **after** the work is completed. Please refer to the HR/Payroll website for necessary documents required for payment purposes.

## d) Payments through Payroll

All salary payment requests must be approved by the appropriate signing authority delegate(s). Once approved, the signing authority will submit the documents to the Payroll Department. Please consult the HR/Payroll website for the deadlines to submit documents to be paid through Payroll.

## 4. PROJECT ADMINISTRATION (ADMINISTRATORS)

Once a grant has been awarded the following steps must be taken in order for the awardee to begin spending the allotted funds:

1. **Create Budget Centers:** Contact Finance (currently Jessica Zhou/Jo-Ann Monte) requesting the creation of one (or more) budget centers for the project. Provide the name that the budget center will be referred to in Clara and in all supporting correspondence. This will be a Self-Financing Revenue Budget Centre.
  - a. Cc the following: Director of Administrative Services (Glenys Ronnie), Linda Gregoire (or person responsible for invoicing), DG or AD if appropriate, Project Leader
  - b. If this budget will be primarily Operating or Capital or Release, advise in correspondence with Finance
  - c. Budget Codes must be issued/set up prior to invoicing
  - d. **Expense Codes - Purchasing & Capital requests:**
    - i. If you are already aware of the typical expense codes that will be used on this account, include this information in your request to open a budget code
    - ii. Additionally, ensure that IST is aware that the budget center is added to Clara purchasing as well as the Capital Requests system along with any relevant expense codes.
2. **Sign Agency Protocol:** Confirm the status of financial protocols (received or to come), along with approval or if they are to come
  - a. Some protocols must be signed (either by DG, or AD or Director of Administrative Services, depending on agency's requirement)
    - i. Original signed protocols must be sent back to the granting agency (unless copies are explicitly permitted). Send copies of signed protocol to the following: appropriate office for records, Director of Admin Services, Executive Assistant to DG (or signing authority), Linda Gregoire for invoicing
  - b. Once budget centers have been opened, the invoices should be sent via mail (funds will be sent to the College in cheque form or credit by the agency)
3. **Budgets - Multi- year:**
  - a. If you expect the award to be a multi-year award, prior to the end of the fiscal year, or at the beginning of the new academic year, send budget projections/forecast to Financial Management Officer in charge of day to day accounts (Jessica Zhou) for the following fiscal year, including the predicted expense codes and allotted funds for those expenses.

If you experience any difficulty with the hyperlinks in this document, please contact the Research Office at [research@dawsoncollege.qc.ca](mailto:research@dawsoncollege.qc.ca)

# APPENDIX 1-1. WORKLOAD AGREEMENT TEMPLATE

Research Assistant Name \_\_\_\_\_

RA status (Cégep student, undergraduate, graduate, post-grad) \_\_\_\_\_

Contact Info (phone, email) \_\_\_\_\_

Supervisor(s) \_\_\_\_\_

Total hours expected per week \_\_\_\_\_

RA start date \_\_\_\_\_ RA end date \_\_\_\_\_

Hourly rate \_\_\_\_\_ Pay frequency (e.g. one-time, monthly) \_\_\_\_\_

In completing this form together, the supervisor(s) and RA are expected to agree to the nature of duties the RA will perform and the support to be provided by the supervisor(s).

## Duties of Research Assistant

The primary duties consist of one or more of the following:

- Locating, reading, and summarizing pertinent research articles
- Setting up and/or performing experiments
- Preparing and effectuating surveys
- Data collection, data organization, assistance with data analysis
- Assistance with preparation of written and oral publications
- Training and supervising less experienced research personnel

In particular, this RAship shall involve: \_\_\_\_\_

We have discussed the allocation of tasks within the above general framework and accept the responsibilities of the supervisor(s) and research assistant. We understand that this document is to be used as a guideline to ensure that the required duties can be performed within the allotted hours and that this agreement can be revised and updated throughout the semester as necessary.

\_\_\_\_\_  
Name(s) of Supervisor(s)

\_\_\_\_\_  
Name of Research Assistant

\_\_\_\_\_  
Signature(s) of Supervisor(s)

\_\_\_\_\_  
Signature of Research Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*A copy of this form is to be retained by the supervisor(s) and research assistant. Please submit a copy to the Research Office with the Short-Term Employment Contract Form.*

# APPENDIX 1-2 CONFIDENTIALITY AGREEMENT TEMPLATE

This study, (title), is being undertaken by (professor) at Dawson College.

The study has (enter number) objectives:

1. To examine.....
2. To examine...

Data from this study will be used to (explain what will happen to the data).

I, (name of research assistant), agree to:

1. Keep all the research information shared with me confidential by not discussing or sharing the research information in any form or format (e.g. disks, tapes, transcripts) with anyone other than the Principal Investigator(s);
2. Keep all research information in any form or format secure while it is in my possession;
3. Return all research information in any form or format to the Principal Investigator(s) when I have completed the research tasks;
4. After consulting with the Principal Investigator(s), erase or destroy all research information in any form or format regarding this research project that is not returnable to the Principal Investigator(s) (e.g. information sorted on computer hard drive).

_____	_____	_____
RA print name	RA signature	date
_____	_____	_____
Supervisor print name	Supervisor signature	date

If you have any questions or concerns about this study, please contact:

Professor (name, address, phone, email)

This study has been reviewed and approved by the Research Ethics Board at Dawson College. For questions regarding participants rights and ethical conduct of research, contact the Dawson College Research Office at (514) 931-8731 ext. 1374.

*A copy of this form is to be retained by the supervisor(s) and research assistant. Please submit a copy to the Research Office with the Short-Term Employment Contract Form.*

## APPENDIX 1-3. CHECKLIST FOR CHEQUE REQUISITIONS

<input type="checkbox"/>	Is the expense date within the period set by the granting agency?
<input type="checkbox"/>	Are there any outstanding advances or expenses to be cleared?
<input type="checkbox"/>	If the research involves human subjects, is REB certificate active?
<input type="checkbox"/>	Are the expenses eligible for reimbursement?
	See agency guidelines regarding alcohol, entertainment and maximum allowable expenses for travel to conferences (e.g. 10% per year for FRQNT) Do expenses comply with Dawson policies on Capital Requests and <a href="#">Policy on Business Expenses?</a>
<input type="checkbox"/>	Are there sufficient funds remaining in the account?
<input type="checkbox"/>	Are all supporting documents attached?
<input type="checkbox"/>	All original receipts numbered, in order, attached to separate sheets of paper. These may include supplier invoices, itemized restaurant bills, or order confirmation for online orders. You may need a credit card statement as well as the invoice to show proof of payment.
<input type="checkbox"/>	For more than 5 receipts, attach a completed expense report (available in Excel template)
<input type="checkbox"/>	If receipt does not show proof of payment or if foreign currency, is credit card statement included?
<input type="checkbox"/>	For air travel, boarding passes or copy of e-ticket must be attached showing passenger name, airline and flight number, date, origin and destination as well as proof of payment. Only economy class is allowed.
<input type="checkbox"/>	If invoice is from a contractor, include tax number or NEQ number of company, as well as list of expenses incurred/services provided
<input type="checkbox"/>	For conference participation, include copy of program showing presentation title and date
<input type="checkbox"/>	For meals, include itemized receipts included and number of individuals present
<input type="checkbox"/>	For mileage claims, please attach a mileage log (Google map) showing starting point, ending point and number of kms
<input type="checkbox"/>	For foreign exchange, documentation of how foreign exchange rate was calculated (e.g. <a href="#">Bank of Canada</a> or amount charged on a credit card)
<input type="checkbox"/>	For travel, multiple trips should be submitted using separate claims
<input type="checkbox"/>	Is purpose of expense clearly stated and easily understandable?
<input type="checkbox"/>	Are dates of expenses correct?
<input type="checkbox"/>	Is cheque requisition signed by both claimant and signing authority?

## APPENDIX 1-4. LIST OF COMMONLY USED EXPENSE CODES.

Expense codes appear after the budget code, e.g. 247-8701-00-361 (in-town travel).

Number	Title	Description
361	IN - TOWN EXPENSES	In town non-food - travel (taxi, bus, metro, train)
421	TRANSFERABLE-CATERING COST	All food - both 'in town' and 'out of town' travel
441	TRANSFERABLE-OUT OF TOWN	Out of town non-food expenses (e.g. Airfare, taxi, and accommodations)
451	DELIVERY EXPENSES	Courier service
471	POSTAGE SERVICES	Canada Post, express post, etc.
541	DAWSON PRINTSHOP CHARGES	printing internally
542	SUBSCRIPTIONS	e.g. Software renewal fee
545	PRINTING (EXTERNAL SUPPLIERS)	printing externally
551	TEACHING/OFFL. SUPPLY/MATERIAL	e.g. books, USB key, paper
552	COMPUTER SUPPLIES	e.g. Researcher had to purchase a mouse while on a Research trip, non-capital equipment (e.g. hard drive)
553	COMPUTER SOFTWARE	e.g. Researcher had to purchase software while on a Research trip
628	HONORARIUM EXP NON TAXABLE	e.g. gift cards or participant appreciation (<\$50)
659	MISCELLANEOUS CONTRACTS	e.g. Research project coordination fees, equipment rental fees associated with a research trip
691	MEMBERSHIPS	e.g. Association membership fee
699	CONFERENCE/OTHER FEES	Conference registration, other fees - when they do not fit available expense codes. E.g. website hosting
702	ADVANCES TO BE CLEARED	Researchers request an advance for out of town travel

## APPENDIX 1-5. PURCHASING PROCESS

Purchasing process:

1. Dawson employee needs goods or services.
2. Employee should have a price point that's as accurate as possible
3. He/she creates and submits Requisition (REQ; DMAXXXXXXXXX) and scans Quote(s).
4. Order is placed with vendor/supplier.
5. Purchase Order (PO; BONXXXXXXXXXX) is created (*can be sent to supplier by email if needed*).
6. Invoice arrives.
7. Invoice is approved (*written OKToPay on the invoice or by email*)
8. If **“with receiving”**:
  - i. Goods and services are received at the loading dock (*this could happen before we receive invoice*).
  - ii. Receiving is done in Clara.
9. Purchase Order is used by finance to pay invoice.
10. Purchase order is closed.

### 1) Creating a Requisition

- a) Find Items or service you need to request.
- b) Get prices or quotes (if necessary)
- c) Open Clara.
- d) Click on **“create a requisition”**
- e) Under **“title”** describe purchase or event.
- f) Under **“progression”** enter **“with receiving”** if physical items are to be received at our receiving dock. Enter **“without receiving”** if it's for a service. (ex: inspections, labor, repairs etc.)
- g) If **“with receiving”**, under **“target date”** enter the date items are expected to arrive. (approx. value is ok if you're not sure)
  - i) If **“without receiving”** enter the date range the service is for. (date must be a minimum of 8 days from the day you are entering it even if the service occurred in the past)
- h) Under **“suggested suppliers”** click on  icon and search for supplier using an asterisk at the beginning and end. (ex: \*word search\*) *It is possible we have never done business with the company you are looking for. If it's a new vendor, we need the tax numbers and company info so an email can be sent to accounts payable to have the new supplier added to Clara.*
- i) Fill in the **“description”** using one line for each different Item you are purchasing.
- j) Click on **“submit”**
- k) Scan documents making sure the title in Clara best explains the attached document (*ex: quote, OKToPay, invoice, packing slip, waiver form*)
- l) Requisition goes up the chain for approval (*in Clara*)

\*\*\*\* At any time, you can use **“draft”** to save your entry\*\*\*\*\*

(Write down the number generated by Clara to make it easier to return to your requisition.)

2) Purchase Order

- a) Once the requisition is approved by all, the purchasing department will create the purchase order for the requisition and submit it to the Finance Department.  
(Submitted requisitions appear in Clara for us to complete.)

\*\*\*\*All hard copy invoices go to the Finance Department \*\*\*\*

Attention: Anna-Maria Sicilia [amsicilia@dawsoncollege.qc.ca](mailto:amsicilia@dawsoncollege.qc.ca)

3) Receiving

\*\*\*\*It is imperative that physical goods be sent to our De Maisonneuve address\*\*\*\*

4011 de Maisonneuve West  
Montreal, Quebec  
H3Z 3G4  
**Room:** 3E.14  
**Phone:** (514) 931-8731 ext. 1333

**Monday to Friday:**  
7:00am – 12:00pm  
1:00pm – 3:00pm

Purchasing processes guidelines created by Alex Mamane, Purchasing Officer, June 17 2016

## APPENDIX 1-6. ADDITIONAL DETAILS ABOUT REQUIRED DOCUMENTS FOR REIMBURSEMENT OF TRAVEL EXPENSES.

Please note that this document (Appendix 1-6) only serves as a clarification to OAD of supporting documentation required by Accounts Payable for reimbursement of travel expenses incurred by an employee of the College. It does not constitute an explanation of the policy or bylaw of the College.

**Accounts Payable  
April 2016**

All of the following documents are required as Original Receipts:

➤ **Merchandise Invoice or Bill, and**

The table below presents the information that must be on invoices based on the total value of the purchase:

<b>Information required</b>	
Supplier's name or business name	Yes
Date of invoice	Yes
Total amount of invoice	Yes
Amount of applicable tax	Yes
Supplier's GST and QST registration numbers	Yes if over \$30.00
Purchaser's name or business name	Yes if over \$150.00
Description of purchase or service	Yes

➤ **Proof of Delivery/Attendance, and**

➤ **Proof of Payment:**

- ✓ Credit card payment slips from the terminal or
- ✓ Credit card statement, or
- ✓ Cash receipt, or
- ✓ Paypal Payment confirmation (it is not considered as Merchandise Invoice or Bill)

<b>Original Receipts Required</b>			
<b>Nature of Expenses</b>	<b>Merchandise Invoice or Bill</b>	<b>Proof of Delivery/Attendance</b>	<b>Proof of Payment</b>
<b>Airfare (Note 3)</b>	E-ticket indicating the itinerary and breakdown of the price	Boarding Pass	Credit card statement under the name of employee who claims reimbursement <b>(Note 1)</b>
<b>Train</b>	Original Paper ticket or E-ticket indicating the itinerary of a trip, total invoice amount and applicable tax	Passenger ticket stub	Credit card statement under the name of employee who claims reimbursement or sufficient payment information on the ticket <b>(Note 2)</b>
<b>Taxi Fare</b>	Original Paper ticket indicating total invoice amount and applicable tax	Passenger ticket stub	Credit card statement under the name of employee who claims reimbursement or sufficient payment information on ticket
<b>Mileage by personal vehicle (\$0.43/km)</b>	Google map indicating the distance (in km) starting from Dawson College to the destination	Not required	Not required
<b>Car Rental</b>	Original Invoice from the car rental merchandiser indicating total invoice amount with applicable tax	Original Customer copy of the car rental agreement	Credit card statement under the name of employee who claims reimbursement or sufficient payment information on the invoice
<b>Gas (Note 4)</b>	Original receipt from a gas station	Invoice Reference for the car rental by the College	Credit card statement under the name of employee who claims reimbursement or sufficient payment information on the invoice
<b>Accommodation</b>	Invoice from the host establishment (not the booking website) indicating detailed statement of guest charges and total invoice amount with applicable tax	Not required; In few case when an invoice is not provided by the hotel, the order confirmation from a third party booking site showing travel dates, including a statement of guest charges required	Credit card statement under the name of employee who claims reimbursement or sufficient payment information on the invoice or in the confirmation
<b>Meals (Note 5)</b>	Original restaurant receipts detailing items of meals, total invoice amount with tips and applicable tax	The names of the individuals, or the group, in attendance must be indicated on the claim	Credit card payment slips from the terminal or credit card statement; If paid by cash, payment receipt from the restaurant

Nature of Expenses	Merchandise Invoice or Bill	Proof of Delivery/Attendance	Proof of Payment
Conference/Workshop	Invoice or Electronic Confirmation from the host of conference or workshop indicating total invoice amount with applicable tax	Agenda or Confirmation mentioning or confirming the participation of the employee	Credit card statement or sufficient payment information on the invoice; If paid by cash, payment receipt from the host
Parking	Original receipt from meter	Not required	Credit card statement or sufficient payment information on the invoice

**Note 1: A credit card statement must be provided by the employee:**

- IF the payment information on the invoice does not include the payment method and credit card number nor the amount paid, a credit card statement is required as the proof of payment. However, the employee's name printed is NOT required on the statement unless the payment address or payer's name on the invoice is NOT the employee's name.
- IF there is a name shown on the statement that is not the name of the employee: An explanation is required about who was the person and why.
- IF expenses were paid by credit card in CAD converted from a foreign currency: A credit card statement is required for the exchange rate purpose.

**Note 2:**

- IF the invoice shows the detailed payment information, however, the payment address or payer's name on the invoices is Dawson College or another person instead of the employee's: A Credit card statement bearing the name of the employee is required.
- IF the e-ticket or invoice or payment receipt shows the detailed payment information including the credit card number, amount paid and status of payment, it would be considered sufficient as proof of payment.  
An example of Detailed Payment Information:

Payment Info:  
Card Holder:  
Card Number: \*\*\*\*\*5508  
Transaction ID: ord-040416-10:59:17  
Subtotal: \$150.00  
Tax - GST + QST (14.975%): \$22.46  
Total Cost: \$172.46

**Note 3:**

Both Boarding passes and e-tickets for travel are required.

- Tickets must be booked in economy class – business or first class tickets are not eligible for reimbursement.
- Tickets booked using Air Miles or points are not eligible for reimbursement.

**Note 4:**

Gas is reimbursed only when consumed by vehicles rented through Dawson College Purchasing Department for the travel.

**Note 5:**

Please note that the credit card receipt may be used to substantiate the restaurant gratuity

Created by Jessica Zhou, Finance Officer, May 4<sup>th</sup> 2016.

Appendix 2-1. Letter of Attestation for Missing Receipts

(Date)

Employee name \_\_\_\_\_

Budget code \_\_\_\_\_

Date of expense \_\_\_\_\_

Vendor name & location (city) \_\_\_\_\_

Purchase total \_\_\_\_\_

Description of expense \_\_\_\_\_

I acknowledge that this expense was incurred on behalf of Dawson College and that it is an allowable expense as defined by the Dawson College Business Expenses Policies and Procedures document (BOG-FN-01).

\_\_\_\_\_  
Signature (Faculty)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Signing Authority)

\_\_\_\_\_  
Signature (Signing Authority)

\_\_\_\_\_  
Date

Please attach completed declaration to cheque requisition form in lieu of receipt.

