Hospitality, Entertainment and Other Expenses Procedures
(July 2016)

Section1: Reimbursement and Reporting of Travel Expenditures

1.1 To request reimbursement of hospitality, entertainment and other expenses, a Hospitality, Entertainment and Other Expenses Authorization and Claim Form (referred to as "Claim Form" herein) must be completed and a Request a Payment must be submitted at myUPEI. Instructions for completing a Claim Form and Request a Payment are provided in sections 2 and 3.

1.2 Claim Forms, supporting documentation, and receipts must be forwarded to Procurement and Payment Services via email to invoices@upei.ca.

1.3 For Professional Development and Travel Reimbursement (PDTR), please see section 4.

Section 2: Completing a Claim Form

2.1 The Claim Form is a fillable Excel template and should be completed in Excel wherever possible. Instructions for completing the form as well as a sample form are available on the 2nd and 3rd tabs within the Claim Form template.

2.2 Claim Forms must be approved following one-over-one authorization, which means the Account Authority must be at least one administrative level higher than the employee requesting the reimbursement or payment of third party expenses.

2.3 After completing a Claim Form, a Request for Payment must be completed to request payment of expenses. Instructions for completing a Request for Payment are provided in Section 3.

Section 3: Completing a Request a Payment at myUPEI

3.1 Login in to myUPEI, select Webadvisor for Employees / Financial Information / Request for Payment

3.2 To reimburse yourself, select "Reimburse Myself". If you are requesting a payment to another individual, select "Pay Vendor " and a list of potential vendors will be returned based on your search criteria. Select the vendor or if the vendor is not on the list, select the "Other" option. Click SUBMIT.

3.3   If a vendor is selected from the lookup list, the vendor's information will pre-populate into the Request a Payment form. If the option "Other" is selected, you will need to enter the vendor information into the Request a Payment form.

3.4   You will always need to enter the following fields as this information is specific to each payment.

    3.4.1   Needed By Date: Please enter the date of entry (I.e. today's date)

    3.4.2   Invoice Number: Please enter "EC" followed by the date in the top section of your claim form in the format DDMMYY, and the individual's initials. For example "EC220616 JS" means an expense claim dated June 22, 2016 for John Smith.

    3.4.3   Comments: Enter a brief description of the purchase(s).

        If the purchase is a computer or laptop, please provide the supplier name, brand, model, operating system, and the warranty purchased in the Comments field. This information is required by ITSS to assess and approve the purchase.

3.5   Two Item Descriptions must be entered for each reimbursable item on the claim form. One for the pre-tax subtotal of the actual expense and one for the associated tax. The process is identified below with a screenshot for reference.

      3.5.1   Item Description No. 1:
           (a)   Title the description "Claimants Name – Subtotal"
           (b)   Set quantity to "1"
           (c)   Price will be Subtotal amount for the individual item on the claim form

      3.5.2   Item Description No. 2:
           (a)   Title the description "Claimants Name – GST / HST"
           (b)   Set quantity to "1"
           (c)   Price will be GST/HST amount for the individual item on the claim form

3.6   Please choose the appropriate Cost Centre, Object Code, and Project ID (for research projects).

3.7   Set Tax Code to "No Tax". UPEI Finance will enter the appropriate tax rate.

3.8   Additional approvals will be required if the payment amount exceeds the spending authority limit of the employee who is inputting the Request a Payment. The additional approval will be required even if the one-over-one authorizer has already signed the Claim Form. For additional approvals, please forward the Claim Form documentation to the individual on your "Next Approval" list quoting the Voucher number. When you click SUBMIT a voucher number will be assigned.

3.9   Claim Forms, supporting documentation, and receipts must be scanned and forwarded to Procurement and Payment Services via email to invoices@upei.ca. Please ensure you reference the myUPEI voucher number in the subject line of your email (e.g. Voucher 1).

34.0   Procurement and Payment Services will begin to complete the payment process upon receipt of the scanned Claim Form and supporting documentation.

Section 4: Professional Development and Travel Reimbursement

4.1   PDTR claims for reimbursement of hospitality, entertainment, and other expenses shall be made with the Hospitality, Entertainment, and Other Expenses Authorization and Claim Form

4.2   The Claim Form is a fillable Excel template and should be completed in Excel wherever possible. Instructions for completing the form as well as a sample form are available on the 2nd and 3rd tabs within the Claim Form template.

4.3   Claim Forms, supporting documentation, and receipts must be scanned and forwarded to Procurement and Payment Services via email to invoices@upei.ca. Please ensure you reference "PDTR Claim" in the subject line of your email.

        4.3.1   The Request a Payment feature within myUPEI is not currently available for submission of PDTR claims. Procurement and Payment Services will

reference your Claim Form and enter your payment information for you.

4.4   PDTR claims shall be counter-signed by one administrative level higher than the Claimant to verify that the reimbursement is for University activities pertaining to the Claimant's job requirements.