



EXPENSE CLAIM POLICIES & PROCEDURES

PURPOSE:

This document is intended to outline the rules surrounding the submission of expense claims.

- Who can submit an expense claim.
- How to fill out a claim.
- The deadlines for expense claims and late claims.
- General guidelines for supporting documents.
- The processing of expense claims.

SCOPE:

This policy applies to all CUPEU members who need to submit expense claims.

DEFINITIONS:

- “Claimant” is the person who incurs the expenses and submits the expense claim.
- “Fiscal Year” refers to the financial year of the union, currently January 1 to December 31.
- “Fiscal Third” refers to a specific four month period in the union’s fiscal year. These are Jan-Apr, May-Aug and Sept-Dec.

POLICY:

Any member who wishes to be reimbursed for any expenses incurred in the service of, or on behalf of CUPEU must submit an expense claim, along with all required documentation to the VP Finance.

Claim Form

All expense claims must be submitted on the CUPEU Expenses Claim form and not according to any system used by Concordia University.

The date on the expense claim should be the current date, unless the claim is being submitted after the end of a fiscal third for item(s) purchased in the previous third. In this case, the claim should be dated no later than the last day of the fiscal third to which the claim pertains. (As an example, a claimant preparing a claim on May 10 for expenses incurred between January 1 and April 30, would date the claim no later than April 30.)

The expenses should be listed 1 bill per line, specifying the date the item was purchased, a description of the item, the category of the expense and the amount. If the claimant does not know the category of the expense, it may be left blank. All amounts must be in Canadian dollars. If an expense was incurred in another currency, it should be converted to Canadian dollars using the method explained in the Travel Policy. Bills should not be added up, even if they are for the same type of expense and incurred on the same day. For example, a person claiming parking using the Montreal parking app, who has an initial bill and a subsequent extension on the same parking spot, should still list these expenses on 2 separate lines since there will be 2 separate bills.

The claimant should total the expenses and sign the form.

Multiple Claim Submission

Claimants are allowed to submit multiple claims in any given fiscal third. This would be usual in the case of large purchases, or several purchases which add up to a significant amount, as determined by the claimant, or in the case of a claimant who does not expect to incur any additional expenses during the fiscal third.

In particular, travel expense claims should be submitted separately from any non-trip expenses the claimant has incurred. However, all expenses related to the same trip must be submitted together, as per the Travel Policy.

Deadlines for Submission of Claims

With the exception of special submission dates outlined in the Travel Policy related to travel claims, all expense claims must be submitted in accordance with the deadlines related to the union's fiscal thirds, as defined above.

Claims for items purchased in the 4 months preceding the end of a fiscal third must be submitted at the latest 20 working days after the end of that third, or on the last day of the month following the end of the fiscal third, whichever comes first. (As an example, in January, due to the number of university holidays, the deadline is likely to be January 31, rather than 20 working days.) With the exception of travel claims, items purchased in different fiscal thirds cannot be claimed on the same expense claim form, even if they are submitted on the same day.

While the above are the deadlines for submission of expense claims, claimants may submit claim(s) earlier if desired.

Guidelines for Supporting Documents

Claims should be accompanied by all required supporting documents outlined in the policy covering the type of expense being claimed. Where they exist, original paper documents should be submitted, rather than electronic copies of them.

All invoices should show a zero balance, be stamped paid, or be accompanied by a proof of payment, such as a credit card receipt. In cases where such proof of payment is not available, the claimant may submit a copy of credit card statement or image of a cancelled cheque to prove that the invoice was paid.

In the case of expenses incurred in a foreign currency which were paid by credit or debit card, the claimant may submit a copy of their credit/debit card statement showing the amount charged in Canadian dollars. In such cases, the claimant will be paid the amount shown on the statement. If no statement is provided, or the expense was paid in cash, the conversion will be done according to the rules stated in the Travel Policy.

When submitting a credit card statement as a supporting document, the claimant may choose to black out all irrelevant transactions, the balance owing, the credit card number, etc if they wish. The claimant should leave visible their name, evidence that it is a credit card statement (bank logo and name, for example) and all details about the relevant transaction, including currency conversion, if any.

If an expense being claimed was for two or more union members (most commonly a restaurant bill), this must be noted on the back of the itemized bill. If the expense was for 10 or less people, all the names should be listed. If the expense was for more than 10 people, a count, or if a count isn't possible, an estimate of the number present should be provided. An exception to this rule is given in the case of a member who has not yet filed a formal complaint, but is discussing a situation in the workplace and wishes to remain anonymous. In this case, the person may be listed as "a union member", rather than by name.

If a credit/debit card receipt is required to accompany the itemized bill in the case of restaurant bills, it should be stapled to the front of the itemized bill. If they cannot be stapled, the corners should be folded over together to indicate they are a pair. (Please see the guidelines for restaurant bills in the Local Expenses Policy.)

All supporting documents should be paper clipped to the expense claim rather than stapled or stuck to pieces of paper. If the claimant prefers, they may be placed in an envelope. The bills should be in the order they appear on the claim form.

Late Claims

Claims submitted after the deadline without valid excuse may be refused entirely or they may be accepted or refused on a line by line basis at the discretion of the VP Finance. Under no circumstances will executive subsidies, such as internet or phone, be accepted after the deadline without a valid excuse. Items which might be accepted after the deadline would be those purchased for the sole benefit of the union and not for the claimant, such as a piece of equipment for the union office.

Examples of acceptable excuses might be a serious illness of the claimant or an immediate family member, or an unforeseen trip out of town. "I forgot" or "I was really busy" do not

constitute valid excuses. In the event of a dispute between by VP Finance and the claimant over the validity of an excuse, the matter will be decided by a majority vote of the executive.

If a claimant is unable to obtain a piece of required documentation by deadline though no fault of their own, they should submit the claim on time with a note as to when the required documentation can be expected to be provided.

Processing of Expense Claims

After receiving an expense claim, the VP Finance will scrutinize each expense, check the supporting documents, adjust exchange rates, etc, to bring the claim in line with relevant policies. In the event changes need to be made or additional documentation needs to be provided, the VP Finance will notify the claimant of what is required to complete the claim.

Barring exceptional circumstances, the VP Finance will complete the processing of the claim with 30 days of receiving the claim and all required supporting documents, In the case of a claim for the current fiscal third, which is submitted before the deadline for submission of claims for the previous fiscal third has passed, the VP Finance will complete the processing of the claim with 30 days of receiving the claim and all required supporting documents or within 2 working days after the deadline for submission of claims for the previous fiscal third, whichever is longer.