

CFRI FINANCE FAQS

updated May 2011

Below are answers to some common questions regarding the submission of invoices and expense claim forms to the Child & Family Research Institute (PHSA Funds 06 and 07).

Q. I have incurred some expenses which need to be reimbursed through CFRI, what do I do?

A. Fill out a PHSA expense claim form. Ensure that all original receipts are attached to the claim form. Copies are not accepted. Forward the completed and signed form to

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Q. Where do I find a PHSA Expense Claim Form?

A. Expense claim forms can be found on the POD: <http://pod/fin/expenses/pages/Default.aspx>

Or CFRI website: http://www.cfri.ca/research_support/financial_services/faq.asp#payments

Q. Can I authorize my own reimbursements? I have sufficient Signing Authority on the project.

A. No. Regardless of Signing Authority, one cannot authorize his or her own reimbursements. Please obtain an authorizing signature from someone at least one level above you.

Q. I have an invoice to pay; do I need to fill out an expense claim form?

A. No, expense claim forms are not necessary. To pay an invoice, submit it with the proper account coding written on the invoice and authorizing signature.

Q. Account coding? Cost Centres? What do all those numbers mean?

A. See Appendix 1 for an explanation of the coding string used by PHSA for Fund 06 and 07. Refer to Appendix 2 for a list of frequently used account codes.

Appendix 1

Fund 06 Coding

Chartfield Description	No. of Digits	Code (as it appears)	Explanation
Business Unit	Five	00020	Indicates Children's & Women's Health Centre of BC.
Fund	Two	06	Fund for research projects.
Account	Seven	See explanation	See <i>List of Frequently Used Account Codes</i> for the list of these expense codes.
Department	Eight	See explanation	The department number will be different for each of the research programs and administrative departments at CFRI.
Site	Three	100	Indicates Children's & Women's Health Centre of BC at Oak Street site.
Project	Eight	CPAxxxxx	If a department has projects, the project number will always start with the CPA prefix followed by 5 numbers.

Fund 07 Coding

Chartfield Description	No. of Digits	Code (as it appears)	Explanation
Business Unit	Five	00020	Indicates Children's & Women's Health Centre of BC.
Fund	Two	07	Fund for research projects.
Account	Seven	See explanation	See <i>List of Frequently Used Account Codes</i> for the list of these expense codes.
Department	Eight	00000000	This series of eight zeros is used for all Fund 07 research project chartfield coding.
Site	Three	100	Indicates Children's & Women's Health Centre of BC at Oak Street site.
Project	Eight	See explanation	The research project code will start with one of the following: CRC, CRG, KRZ, or MRZ.

Appendix 2

Commonly used PHSa account codes

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8509000	SALARIES	6602000	MEMBERSHIP FEES
8609000	BENEFITS	6602020	ROYAL COLLEGE OF PHYSICIANS & SURGEONS OF CANADA MEMBERSHIP DUE
4109000	GENERAL OFFICE SUPPLIES	6602030	COLLEGE OF PHYSICIANS & SURGEONS OF BC MEMBERSHIP DUE
4856000	PUBLICATION	6800060	CMPA INSURANCE
4903000	EDUCATION SUPPLIES	6950000	SUNDRY EXPENSE OTHERS
6101000	POSTAGE	6960000	MEETNG EXPENSE / CATERING
6101500	DELIVERY / COURIER	7650000	MINOR EQUIP DIRECT EXPENSE
6102030	AIRTIME CHARGES / PHONE / CELL	6504000	LEGAL FEES
6152000	ACADEMIC COURSE FEES / MAT'LS	0174010	TRAVEL ADVANCE
6153000	WORKSHOP FEES / MAT'LS	4105000	PHOTOCOPYING SUPPLIES
6154000	CONFERENCE FEES / MAT'LS	4107000	COMPUTER SUPPLIES
6231000	STAFF TRAVEL LOCAL	4700000	SUPPLIES - CLINICAL LAB
6231200	STAFF TRAVEL IN PROV	4701000	REAGENTS CHEMICALS
6231400	STAFF TRAVEL OUT OF PROV	4951000	DEPT SUPPLIES GENERAL
6261000	RECRUITMENT	7650010	MINOR EQUIP COMPUTER HW
6262000	RELOCATION	7650020	MINOR EQUIP COMPUTER SW
6505010	CONSULTANTS	7650040	MINOR EQUIP FURNITURE
6509050	HONORARIUM	7500099	CAPITAL EQUIPMENT