

CFRI FINANCE FAQS

FALL 2008

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). For reimbursements from a UBC cost centre, please complete a UBC Q-Requisition and forward to UBC Finance. Information regarding UBC Finance can be found at: <http://www.finance.ubc.ca/index.cfm>

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 attention Lainie Burgess at A2-136, West 28th Avenue, Vancouver, BC V5Z 4H4.

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

A. Expense claim forms can be found on the C&W Portal under Resources:
<http://portal/C13/AP/AP%20Procedures%20and%20Forms/Forms/AllItems.aspx>

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 on the cost centre.

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

List of Frequently Used Account Codes

4109000	Supplies - General Office	6249920	Travel - Research
4951000	Supplies - General Department	6261000	Travel - Recruitment
6101000	Postage	6262000	Travel - Relocation
6101500	Delivery and Courier	6601000	Licence Fees
6101510	Freight	6602000	Memberships - Employee
6102000	Tel - Long Distance Charges	6602010	Memberships - Corporate
6102010	Tel - Local Regular Charges	6603000	Accreditation Fees
6102020	Video Conferencing	6604000	Subscription Fees
	Computer Network (LAN)		
6102025	Communications	6605010	Prof Exp Allow - Med Staff
6102030	Tel - Cellular	6605020	Prof Exp Allow - Scientist
6102040	Tel - Pager	6750000	Public Relations Expense
6102098	Pager - Internal Recovery	6750010	Service Recognition
6102099	Tel - Internal Long Distance	6750015	Donor Recognition
6102200	Tel - Long Distance	6750020	Volunteer Recognition
6102400	Fax - Long Distance	6750025	Promotion
6102600	Modem - Long Distance	6750030	Production costs
6103000	Course Reg Fees & Materials	6750035	Photography
6103010	Conference	6750040	Prizes
6103020	Training	6750045	Sponsorships
6241000	Travel - Local	6750050	Fundraising Networking
6241200	Travel - Provincial	6750055	Marketing
6241300	Travel - Consultative Clinic	6750060	Donor Relations
6241400	Travel - Out of Province	6950000	Misc Operating Exp
6241600	Travel - Convention	6960000	Meeting Expense
	Travel - Mobile Van Fuel		
6241700	Maintenance	7600020	Equip Rent-Computer
6241800	Travel - Organ Retrieval	7600050	Equip Rent-Non-computer
6249900	Travel - Other	7650000	Equip Purch-Non-Computer
6249910	Travel - Medical	7650030	Equip Purch-Computer

[CFRI Finance Contact List](#)

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