

Updated September 2011

CFRI FINANCE FAQS

Travel & Business Expenses

Below are answers to common questions regarding the submission of expense claim forms for travel and business expense reimbursements from the research funds managed by the Child & Family Research Institute (PHSA Funds 06 and 07).

The Provincial Health Services Authority Travel and Business Expense Policy (Fin-200) should be read in conjunction with this FAQ sheet.

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

- A. Fill out a PHSA expense claim form and attach the appropriate back up documentation. PHSA covers the cost of most travel and business expenses incurred while carrying out official duties.

Forward the completed and signed form to

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

Back up documentation that MUST be included:

Expenses Incurred	Entertainment & Meals	Transportation & Accommodation	Air Travel
Documentation Required	Explanation of business purpose of function	Explanation of business purpose for travel / accommodation	Explanation of business purpose for air travel
	Original itemized receipt (copies are not accepted)	Original receipt / stub / hotel bill (copies are not accepted)	Original boarding pass and itinerary receipt (copies are not accepted)
	List of attendees		

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2. Q. Where can 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

3. 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 who also has signing authority on the cost centre.

4. Q. Will PHSA reimburse alcohol expenses?

A. PHSA claimants and/or contract service providers **will not** be reimbursed for alcohol consumed at a function attended by all PHSA members.

In rare circumstances, reasonable alcohol expenses attributable to parties external to PHSA may be reimbursed.

Calculating alcohol expenses:

SUBTOTAL ALCOHOL EXPENSES	X	HST (12%)	=	ALCOHOL PORTION OF BILL	/	# OF ATTENDEES	=	ALCOHOL PORTION PER PERSON
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5. Q. I need to make travel arrangements, who I should I contact?

- A. PHSA's preferred travel agency is UNIGLOBE Vision Travel Inc. and must be used to book airfare, car rentals and hotels.

They can be contacted at 604-628-5375 or toll-free 1-800-663-0208.

For more information on UNIGLOBE, please visit the PHSA Portal:

<http://pod/TRANSPORT/TRAVEL/pages/Default.aspx>

6. Q. When a personal vehicle is used for business travel, can I be reimbursed for mileage?

- A. Yes, PHSA's standard rate per kilometre is \$0.50.

7. Q. What is the per diem allowance for meals and incidentals?

A.

	Canadian Travel (\$CAD incl tax)
Meal – breakfast	\$11.00
Meal - lunch	\$13.00
Meal - dinner	\$21.00
Incidentals	\$5.00
Daily Maximum	\$50.00

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8. Q. I want to reimburse my expenses through UBC, what do I do?

A. Please refer to the UBC Entertainment Policy (No. 84). It can be found here:

<http://www.universitycounsel.ubc.ca/policies/policy84.pdf>

The Faculty of Medicine's entertainment expense guidelines can be found here:

http://www.med.ubc.ca/_shared/assets/FoM_Entertainment_Expense_Guidelines1991.pdf

If you have questions, please contact UBC Finance at 604.822.2454