

Expense Reimbursement Process

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Individual Reimbursement

Expenses incurred by an employee in fulfilling a function where the employee represents the SSMU will be reimbursed following the standard cheque request process with proper documentation within ten (10) working days.

- SSMU shall reimburse travel expenses to regular full-time employees and regular part-time employees when required in the course of work.
- All travel expenses required by employees to represent the SSMU shall be approved by the immediate supervisor and the General Manager, 48 hours in advance via email to receive reimbursement.
- If a regular full-time staff member is asked to perform work before or after regular working hours, upon approval of their immediate supervisor and Human Resources Representative in advance, the meal shall be reimbursed by the SSMU. The maximum amount covered for a meal is up to CAD 15.00 per individual.
- An Employee who wishes to use their automobile for the SSMU's purposes, and who is authorized to do so by the General Manager, shall be entitled to an indemnity equal to the kilometric rate established by the Canada Revenue Agency for the first 5,000 kilometres each year, and shall be reimbursed for any parking costs incurred, with the presentation of a receipt for the latter.

Individual Reimbursement Documentation

To issue a reimbursement request for an individual, you must provide the following documentation:

Step	Description	Details
1	Completed Accounting Form	<ul style="list-style-type: none">● Separate GST/TPS and QST/TVQ from the base price.● Cheque Requests cannot be submitted and signed by the same person. <p>Example: the VP Finance of Drivesafe cannot submit and sign their cheque request; another executive member must submit the cheque request for them.</p> <ul style="list-style-type: none">● Direct questions about the SSMU Account Listing or SSMU Department Listing to your immediate supervisor or the SSMU VP Finance.



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Students' Society of McGill University

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2	Itemized Receipt	<ul style="list-style-type: none">• Photos of receipts are acceptable if they are legible and clear.
3	Proof of Bank Transaction	<ul style="list-style-type: none">• If an employee did not pay in cash, they must submit a screenshot of their bank statement or transaction history accompanying the Accounting Form. This screenshot must include the transaction price and their name. All other information may be redacted.• If your bank documentation does not include your name, you must also submit a picture of your credit card with your name and the last four digits of your card number visible.
4	Direct Deposit Information	<ul style="list-style-type: none">• Required:<ul style="list-style-type: none">○ Transit Number○ Institution Number○ Account Number• These can be provided via one of the following:<ul style="list-style-type: none">○ Void cheque○ Direct deposit form
5	Submission	<ul style="list-style-type: none">• Combine all documents into one PDF and send it to your immediate supervisor, the VP Finance and Cheque Requests.• If the reimbursement is for an employee benefit the Human Resources Representative must also be sent the documentation.

Purchase of Goods/Services from an Individual or Company

Documentation

To issue a payment to an individual or company for goods/services, you must provide the following documentation:



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Step	Description	Details
1	Completed Accounting Form	Individuals: <ul style="list-style-type: none">● Make sure to write the payment recipient's SIN on the form for tax purposes if you are purchasing from an individual.● The recipient is legally allowed to refuse to provide their SIN. In such a case, you must attach proof that the SIN was requested (email, message, etc.) and proof that the individual refused to provide their SIN.
		Company: <ul style="list-style-type: none">● Include the Company's legal name, address and tax registration numbers.
2	Invoice	All: <ul style="list-style-type: none">● The invoice <i>must</i> be payable by the Students' Society of McGill University, no matter what group SSMU is making the payment on behalf of.
		Company: <ul style="list-style-type: none">● The GST/TPS & QST/TVQ number of the supplier should appear on invoices when the company collects sales taxes.
3	Direct Deposit Information of the Recipient or Company	Individuals: <ul style="list-style-type: none">● Required:<ul style="list-style-type: none">○ Transit Number○ Institution Number○ Account Number● These can be provided via one of the following:<ul style="list-style-type: none">○ Void cheque○ Direct deposit form



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		<p>Company:</p> <ul style="list-style-type: none"> For purchase orders that cannot be easily paid by the accounting department and are too large to be purchased via a service credit card, you can set up a time to meet with the VP Finance to have it paid via their credit card once the purchase order is approved. Alternatively, you can email the Comptroller and Accounting Analyst to request to increase the credit limit of your SSMU credit card.
4	Submission	<ul style="list-style-type: none"> Combine all of these documents into one PDF and send it to your immediate supervisor, the VP Finance and Cheque Requests.

Honorarium

Documentation

To issue a payment to an individual for informal work without an invoice (i.e. student providing volunteer hours), you must provide the following documentation:

Step	Description	Details
1	Completed Honorarium Form	<ul style="list-style-type: none"> Any questions on the honorarium form or process can be sent to the Accounting Analyst
2	Direct Deposit Information of the Recipient	<ul style="list-style-type: none"> Required: <ul style="list-style-type: none"> Transit Number Institution Number Account Number You can provide these via one of the following: <ul style="list-style-type: none"> Void cheque Direct deposit form