

How to claim funding & other inquiries

1. Before filling out the Expense Claim Form

- a. Claims are on a reimbursement basis only. No advances will be issued.
- b. According to University policy reimbursements are made only to those individuals who incurred expenses. Therefore, students should not reimburse each other for the purpose of allowing one individual student to make a reimbursement claim. Payments made to individuals are not eligible for reimbursement.
- c. For all expenses claimed, original paid receipts/invoices must be submitted. Photocopies of receipts or credit card slips are not accepted.
- d. For airfare and public transportation (bus, train) original boarding passes are required in addition to travel itineraries and receipts.
- e. Air travel is allowed on economy class only.
- f. Private vehicles owned by student may be used for approved University business travel within 500KM radius from the University and claim mileage (all inclusive) @ \$0.45/KM. Gas is reimbursed only for rental vehicles with paid final rental receipt and agreement.
- g. Individuals driving their own vehicles on approved University related travel are not insured for collision or third party liability under the University non-owned automobile insurance policy. In the event of an accident, the individual's personal automobile insurance policy provides sole coverage for collision, liability and the individual must pay any deductibles required by their personal automobile insurance policy. The University is not responsible for deductibles owing under the individual's personal automobile insurance policy. University of Waterloo accepts no liability for any loss, damage or injury that may result from the use of a personal vehicle for University purposes.
- h. Expenses paid using loyalty points are not reimbursable.
- i. For online expenses and any expense using credit cards, please attach a copy of the receipt and your bank statement highlighting the expense from the receipts.
- j. **Gifts are generally taxable for the recipient and rules are complex. We do not send cheques as prizes nor give cash prizes. Contact the MEF Director if gifts/gift cards are to be purchased.**
- k. For meals supplied at events, itemized paid receipts/invoices (showing items purchased) are required. List of names of individuals attending must also be attached.
- l. For all foreign currency payments, proof of exchange rate should be attached to the claim. This can be the credit card statement or (preferably) rates published by OANDA.com. All reimbursements are in CAD only.
- m. For large and/or group travel expenses, contact MEF Executive Director (mefcom@uwaterloo.ca) to check whether special direct payment arrangements can be made. See section 4 for further details.
- n. Professional Development Funds will only be reimbursed after the event has taken place.

2. Filling out the Expense Claim Form

- a. The form can be found on mef.uwaterloo.ca under the Guides section.
- b. **Payee:** Select whether you are an employee or student at the University of Waterloo or a visitor.
- c. **Claimant Name:** Write the name of the person who paid for expenses. This is the name that will appear on the cheque.
- d. **Employee/Student Number:** Enter your University of Waterloo employee or student number.
- e. **Department:** Write your faculty followed by the program that you are studying. If you are a staff member, please write the department that you are currently working on.
- f. **Date Prepared:** This will automatically be completed.
- g. **Mailing Address:** Be careful while filling out this section. The cheque will be sent to the address specified here. Write down your permanent address preferably.
- h. **City, Province/State/Country, Postal Code :** Refer to Mailing Address section.
- i. **Destination/Reason for request:** Write down the reason the reimbursement claim is being submitted. If you are a club, write down the name of your club, event name, and the date that the funding was approved. If you are an individual, please write down the purpose of the expense, followed by the date the funding was approved, for example "Conference Expenses March 14, 2015".
- j. **Please leave the travel advance request section blank.**
- k. **Date:** Write down the date that the expense was incurred. If several receipts are being submitted, please write the dates that are printed in the receipts.
- l. **Description:** Write a brief description of the expense being incurred.
- m. **Travel:** If requesting reimbursement for transportation (including accommodation), please enter the amount in this column.
- n. **Other:** Enter the amount of any non-travel expenses in this column.
- o. **Exchange rate:** Enter the exchange rate if you paid in a currency other than CAD.
- p. **Total:** This value should be the total of Travel and Other columns unless there was an exchange rate applied. This field should automatically be filled.
- q. **Total Reimbursement:** Total value being incurred with the applied exchange rate. Should be automatically filled.
- r. **Leave the section mentioning Account, Work Order and Amount blank, including the Account Holder's Signature section.**
- s. **Signature of Claimant:** This should be the signature of the person who is claiming the reimbursement. Please sign with blue ink. If you will be signing the form electronically, , please email the current MEF Director with the following sentence: "I certify that all expenses in this claim were incurred by me and the total amount claimed is correct".
- t. **Leave the Signature of Supervisor and Print Name sections blank, including the section about Signature of Department Reviewer.**

3. Submitting the form

- a. Please submit the form along with all original receipts to the MEF mailbox located in the MathSoc Main Office (MC 3038) in an envelope.
- b. The form can also be emailed to mefcom@uwaterloo.ca. The form must be sent as a pdf file. If using this method, please mail your original receipts to

Math Endowment Fund
MC 3038,
200 University Ave W,
Waterloo, ON N2L 3G1
Canada

Do not drop off receipts at the MEF office because no reimbursement can be made for lost receipts.

- c. The form should only be a page long. If the form is longer than a page, or altered in any way, it will not be accepted.
- d. If there are any problems, the current MEF Director will contact you.

4. FAQ

- a. **When will I receive my cheque?** It would depend how old the form is. If the expenses being claimed are over four months, it may take an average of a month to receive your cheque. If the expenses are relatively recent, you should usually receive your cheque on 2-3 weeks.
- b. **How much money do I have allocated/left?** When funding is approved, the current MEF Director will email you with the amount that was approved. It is the responsibility of the person or club incurring the expense to keep track of their current balance. If an expense exceeds the amount of unused funding, only the amount that is equal or less to the unused funding will be reimbursed.
- c. **How do I apply for funding?** You can apply as an individual for a Professional Development Fund, or you can apply as a group/club. If you apply as an individual, a proposal can be submitted at any point during the term. If applying as a group/club, please fill out a funding proposal and submit it once applications are open.
- d. **Can I apply for funding after the event took place?** No. We only approve funding if the expense has not taken place.
- e. **What happened if I lost my receipts?** Unfortunately, we cannot reimburse that claim. We only take original itemized receipts.
- f. **How long do I have to submit an Expense Claim Form?** You have a year after the funding was approved. If the form is submitted to MEF after the expiry date, that claim will not be valid.
- g. **What is a special expenditure?** Special expenditures are expenses that are relatively large in nature. There are two types of special expenditures:
 - i. If purchasing equipment costing more than \$3,000 CAD, one quotation is required. If the cost is \$5,000 CAD or more three quotations will be required. Please obtain quotations and submit to the current MEF Executive Director before making any purchase.
 - ii. If more than 10 individuals attending a conference together as a group, please contact the current MEF Director to discuss the best method of payment for conference fees, travel and/or accommodation.

If you have any concerns or questions, please contact the current MEF Director at mefcom@uwaterloo.ca