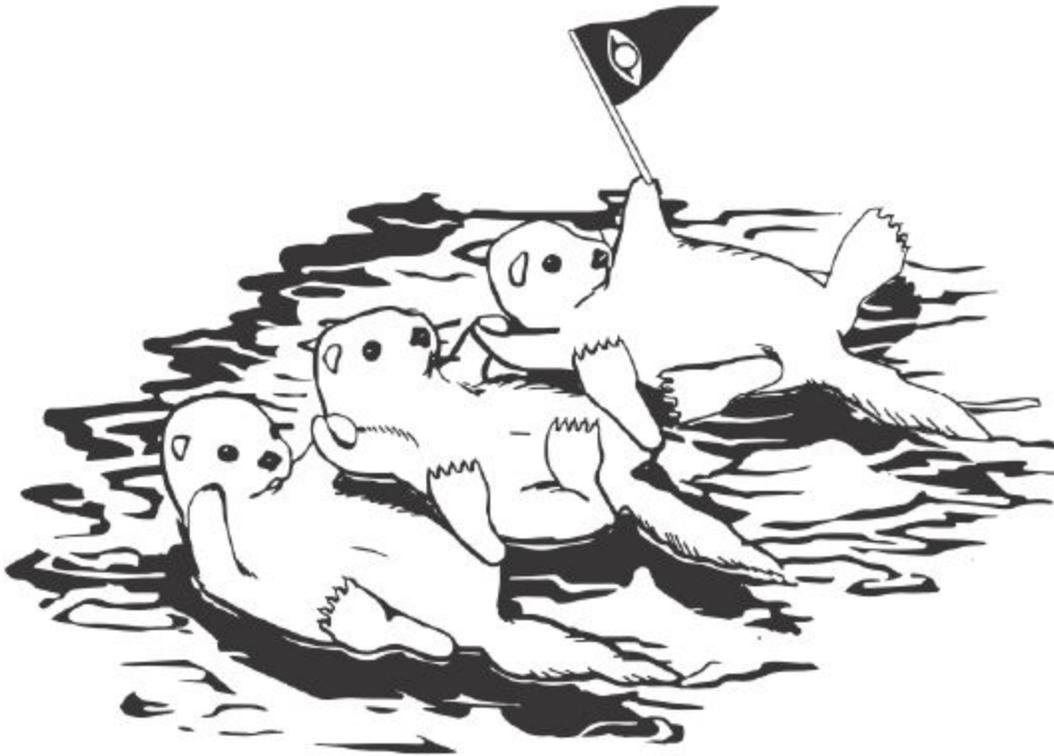


FINE ARTS STUDENT ALLIANCE



REIMBURSEMENT GUIDE 2018-2019 FOR CLUBS AND SPECIAL PROJECT GRANTS

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DEADLINES

Fall Semester Invoice Deadline for Individual, Moderate and Large Special Project Grants as well as Clubs is **November 23rd 2018**.

Fall Semester Receipt Deadline for Individual, Moderate and Large Special Project Grants as well as Clubs is **November 30th 2018**.

Winter Semester Invoice Deadline for Individual, Moderate and Large Special Project Grants as well as Clubs is **March 22nd 2019**.

Winter Semester Receipt Deadline for Individual, Moderate and Large Special Project Grants as well as Clubs is **March 29th 2019**.

Fall Semester Exception Deadline is **November 28th 2018**.

Winter Semester Exception Deadline is **March 27th 2019**.



WHERE DOES THIS MONEY COME FROM?

FASA collects fees from students that go into three different accounts within the university: FASA Operations, FASA Special Project Grants, and FASA Mobilization.

The FASA Special Project Grant fee levy is only for student projects. No money from the Operational account or the Mobilization account goes towards individual or group projects.

The FASA Operational Account is so that the Fine Arts Student Alliance can operate on a daily basis; FASA Clubs and Community Projects are also funded with this budget.

The Mobilization account goes mainly toward our ASSÉ membership, and the remaining to trainings and FASA Mobilization.

Note for Clubs because of how the fees are levied, money cannot be transferred from the Special Project account to the Operational Account. Ensure your budgets reflect this and do not get expenses/receipts mixed up.

Operations – \$1.50 per credit

Special Projects – \$.080 per credit

Mobilization – \$1.50 per semester

GENERAL RULES

- Don't spend out of pocket. Have a company create an invoice for you.
- When you have to buy up front, don't pay with cash. Try and pay with a debit/credit card, that way you always have a backup in case you lose the receipt.
- Funds are not transferable between any clubs and or project under any circumstances.
- Funds do not roll over from year to year, or semester to semester.
- You are allowed and encouraged to pursue other funding opportunities and you are not required to tell FASA. We do not know who you have applied to, and cannot tell you how much money you have left with other associations.
- If you are unsure if a purchase can be covered, ask office.fasa@gmail.com before purchasing.
- Do not wait until the last moment to hand in your receipts. Hand in your receipts for reimbursement approval as you get them.
- When advertising your event or project, mention that you received funding from FASA and include the FASA logo. It is common practice to do this when awarded funding from different funding bodies.

EXPENSES NOT COVERED

- STM buses or metro travel, any public transportation.
 - Taxi is okay with a receipt.
- No food or alcohol for club executive meetings.
 - Food and Alcohol for regular club meetings, vernissages, and to make art with is okay.
- No permanent purchases exceeding \$100.
 - e.g. Computers, printers, cameras, filing cabinets, etc. Clubs are allowed permanent purchases within reason, but they must first contact the Clubs Coordinator at fasaclubs@gmail.com.
- No equipment purchases.
 - You can rent equipment through IITS or the CDA.
- No person to person transactions, e.g. Craigslist, Ebay, Facebook groups, other students, etc.
- Anything that you did not specify in the budget you had submitted.
 - Contact office.fasa@gmail.com with any significant changes to your budget for approval.
 - Any changes to a club budget must be received by January.

SUGGESTIONS FROM FASA

- ★ Make photocopies of your receipts, proof of payments, and forms.
- ★ When in doubt, ask! Write to office.fasa@gmail.com.
- ★ Read this package a couple of times and refer back to it often when dealing with your reimbursements. If you're working with other people have them read this package as well.
- ★ Only one person from your SPG group or Club is required to attend the reimbursement workshop. It is that person's responsibility to disseminate the information to the rest of the people in your club/project.
- ★ You are required to take this workshop once a year, in the same semester which you received your funding.



WHAT WE'VE LEARNED

- ★ If you will be purchasing airline tickets and/or train tickets, in addition to the receipt and proof of payment, the boarding pass is required for reimbursement.
- ★ If you are a personal friend of one of the FASA Coordinators please do not expect special exceptions to the FASA regulations, especially deadlines. Understand it puts the coordinators in an awkward spot by asking them favors, and you're welcome to fill out an exception form.
- ★ Our deadlines are strict, please turn in your reimbursement applications on time.
- ★ If you need to change your budget for whatever reason first email office.fasa@gmail.com to let us know. Then bring in a hard copy of your budget once all of your changes have been finalized. Any pending reimbursement will be put on hold until we receive a hard copy of your updated budget. Bring the hard copy to the FASA Office (VA 211) or drop it off in the mailbox (VA 239).

URBAN LEGENDS

"You cannot hire a DJ for your Vernissage."

People thought this because of the way in which forms used to be filled out. Through a cheque requisition form you can definitely hire a DJ or any other musical group to perform at your vernissage. Also, you can contact CJLO to play your event (FOR FREE!).

"Only one person from your club or project can hand in receipts."

It is true that all expenses need to be okayed by the financial officer of your club or project, but anyone can bring receipts in to be reimbursed. We actually prefer this.

"You must submit all your receipts at the same time."

Please do not do this. Leaving your receipts to be handed in at the last minute will create a backlog on our end, and prevent you from getting your money as soon as possible.

"You have to pay for everything upfront."

Use the forms that are available to you. If you use the form in the correct manner you'll never be out of pocket, or be out of pocket in very small amounts and only for a short period of time.



TYPES OF FORMS

There are four kinds of forms you can use to gain access to your funds:

1. **Cheque Requisition** (to pay a person directly for a service)
2. **Invoice** (to pay a company directly for a service or goods)
3. **Receipt Reimbursement** (to reimburse yourself for money you personally fronted)
4. **Journal Voucher** (to transfer money from one internal Concordia University account to another)

CHEQUE REQUISITION

- No payment up front.
- Used to pay a person directly for services.
- T4A document for claimant's taxes.
- This form is processed through Payroll when in Canadian funds, or through Accounts Payable when in American Funds.
- Claimant's invoice for services is required. There is a template for this on the FASA website.
- Claimants Social Insurance Number (SIN) is required.
- If claimant does not have SIN or Canadian Visa, get in touch with us before submitting the form.
- Claimants will receive a cheque from Concordia, or direct deposit if claimant has ever worked for Concordia in the past.

The image shows a screenshot of the Concordia University Financial Services/Payroll CHEQUE REQUISITION form. The form is titled "Financial Services/Payroll CHEQUE REQUISITION" and has the ID "CQ21855" in the top right corner. It includes fields for "Date", "Payee", "Address", "Person for Cheque", and "Amount". There are also fields for "Social Insurance Number", "Employee ID", and "Student ID". A table with columns "Fund/Op", "Account", "Voucher Code", "Description", and "Amount" is present, with a "Total" row at the bottom. The form also has sections for "Date Received", "Classen (Signature)", "Approval (Signature)", "Approval (Printed)", and "Department Name". There are checkboxes for "Plan", "To be picked up (T4A)", and "Return to". A note at the bottom states: "Not to be used for the payment of invoices, with the exception of Professional Services paid through Payroll. For payment of invoices simply 'approve for payment' directly on the invoice and indicate account number."

You use this form primarily to pay for honorariums. You pay people an honorarium for services rendered when the person does not own a company.

Example: You hire someone to create a website for your artwork. If they do not have a web design company you would pay them directly using this form. They will receive a cheque in their name. If they have a web design company you will use a different form.

Because these forms cost money, you will fill out the online form (<http://fasaconcordia.com/resources/>), and then we will fill out the actual form. It looks like this:

Name of Club/Applicant

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First Name | Last Name |

Name of Payee

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First Name | Last Name |

Email of Club/Applicant

example@example.com

Email of Payee

example@example.com

Address of Payee

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Please Select
Country

Amount

ex: \$150

Social Insurance Number

XXX-XXX-XXX
Write in by hand

Student ID

XXXXXXX

Employee ID

XXXXXXX
If Applicable

Reason for the Cheque

INVOICE

- No payment up front.
- Used to pay a company/organization directly for goods and or services.
- Invoice must clearly indicate:
 - Registered business tax numbers
 - Contact info for business
 - Be addressed to Concordia University, FASA, (Club or Project Name)
 - Amount owing
- FASA then writes “okay to pay” directly on the invoice and sends it to Accounts Payable for processing.
- Absolutely no partial payments of invoices.
- The company/organization receives a cheque directly from Concordia University.

1

Solutions Rubiks Inc.
 2148 Rue Mackay
 Montreal QC H3G 2J1
 514-845-8444
 factures@rubiks.ca
 www.rubiks.ca
 GST/HST Registration No.: 817362411
 QST Registration No.: 1213893030



2

INVOICE

3

INVOICE TO
 Concordia University- FASA
 1445, De Maisonneuve West
 Office VA 025
 Montreal Quebec H3G 1M8

INVOICE # 6730
 DATE 09-10-2018
 DUE DATE 08-11-2018
 TERMS Net 30

NO. COMMANDE
 m3-10000

CLIENT
 mariana moreno

| ORDER DATE | ACTIVITY | QTY | AMOUNT |
|------------|---------------|-----|--------|
| 17-09-2018 | Posters 11x17 | 30 | 42.99 |

SUBTOTAL 42.99
 GST @ 5% 2.15
 QST @ 9.975% 4.29
 TOTAL 49.43
 BALANCE DUE **\$49.43**

4

1. Contact for Business
2. Registered business tax numbers
3. Billing Address (can be different from Shipping Address)
4. Balance owing

You obtain an invoice directly from the company you are ordering from. With this in mind all invoices will look different. An invoice from Susan will look different one from Jerry. No matter what they “look” like, the document must contain:

- Registered business tax numbers
- Contact info
- Amount owing
- Be addressed properly

An invoice is a list of things the company promises to give you and then you promise to pay them back within a certain amount of time. When you bring in the invoice to FASA we look over it to make sure that the document is correct and then process it through Concordia. Concordia will make a cheque directly for the company, you will NOT receive the cheque to give to them.

Example 1: You hire a company to create a website for your artwork (and this is a company, not a person). Instead of filling out a cheque requisition form, you ask the company to make you an invoice. You explain that they will receive a cheque from Concordia University in the mail. You bring the invoice into FASA and we will process the document.

Example 2: You hire a company to create a website for your artwork, and this company is in its first year of business, or does not make a lot of money. If this is the case, the invoice the company gives you will not have a business number on it. You will need to have the company supply in addition to the invoice a “< \$30,000 letter”.

Please note: If a company does not have registered business tax numbers they cannot charge you tax. It is illegal. If they will not fill out the letter, they can not charge you tax.

Date: _____

Name: _____

This letter is to inform you that my company *insert name here* makes less the \$30,000 a year.

Regards,

Insert name here

Signature here

In addition to providing us with a copy of the invoice, you will also fill out an online form (<http://fasaconcordia.com/resources/>). It looks like this:

| | | |
|---|----------------------|--|
| Name of Club/Applicant | | Company |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| First Name | Last Name | |
| <hr/> | | |
| Email of Club/Applicant | | Email of Company |
| <input type="text"/> | | <input type="text"/> |
| example@example.com | | example@example.com |
| | | |
| Invoice Number | | |
| <input type="text"/> | | |
| ex: 23 | | |
| Invoice Amount | | Please upload Invoice |
| <input type="text"/> | | <input type="button" value="Invoice"/> |
| ex: 23 | | |
| If you only have a physical copy, please bring the invoice to the office. | | |

RECEIPT REIMBURSEMENT

- We use this type of form when payment upfront is unavoidable.
- Collect receipts and proof of payment at time of purchase, or when balance is paid in full.
- One form equals one cheque.
- Only one claimant per form.
 - Whoever's name is written as the claimant will be the person which the cheque is addressed to.

Example: You hire a company or person to create a website. You ask them if they would be able to create an invoice for you, and that a cheque will be sent in the mail. The company says no, and wants payment up front. You could always see if another company could create a website for you, but decide to stick with this one. You decide to pay out of your pocket.

You need to three things to guarantee a successful reimbursement:

1. Receipt
2. Proof of Payment
3. A filled out online form (<http://fasaconcordia.com/resources/>):

Name of Club/Applicant

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First Name | Last Name |

Name of Payee

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| First Name | Last Name |

Email of Club/Applicant

| |
|----------------------|
| <input type="text"/> |
| example@example.com |

Email of Payee

| |
|----------------------|
| <input type="text"/> |
| example@example.com |

Receipt Information

| | Date | Description | Amount |
|-----|----------------------|----------------------|----------------------|
| 1. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 2. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 3. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 4. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 6. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 7. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 8. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 9. | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 10. | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Total

| |
|----------|
| \$200.00 |
|----------|

A **“Receipt”** is an itemized list of the items that you have purchased. A **“Proof of Payment”** is a separate document that shows that the list of items purchased has been paid for.

If you are using the Receipt Reimbursement Form, you **need both** the “receipt” **and** “proof of payment” for each expense you submit for reimbursement approval.

There is a difference between an invoice and receipt.

An **invoice** is given when items have not been paid for. It shows a list of the items that will be paid for. A **receipt** has been paid for. It usually shows a list of everything that was bought.

Some organizations and companies incorrectly use the invoice as the receipt and write on it “paid in full”. When an invoice is hand written with “paid in full,” FASA and Concordia will not process the expense. This is because anyone can write paid in full on a document.



Example: You get your Hydro Bill in the mail. You write paid in full on the bill. Did you pay for it? Or did you just write paid in full? We don't know!

Just have the company reprint the document with it saying “paid in full” typed. If the organization does not want to print off the documents again with it typed into the document, have them email office.fasa@gmail.com directly saying that the balance has been paid.

A proof of payment is a debit card/credit card slip clearly marked indicating that the payment has gone through and the transaction was approved.

If you lose your proof of payment or receipt do not worry! You can do two things.

1. Have the store print you off a new receipt.
2. Go into your online banking and print off your statement. Highlight the purchase and blackout any personal information.

If you make an online purchase, do the same thing. Take a screenshot of your statement, black out any personal information, and highlight the purchase.

If you pay in cash, you should be given a receipt that indicated that you paid in cash and that no more money is owed. Before you leave the store make sure that your receipt clearly indicates this. Do not lose this receipt, the only way to get a new one is to ask the store to remake it.

Good Receipt

- Correct and up-to-date contact information for the company/organization.
- Date of purchase, receipt number.
- Registered business numbers.
 - Example: GST/HST 123456789
 - Example: QST 0123456789021 (TPS#, TVQ#)
 - ****Note**** Businesses that make less than \$30,000 don't have to charge taxes and therefore don't necessary have a tax number. If they charge you taxes and don't have tax numbers let them know.
- Itemized list of everything bought or services rendered.
- Clearly indicates no balance is owing.
- How payment was received (debit, credit, cash).
- Sometimes newer machines (Walmart, Home Depot, Ikea) have the proof of payment included at the bottom of the receipt. This is a long piece of paper instead of a short one.

Bad Receipt

- One or more items missing from the list above.
- Anything written by hand.
- Non-original receipts (photocopy, scanned, digital photos).
- Contains personal items as well as items to be reimbursed.
 - Don't buy your underwear with your art supplies, make two separate purchases.
- Receipts which do not match the budget that has been provided to FASA with your grant application.
- If your receipts meet any of these criteria, we will reject your receipts.

Missing or Lost Receipts

- For missing receipts it is possible to go back to the place of purchase and ask them to reprint it.
- For missing proof of payments you can use a screenshot of your online statement.

HOW THE REIMBURSEMENT PROCESS WORKS

1. Attend the Reimbursement Workshop.
2. Choose the signing officers for your SPG group or Club.
 - a. If there is only one financial signing officer (in a group), the officer cannot claim money for themselves.
 - b. If there are two financial signing officers they must sign off on each others receipts.
3. Choose the appropriate forms for your expenses: Cheque Requisition, Invoice, Receipt Reimbursement (see above).

Cheque Requisition: Possible wait time 5 weeks

1. Drop off the Honorarium Reimbursement Form at the FASA Office or in the FASA mailbox.
 - a. Templates can be found on the FASA website under resources.
2. Clear authorization by club/project financial officer.
 - a. Must sign the back of the form.
3. FASA will confirm the signatures.
4. FASA will fill out the correct form, create copies, and then bring the form to the Concordia Payroll Office.
5. After the document has been approved by Payroll, a cheque will be mailed directly to the claimant.
 - a. If Payroll deems anything wrong with the document, they will send it back to FASA with changes that need to be made.
 - b. We will email you so that you are notified, and if we need any additional information to rectify the situation.
 - c. Your Club or Project will be given a one week grace period to supply any further documentation. The grace period starts when we send you the first email.
6. These forms can be dropped off in the FASA mailbox (VA 239), in which case it is the responsibility of the your Club or Project to notify FASA through email exactly when your documents were dropped off.
 - a. It is strongly recommended that you only drop off documents during the FASA office hours.
 - b. FASA does not take any responsibility for any “lost” documents left in the FASA mailbox.
 - c. **NEVER** slip anything under the FASA door. Cleaners come every night and clean the office.
7. *Note** The claimant of the cheque requisition form will be issued a T4A, a document used to do your taxes with.

Invoice: Possible wait time 2 weeks

1. Drop off the invoice and Invoice Reimbursement Form at the FASA Office or in the FASA mailbox.
 - a. Templates can be found on the FASA website under resources.
2. Clear authorization by the Club or Project financial officer.
 - a. Must sign the back of invoice.
3. FASA will confirm the signatures.
4. After FASA has approved the invoice and sent it to Payroll, they will issue a cheque and mail it directly to the company as listed on the invoice.
 - a. If anything is wrong with the document, we will email you, and ask for any additional information to rectify the situation.
 - b. Your Club or Project will be given a one week grace period to supply any further documentation. The grace period starts when we send you the first email.
5. These forms can be dropped off in the FASA mailbox (VA 239), in which case it is the responsibility of the your Club or Project to notify FASA through email exactly when your documents were dropped off.
 - a. It is strongly recommended that you only drop off invoices during the FASA office hours.
 - b. FASA does not take any responsibility for any “lost” invoices left in the FASA mailbox.
 - c. **NEVER** slip anything under the FASA door. Cleaners come every night and clean the office.

Receipt Reimbursement: Possible wait time 2 weeks

1. Only hand in original receipts and proof of payments with your Receipt Reimbursement Form.
 - a. Templates can be found on the FASA website under resources.
 - b. No scanned, photocopied, digital photos or emailed receipts and proof of payments will be accepted
 - i. An exception is made for debit/credit card online screenshots for proof of purchase.
2. Clear authorization by the Club or Project financial officer.
 - a. Must sign the back of each receipt.
3. FASA will confirm the signatures.
4. Receipts and proof of payments should be stapled (not taped or glued) to blank 8.5 x 11 sheets of paper.
5. After FASA has approved the reimbursement, we will create a cheque and e-mail the payee when it is available for pickup at the FASA office.
 - a. If FASA deems anything wrong with the documents, we will email the payee with changes that need to be made.

- b. Your Club or Project will be given a one week grace period to supply any further documentation. The grace period starts when we send you the first email.
6. These forms can be dropped off in the FASA mailbox (VA 239), in which case it is the responsibility of the your Club or Project to notify FASA through email exactly when your documents were dropped off.
 - a. It is strongly recommended that you only drop off reimbursements during the FASA office hours.
 - b. FASA does not take any responsibility for any “lost” documents left in the FASA mailbox.
 - c. **NEVER** slip anything under the FASA door. Cleaners come every night and clean the office.

EXCEPTIONS

We would like to maintain standard rules and deadlines for everyone who obtains funding through FASA, in the interest of fairness and transparency. However, we realize that there are circumstances where an exception to the rule is needed for fair accommodation. If you feel like your situation warrants an exception write an email to office.fasa@gmail.com answering the following questions. Do not write more than a page.

1. Exact policy, item, line, or deadline as described in this package you would like an exception to (if you're able to 'copy/paste' please do so).
2. Exact reasons why you feel an exception is warranted.
3. Describe extenuating circumstances which prohibited you from adhering to the rules/deadlines.
4. Outline exactly why these circumstances were out of your control.
5. Describe what you feel would be a possible solution.

FASA will discuss the situation with the coordinating team and inform you of their decision through email. FASA will keep this information confidential. If the coordinators do not feel that they can decide on the situation at hand they will bring the exception to the Board of Directors or General Members to decide. The coordinators will need your approval through email before proceeding to do so.

As FASA does all its bookkeeping and accounting through Concordia's financial offices, we are subject to their rules and policies. If there is a change within the Concordia University system beyond FASA's control we will inform you of the change and extend a grace period to accommodate the new policies.



Have fun with your projects, and don't spend all your grant \$ on food and parties (like this pig).