

# **INSPIRING INCLUSIVE EXCELLENCE**

**UTSC FSD Lunch & Learn**

June 21, 2023

# AGENDA

- ATEMI (Carbon Fee) review
- Tax code
- EFT vendor payment
- Payment lookup (Demo)
- Q&A

# ATEMI (CARBON FEE)

- Reminder: use the new ERDD form

| UNIVERSITY OF TORONTO  |                      | EXPENSE REPORT / ACCOUNTABLE ADVANCE SET   |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
|--|----------------------|--|----------------------------|-----------|--------------------------|----------------------|--------------------------|--------------------|--------------------------|--|---------|----------------------|-----------|----|--|----------------------------|-----------|----|--|-------------------|-----------|----|---------------|--|----------------------|-----------|----|--|----------------------------|-----------|----|--|-------------------|-----------|----|-----------------------|--|--------------|-----------|----|--|---------------------------|-----------|----|--|-----------------------------------|-----------|----|--|---------------------|-----------|----|-------------------|--|------------------|-----------|----|--|-------------------------------|-----------|----|
| TO BE COMPLETED BY CLAIMANT  |                      | TO BE COMPLETED BY CLAIMANT  |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <p>Personnel Number</p> <p>Period of Travel</p>                      |                      | <p>Indicate reimbursement currency: Ensure all amounts below are entered in the requested reimbursement currency.</p> <p>NOTE: Original receipts are required.</p> <table border="1"> <tr><td><input type="checkbox"/></td><td>CAD</td></tr> <tr><td><input type="checkbox"/></td><td>USD</td></tr> <tr><td><input type="checkbox"/></td><td>Other</td></tr> </table>  |                            |           | <input type="checkbox"/> | CAD                  | <input type="checkbox"/> | USD                | <input type="checkbox"/> | Other  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <input type="checkbox"/>   | CAD                  |  |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <input type="checkbox"/>   | USD                  |  |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <input type="checkbox"/>   | Other                |  |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <p>Last Name</p> <p>Initial</p> <p>Address</p>                       |                      | <p>Claim Type: Select claim type. Enter code, below, to complete G/L account. If G/L account is not listed, enter appropriate G/L account on "OTHER" line.</p>   |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <p>Purpose and Relevance to University Business</p>                  |                      | <table border="1"> <thead> <tr> <th>EXPENSE CATEGORIES</th> <th># of KM (round trip)</th> <th>AMOUNT</th> <th>G/L ACCOUNT NUMBER</th> <th>TAX CODE</th> </tr> </thead> <tbody> <tr> <td rowspan="6"> <b>AIRFARE:</b><br/>                     Attach proof of payment &amp; proof of air travel (*)                 </td> <td>ECONOMY</td> <td>Travel within Canada</td> <td>8 4 0 1 0</td> <td>ER</td> </tr> <tr> <td></td> <td>Travel to USA from Ontario</td> <td>8 4 0 1 0</td> <td>EE</td> </tr> <tr> <td></td> <td>All other Airfare</td> <td>8 4 0 1 0</td> <td>E0</td> </tr> <tr> <td rowspan="3">ABOVE-ECONOMY</td> <td></td> <td>Travel within Canada</td> <td>8 4 0 1 0</td> <td>ER</td> </tr> <tr> <td></td> <td>Travel to USA from Ontario</td> <td>8 4 0 1 0</td> <td>EE</td> </tr> <tr> <td></td> <td>All other Airfare</td> <td>8 4 0 1 0</td> <td>E0</td> </tr> <tr> <td rowspan="4"> <b>ACCOMMODATION:</b> </td> <td></td> <td>ON (13% HST)</td> <td>8 4 0 2 0</td> <td>ER</td> </tr> <tr> <td></td> <td>PEI, NS, NF, NB (15% HST)</td> <td>8 4 0 2 0</td> <td>EN</td> </tr> <tr> <td></td> <td>All other provinces / territories</td> <td>8 4 0 2 0</td> <td>EE</td> </tr> <tr> <td></td> <td>USA / International</td> <td>8 4 0 2 0</td> <td>E0</td> </tr> <tr> <td rowspan="2"> <b>ALLOWANCE:</b> </td> <td></td> <td>Per Diem: Canada</td> <td>8 4 0 3 0</td> <td>EA</td> </tr> <tr> <td></td> <td>Per Diem: USA / International</td> <td>8 4 0 3 0</td> <td>E0</td> </tr> </tbody> </table> |                            |           | EXPENSE CATEGORIES       | # of KM (round trip) | AMOUNT                   | G/L ACCOUNT NUMBER | TAX CODE                 | <b>AIRFARE:</b><br>Attach proof of payment & proof of air travel (*) | ECONOMY | Travel within Canada | 8 4 0 1 0 | ER |  | Travel to USA from Ontario | 8 4 0 1 0 | EE |  | All other Airfare | 8 4 0 1 0 | E0 | ABOVE-ECONOMY |  | Travel within Canada | 8 4 0 1 0 | ER |  | Travel to USA from Ontario | 8 4 0 1 0 | EE |  | All other Airfare | 8 4 0 1 0 | E0 | <b>ACCOMMODATION:</b> |  | ON (13% HST) | 8 4 0 2 0 | ER |  | PEI, NS, NF, NB (15% HST) | 8 4 0 2 0 | EN |  | All other provinces / territories | 8 4 0 2 0 | EE |  | USA / International | 8 4 0 2 0 | E0 | <b>ALLOWANCE:</b> |  | Per Diem: Canada | 8 4 0 3 0 | EA |  | Per Diem: USA / International | 8 4 0 3 0 | E0 |
| EXPENSE CATEGORIES   | # of KM (round trip) | AMOUNT   | G/L ACCOUNT NUMBER         | TAX CODE  |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
| <b>AIRFARE:</b><br>Attach proof of payment & proof of air travel (*) | ECONOMY              | Travel within Canada   | 8 4 0 1 0                  | ER        |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
|  |                      | Travel to USA from Ontario   | 8 4 0 1 0                  | EE        |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
|  |                      | All other Airfare  | 8 4 0 1 0                  | E0        |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
|  | ABOVE-ECONOMY        |  | Travel within Canada       | 8 4 0 1 0 | ER                       |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
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|  |                      |  | All other Airfare          | 8 4 0 1 0 | E0                       |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
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|  |                      | PEI, NS, NF, NB (15% HST)  | 8 4 0 2 0                  | EN        |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
|  |                      | All other provinces / territories  | 8 4 0 2 0                  | EE        |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |
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| <p>Department Contact</p>  |                      |  |                            |           |                          |                      |                          |                    |                          |  |         |                      |           |    |  |                            |           |    |  |                   |           |    |               |  |                      |           |    |  |                            |           |    |  |                   |           |    |                       |  |              |           |    |  |                           |           |    |  |                                   |           |    |  |                     |           |    |                   |  |                  |           |    |  |                               |           |    |

- # of KM: is calculated for the entire trip. For example Toronto (YYZ) to Vancouver (YVR) to Singapore (SIN) is 3,355KM, round trip distance 6,710KM.
- ATEMI only applies to expenses charged to Operating, Startup, UTF A accounts using the Airfare GL.

# TAX CODE (CONFERENCES)

## What tax code should I use when reimbursing for Conference/Registration Fees?

### ^ 1. Ontario

Tax code **ER** for conferences attended in Ontario.

### ^ 2. Prince Edward Island

Tax code **EN** for conferences attended in Prince Edward Island.

### ^ 3. Nova Scotia, New Brunswick or Newfoundland & Labrador

Tax code **EN** for conferences attended in Nova Scotia, New Brunswick or Newfoundland & Labrador.

### ^ 4. All other provinces or territories

Tax code **EC** (self-assess OVAT portion of HST) for conferences attended in GST provinces.

### ^ 5. Out of Country

Tax code **ES** (self-assess HST) for conferences out of country.

### ^ 6. Virtual Conferences

The tax code used should reflect the **location of the host organization/institution**, even when participants attend virtually.

## TAX CODE (SPLITTING)

- Gratuities

|                 |                   |
|-----------------|-------------------|
| <b>Subtotal</b> | <b>CA\$349.05</b> |
| Delivery Fee    | CA\$0.00          |
| Service Fee ⓘ   | CA\$38.40         |
| Estimated Tax ⓘ | CA\$50.37         |
| Tip             | CA\$43.78         |
| <b>Total</b>    | <b>CA\$481.60</b> |

- $\$437.82 (\$349.05 + \$38.40 + \$50.37) - E1$
- $\$43.78 - E0$



## EFT PAYMENT

- Vendors: 300+
- Payment terms: net25/days
- EFT payments: every Tuesday



# PAYMENT LOOKUP



