

# **INSPIRING INCLUSIVE EXCELLENCE**

**UTSC FSD Lunch & Learn**

November 14, 2023

# AGENDA

- What is proof of payment and when is it required?
- When are credit card statements required?
- Reimbursable travel expenses prior to completion of travel
- E-signatures
- Resources
- Q&A

# WHAT IS PROOF OF PAYMENT

- Complete receipts must contain both of the following:
  - Itemized/breakdown of expense
  - Proof of payment
  
- As per the GTFM, the method of payment must be indicated on the receipt.
  - Cash, Interac, Visa, MasterCard or Amex
  
- If the method of payment is not indicated, supporting documents such as credit card statement is required.



Itemized/breakdown

Proof of payment

# INCOMPLETE RECEIPTS

- Example, the vendor only provided proof of payment, no itemized portion.
- Complete missing receipt form and description items purchased.



## INCOMPLETE RECEIPTS (CONTINUED)

- Example of a receipt that will require proof of payment.
- This receipt does not indicate the method of payment. A credit card statement is required as proof of payment.



**CPA**  
ONTARIO

CPA Ontario  
130 King Street West, Suite 3400,  
PO Box 358  
Toronto, ON M5X 1E1  
Tel: 1 800.387.0735  
Fax: 416 204-3151

GST/HST# 10750 8525 RT0001

### RECEIPT

Date: 04/04/2023  
 Customer: Danny Wen, CPA  
 CPA Ontario ID: XXXXXXXXXX  
 Preferred Address: XXXXXXXXXX  
 Receipt Number: 0000714322


**Items**

DESCRIPTION	UNIT PRICE	GST/HST	TOTAL
Annual Membership Dues - CPA Ontario	\$130.00	\$16.90	\$146.90
Annual Membership Dues - CPA Canada	\$400.00	\$52.00	\$452.00

SUBTOTAL: \$530.00  
 TOTAL GST/HST: \$68.90  
**TOTAL: \$598.90**  
 TOTAL AMOUNT PAID: \$598.90  
 TOTAL AMOUNT DUE: \$0.00

# PAYPAL EXAMPLE

- Incomplete receipt


Aug 8, 2018 11:38:39 PDT  
Transaction ID: 43D718454N213050F

Hello a eirus ... si wAko!

**You sent a payment of €15.95 EUR to Cyberian Mine GmbH**  
[bills@cyberianmine.de](mailto:bills@cyberianmine.de)


It may take a few moments for this transaction to appear in your account.

<b>Merchant</b> Cyberian Mine GmbH <a href="mailto:bills@cyberianmine.de">bills@cyberianmine.de</a>	<b>Instructions to merchant</b> You haven't entered any instructions.
<b>Shipping address - confirmed</b> [REDACTED]	<b>Shipping details</b> The seller hasn't provided any shipping details yet.

Description	Unit price	Qty	Amount
Invoice 0078	€15.95 EUR	1	€15.95 EUR
<b>Subtotal</b>			€15.95 EUR
<b>Total</b>			€15.95 EUR
<b>Payment</b>			€15.95 EUR

Charge will appear on your credit card statement as "PAYPAL "CYBERIANMIN"  
Payment sent to [bills@cyberianmine.de](mailto:bills@cyberianmine.de)

- Complete receipt


Sep 21, 2020 13:24:22 PDT  
Transaction ID: 123F456V789RT

Hello JANE DOE,

**You sent a payment of \$399.99 USD to Kajabi Help Center**  
[janedoe@example.com](mailto:janedoe@example.com)

It may take a few moments for this transaction to appear in your account.

<b>Merchant</b> Kajabi Help Center <a href="mailto:janedoe@example.com">janedoe@example.com</a>	<b>Instructions to merchant</b> You haven't entered any instructions.
---	--

Description	Unit price	Qty	Amount
Online Course Offer	\$399.99 USD	1	\$399.99 USD
<b>Subtotal</b>			\$399.99 USD
<b>Total</b>			\$399.99 USD
<b>Payment</b>			\$399.99 USD

Payment sent to [janedoe@example.com](mailto:janedoe@example.com)  
Payment sent from [janedoe@example.com](mailto:janedoe@example.com)

Funding Sources Used (Total)	
SOME BANK x-0000	\$399.99 USD

Itemize/breakdown

POP

# AMAZON EXAMPLE

- Incomplete receipt

Invoice / Facture

**Paid / Payé**  
Sold by / Vendu par ASES Inc  
GSTIN# # 76763 4723 RT6601

Invoice date / Date de facturation: 09 April 2021  
Invoice # / N° de facture: CA110EADW96  
Total payable / Total à payer: \$38.93

215 HURON STREET, 2ND FLOOR (PROCUREMENT SERVICES)  
TORONTO, ONTARIO, M5S 1A2  
CA

For questions about your order, visit [www.amazon.ca/contact-us](http://www.amazon.ca/contact-us) / Pour toute question concernant votre commande, visitez le site [www.amazon.ca/contact-us](http://www.amazon.ca/contact-us)

Billing address / Adresse de facturation	Delivery address / Adresse de livraison	Sold by / Vendu par
215 Huron Street, 2nd Floor (Procurement Services) Toronto, Ontario, M5S 1A2 CA	215 Huron Street, 2nd Floor (Procurement Services) Toronto, Ontario, M5S 1A2 CA	ASES Inc 4013, 612-500 COUNTRY HILLS BLVD NE Calgary, AB, T2K 9K3 CA

Order information / Information sur la commande

Order date / Date de commande: 09 April 2021  
Order # / Commande #: 701-2186354-129516  
Order placed by / Commande passée par:  
Shipment date / Date d'expédition: 09 April 2021  
Shipment # / Expédition #: 17166891218228

**Invoice details / Détails de la facture**

Description	Qty / Quantité	Unit Price / Prix à la pièce	Discount / Remise	Federal Tax / Taxe Fédérale	Provincial Tax / Taxe Provinciale	Item subtotal / Sous-total de l'article (incl. Tax)
Del Wireless Mouse WM126 - Black (NP00)	1	\$34.45	\$0.00	\$4.48	\$0.00	\$38.93

Invoice Subtotal / Total partiel de la facture: \$38.93

Item subtotal / Sous-total de l'article (incl. Tax)	Federal Tax / Taxe Fédérale	Provincial Tax / Taxe Provinciale	Tax subtotal / Sous-total de la taxe
Total	\$4.48	\$0.00	\$4.48

Page 1 of 1

Itemize/breakdown



POP



- Complete receipt

amazon.com

Final Details for Order #113-6135300

**Paid By:** AeropostEIS  
**Placed By:** TortolaExpress  
**Order Placed:** March 10, 2020  
**Amazon.com order number:** 113-6135300  
**Order Total:** \$5.68

**Shipped on March 11, 2020**

Items Ordered	Price
1 of: JEEUE 1/4" to 3.5mm Headphones Adapter for Audio Connector Cables, Upgrade 6.35mm(1/4") Male - 3.5mm Female Socket Stereo Pure Copper Jack Adaptor Bring You Professional Sound (RED-1PCS) Sold by: JEEUE ( <a href="#">seller profile</a> ) Condition: New	\$5.68

**Shipping Address:**  
Colin Rathbun  
1 AEROPOST WAY EIS-  
MIAMI, FL 33206-3206  
United States

**Shipping Speed:**  
One-Day Shipping

Item(s) Subtotal:	\$5.68
Shipping & Handling:	\$0.00
Total before tax:	\$5.68
Sales Tax:	\$0.00
<b>Total for This Shipment:</b>	<b>\$5.68</b>

**Payment Information**

**Payment Method:**  
MasterCard | Last digits: \*\*\*\*1234

Item(s) Subtotal:	\$5.68
Shipping & Handling:	\$0.00
Total before tax:	\$5.68
Estimated tax to be collected:	\$0.00
<b>Grand Total:</b>	<b>\$5.68</b>

To view the status of your order, return to [Order Summary](#).

## WHEN ARE CREDIT CARD STATEMENTS REQUIRED

- Credit card statements may be requested to support an expense under these scenarios:
  - Proof of payment not indicated on the receipt
  - The name on invoice does not match the claimant's name
  - Payments made using PayPal/Mobile payment (Apple Pay) without payment details
  - Foreign transactions (credit cards usually apply a surcharge on the exchange rate)
  
- Note: Transaction details obtained from the credit card issuer can be used in lieu of a statement.



## TRAVEL EXPENSE REIMBURSEMENTS

- Travel expenses can be reimbursed as soon as incurred, there is no need to wait until the travel has been completed
- Example, Faculty purchase airfare today for a trip in 2 months. The Faculty can submit the airfare expense today and get reimbursed. Upon completion of the trip, supporting documents such as boarding pass can be submitted and filed with the original claim.
- Examples, Airfare, accommodation, conference fees, etc.

## E-SIGNATURE

- E-signatures are acceptable for *internal* financial documents
  
- Examples include:
  - Cheque requests
  - Authorization of Invoices
  - Expense Report (i.e., expense reimbursement)/Accountable Advance Settlement
  - Outgoing Foreign Payments Wire Transfer Request
  - Journal Entry (or Internal Revenue / Expense Recovery)
  - Budget transfers

# E-SIGNATURE

- Acceptable formats:
  - Embedded signature image in a document
  - Using Sign and Fill with Acrobat Reader
  - Print, sign with wet signature and scan
  - Acrobat Reader using Digital ID
  - Acrobat Reader using Stamp
  - Email with signature block (sent from a University of Toronto email address)
  
- The following information should accompany an Electronic Signature:
  - A statement indicating the intent of the signatory, such as “Approved for payment” or “Approved for posting”
  - The name, current title, and department of the signatory, and date of signature
  - Any other information required to process the transaction (e.g. general ledger accounts, funding source, cost allocation, and tax code) that is not already provided on the document

## EMAIL APPROVALS

- Approvals provided by email with a signature block may be accepted if, in addition to the minimum requirements noted on previous slide, the following conditions are met:
  - The email is sent from a University of Toronto email address
  - The document(s) being approved are attached to the email (i.e. the approver should re-attach the approved document in their email to the individual processing the transaction);
  - The email thread contains sufficient information to identify the document/ transaction that is being approved (for example, when approving a vendor invoice, the name of the vendor, the invoice number and the amount of the invoice being approved should be included in the email). The information may be provided anywhere in the e-mail trail (i.e. by the requester or the approver)
  - The signature block of the approver **must include their title and department**

## EMAIL APPROVALS - EXAMPLE

### ▪ Example #1:

**From:** Emily Smith <[Emily.Smith@utoronto.ca](mailto:Emily.Smith@utoronto.ca)>  
**Sent:** May 11, 2023 2:08 PM  
**To:** Joe Daniels <[J.Daniels@utoronto.ca](mailto:J.Daniels@utoronto.ca)>

Joe,

The attached invoice #555 from XYZ Services Co. in the amount of \$11,300 is approved for payment.

Thanks.

Emily Smith

<<TITLE>>

<<DEPARTMENT>>

### ▪ Example #2:

**From:** Emily Smith <[Emily.Smith@utoronto.ca](mailto:Emily.Smith@utoronto.ca)>  
**Sent:** May 11, 2023 2:08 PM  
**To:** Joe Daniels <[J.Daniels@utoronto.ca](mailto:J.Daniels@utoronto.ca)>;

Approved.

Thanks.

Emily Smith

<<TITLE>>

<<DEPARTMENT>>

▪ **From:** Joe Daniels <[J.Daniels@utoronto.ca](mailto:J.Daniels@utoronto.ca)>;  
**Sent:** May 11, 2023 2:08 PM  
**To:** Emily Smith <[Emily.Smith@utoronto.ca](mailto:Emily.Smith@utoronto.ca)>

Emily,

Please find attached invoice #555 from XYZ Services Co. in the amount of \$11,300. Please approve this invoice for payment.

Thanks.

Joe

<<TITLE>>

<<DEPARTMENT>>

## RESOURCE

- FAST Lunch & Learn - New E-Signature & Electronic Document Retention Guidelines
  - Defining electronic and digital signatures
  - When the new guidelines apply (i.e., internal financial documents)
  - Acceptable formats/examples of e-signatures
  - Minimum email requirements for approvals
  - Scanning and disposing of physical copies of financial documents
  - Storing electronic documents in SAP
  - Who to contact and when
  
- November 29, 2023 – 12:00 – 1:00 PM

