

Finance announces changes to the review & approval process for expense claims Effective September 1, 2020

As part of the Service Transformation initiative, the Finance department is making changes to the review and approval process for expense reimbursements.

A new approach to expense claim review

Beginning September 1, 2020, Finance will adopt a new approach to reviewing expense claims in order to streamline the process for reimbursement. Under the new *risk-based approach*, expense claims submitted through Concur will be reviewed as follows:

- I. Expense claims **less than \$1,000** will no longer go through a full pre-payment review by central Finance. Using the new risk-based approach, a limited number of expense claims less than \$1,000, will be selected for pre-payment review.
- II. Expense claims of **\$1,000 or more**, will undergo a full pre-payment review by central Finance.

Claims under \$1,000 make up 80% of claims submitted; reducing the finance review of these claims will ensure you receive a faster turnaround on your reimbursement.

There is no change to the process for expense claims submitted in paper format, as they continue to undergo a full pre-payment review by central Finance.

Post-payment review of expense claims

Approved expense claims may be subject to a post-payment review by various external stakeholders, including granting agencies, Canada Revenue Agency, and external auditors. Internal audit also conducts regular post-payment reviews of expense claims.

Claimants are responsible for ensuring that expenses claimed are valid, in compliance with University and granting agency policies and procedures, and that sufficient funding is available to cover the expenses.

Expenses that are determined to be ineligible during a post-payment review, or where there is insufficient funds to cover the expenses claimed, must be repaid by the claimant or the grant holder (or sub-grant holder) within 30-days of receiving notification by central Finance. Expenses that are not repaid within 30 days of notification will be deducted from the employees next salary payment or expense reimbursement.

Retaining original receipts

Claimants are responsible for including the required documentation for each item on an expense claim and ensuring all images attached to the claim are of high quality (complete, clear, and legible). Original receipts and other supporting documents that are included with the claim should be retained for a period of six (6) months from the reimbursement date. Other supporting documentation, which is not required to be submitted with the expense claim, must be retained for a period of seven (7) years beyond the reimbursement date.

Guidelines for submitting multiple expense claims

When submitting a claim for reimbursement, expenses should be grouped in a logical manner (for example, expenses related to a specific conference or research trip) and submitted on a single claim. In limited circumstances, these expense claims may be “split” over multiple claims – for example, expenses incurred on an extended research trip or expenses incurred on the University travel Visa card in different statement periods, may be claimed over multiple claims.

General expenditures for research or other University purpose should be grouped and submitted on a monthly basis.

“Claim splitting” for the purpose of bypassing the review by central Finance will result in the claim being selected for further review.

Go paperless with Concur and Direct Deposit!

The University strongly encourages using [Concur](#) to submit your expense claims. [Concur](#) has several advantages over the paper-based process including:

- Available online – Route your claims and obtain approvals online rather than through the mail ... no expense claims lost in transit!
- Sustainable – No paper copies is required. All your claims are stored in Concur.
- Automated features – Mileage and HST rebate calculations are automated.

Most employees, retirees with PER funds, and students can access [Concur](#). Employees can also [submit expense claims for non-employees](#), such as visiting faculty, through [Concur](#).

Faculty and staff who currently receive expense reimbursements by cheque are encouraged to [enrol in direct deposit](#). Direct deposit is a faster, more secure and sustainable method of payment.

Go Mobile with Concur!

Concur Mobile allows you to image your receipts, prepare and submit your expense claim, track your claim through the approval process, and approve expense claims, all from the convenience of your smartphone or tablet (Apple or Android).

Tap the Expenselt icon in the app and let Concur Mobile’s optical character recognition feature pre-populate the basic fields of your expense entry (such as vendor, city, and amount).

Visit the Finance website to learn how to activate your Concur Mobile application.

No cash ... no problem! Get a University credit card!

Faculty and staff who travel for University purposes should apply for the University travel Visa card. The travel Visa card provides a readily accessible method of payment for travel and other reimbursable expenses- no more cash advances or using personal credit to pay for University related expenses. Also, expenses incurred on the card are imported directly into your Concur account, making it faster and easier to prepare an expense claim. Expenses can be submitted on a monthly expense claim and the University will pay the card directly for the approved business or research expenses.

Visit the University website to [apply for the University travel Visa card](#).

We’re here to help!

We would like to make filing an expense claim easier. Employees who need assistance preparing their claim in [Concur](#) can contact one of the expense desk staff below:

Sonia Fermin-Peat	ferminps@yorku.ca	ext. 40150
Piera W Li	pierali@yorku.ca	ext. 20233
Yan Liu	yliu2015@yorku.ca	ext. 22003