

**UNIVERSITY OF WATERLOO
REQUEST FOR PAYMENT CHECKLIST**

REQUEST FOR PAYMENT PRINCIPLE	The purpose of the Request for Payment form is to reimburse an individual for reasonable, non-salary, non-travel, out-of-pocket business expenses in a timely manner.
PURPOSE	The Request for Payment form is used in the following cases: <ul style="list-style-type: none"> To reimburse an individual for reasonable, non-salary, out-of-pocket business expenses To refund an individual or an organization for monies previously collected and subsequently refunded when the service cannot be provided (i.e. refund for conference fee when conference cancelled)
EXCLUSIONS	The Request for Payment form is not used in the following cases: <ul style="list-style-type: none"> To pay an individual for an honorarium. Please submit a casual earnings form to Human Resources. To pay an individual for services or wages when the individual submits an invoice and no GST Registration number is provided. Please submit invoice to Human Resources To pay a supplier for an invoice. When requesting payment of a supplier's invoice, please do not complete a Request for Payment form. If the invoice is not related to a purchase order please denote the 31-digit account number, obtain the appropriate authorization and submit to Finance for payment. If the invoice is related to a purchase order please authorize the invoice and submit to Finance-Accounts Payable (the expense account is obtained from the purchase order).
DEFINITION	<ul style="list-style-type: none"> Claimant is the individual who incurred the out-of-pocket expenses and is requesting reimbursement
ORDERING A REQUEST FOR PAYMENT FORM	The Request for Payment form #May99 5058-2 is available free-of-charge to University of Waterloo departments through Central Stores. Please submit a Central Stores Requisition when ordering.

REQUEST FOR PAYMENT FORM HEADING	REQUIREMENTS, ELIGIBILITY AND NOTES
BASIC INFORMATION	
Payee is	Select one of: employee, student, vendor or other. If other, please specify (i.e. visitor)
Vendor/Individual Name	Name of the person requesting reimbursement
Student No.	If claimant is a UW student include student id #
Telephone No.	Extension of claimant or person completing the form so that queries can be directed to the appropriate person
Address (for cheque distribution)	<ul style="list-style-type: none"> An individual who receives on-campus mail indicates on-campus mailing address including department and building All other claimants indicate complete, off-campus mailing address including street, city, postal code, country (if not Canada), etc.

REQUEST FOR PAYMENT FORM HEADING	REQUIREMENTS, ELIGIBILITY AND NOTES
Invoice Date	<ul style="list-style-type: none"> • Date of invoice or point-of-sale receipt which was paid by claimant • If the claim is for multiple invoices or point-of-sale receipts, please leave invoice date blank
Invoice No. (if applicable)	Invoice number which was paid by claimant. If the claim is for multiple invoices or point-of-sale receipts, please leave invoice number blank
Date Prepared	Date the Request for Payment form is completed
Reason for the request	<ul style="list-style-type: none"> • Specify the reason for the reimbursement and indicate the business nature for the expense • Specify the name of attendees, if the expense is for a business meal
Accounting Flexfield	<ul style="list-style-type: none"> • Specify the 31-digit expense account (s) to which the expense is charged • Refer to Finance website for the GL Account Information segment values: • http://www.adm.uwaterloo.ca/infofin/GL/gl.html
Amount	Specify the amount to be charged to the account(s) specified. Please denote the cost, including taxes
Currency	<ul style="list-style-type: none"> • Specify the payment currency. Please see “CURRENCY OF PAYMENT” section below for additional information. • If the payment currency is not the same currency as the expenses, please convert the amount of the expenses to the payment amount.
Total Payment Amount	Specify the total of the expenses (i.e. must equal the total expenses allocated to the expense accounts)
APPROVALS AND RESPONSIBILITIES	
Signature of Claimant	<ul style="list-style-type: none"> • Indicates expenses are business related and within the University’s policies • Indicates expenses are research related, within the University’s policies and/or the granting agency’s guidelines, if research related
Authorized Signature	<ul style="list-style-type: none"> • Requires a one-over-one signature from the next level of authority (i.e. you cannot authorize reimbursement to yourself) • Indicates expenses are business related and within the University’s policies • Indicates expenses are research related, within the University’s policies and/or the granting agency’s guidelines, if research related. For research funds, the authorized signature is typically that of the principal investigator (PI). The principal investigator must have formally delegated authority in writing before anyone else is allowed to authorize expenditure from a grant account • Indicates that the accounting flexfield is an appropriate account to allocate the expenses
CURRENCY OF PAYMENT	
Currency	<ul style="list-style-type: none"> • Individuals residing or present in Canada are paid in Canadian currency • Individuals residing outside Canada may select the appropriate currency, such as currency of country, USD or Canadian. Please specify.

REQUEST FOR PAYMENT FORM HEADING	REQUIREMENTS, ELIGIBILITY AND NOTES
METHOD OF PAYMENT	
Canadian Cheque	<ul style="list-style-type: none"> • UW Casual Employee • UW Student, including grad and undergrad student • Visitor and other
Canadian Electronic Funds Deposit (i.e. EFT, direct deposit)	<ul style="list-style-type: none"> • UW Employee (Faculty, Staff, Temporary Employees)
Other Currencies-Draft	<ul style="list-style-type: none"> • Visitor and other
PAYMENT DATE	
Cheque (CAD or USD Currency)	<ul style="list-style-type: none"> • Within 1 business week of Finance receiving a complete, accurate and authorized Request for Payment
Canadian Electronic Funds Deposit	<ul style="list-style-type: none"> • Within 1 business week of Finance receiving a complete, accurate and authorized Request for Payment
Draft	<ul style="list-style-type: none"> • Within approximately 3 business weeks of Finance receiving a complete, accurate and authorized Request for Payment • In the case of a Request for Payment for a visitor outside North America the department may complete a shipping order and submit with the Request for Payment. Finance will send the draft by courier in order to expedite delivery
PAYMENT DISTRIBUTION	
On-campus address	<ul style="list-style-type: none"> • Payment document is distributed to claimant at on-campus address, if available • Payment document is not distributed to anyone or any organization other than claimant
Off-campus mailing address	<ul style="list-style-type: none"> • Payment document is mailed to claimant at off-campus mailing address, if no-on-campus address or if individual is away from campus for an extended period of time • Payment document is not distributed to anyone or any organization other than claimant

NOTE: This check list is for reference only.

Issued by: Finance

Last updated: March 26, 2008