Thrive Grant Reimbursement Guidelines – Faculty /Staff

Important Reimbursement Notes

Food and Drink Expenses

- If your event includes expenses for food/drinks, you must provide a list of attendees

Instructor/Service Providers

- If your event includes expenses for an instructor/service provider, please make sure the instructor/service provider is set up as a supplier in Workday with UBC:
  - Follow these instructions to set up a new supplier in Workday, OR
  - The new supplier can register through this self-registration link

To ensure a smooth reimbursement or financial adjustment process, please follow these steps:

Staff Purchases (Paid Out-of-Pocket or with personal funds) claiming UBC Funds

1. Collect all the **supporting document(s)** for the expenses you are claiming. Refer to Appendix A for more details on appropriate supporting documents.
2. Fill Out the Thrive Expense Cover Sheet
3. Submit Your Claim via Workday
   - Under Memo description enter: Thrive 2024 Grant (your name, department)
   - Ensure that you list the correct Cost Center and Program code
     - **Program: PM002233**
     - **Cost center: CC00595**
4. Upload a list of attendees for any catering that was provided for the event through the upload attachment tab in Workday
   - Faculty/staff: first and last name, department
   - Students: first and last name, student ID
5. Email your Coversheet, Workday **expense report number** and the **claim amount** for tracking to **thrive.vancouver@ubc.ca** with the subject line: Thrive reimbursement, Staff, First name, last name, department

If needed, refer to this Knowledge Base Article for guidance on how to submit an out-of-pocket claim

For Expenses Made Using Your Department's Credit Card:

- Have your department's finance person complete an Accounting Adjustment in Workday.
- Use the following work tags and spend categories for cost allocation:
  - **Program**: PM002233
  - **Cost Center**: CC00595
  - **Ledger Account**: 6300 (Supplies and Sundries)
  - **Spend Category**: SC0126 (Sponsorships)

If needed, refer to this Knowledge Base Article for guidance on how to complete the accounting adjustment

Appendix A: Appropriate Supporting Documents

Receipts

- Take a picture of the physical paper receipts immediately after received.
- Search email inbox and locate the receipt that show the item details as well as proof of payment.
- Log in to the vendor account (if applicable), download the receipt or invoice that shows the item details as well as proof of payment

Invoice + Proof of Payment

- Invoice showing the same detailed breakdown along with proof of payment can be accepted

Shipping Confirmation + Proof of Payment

- Shipping Confirmation showing the same detailed breakdown along with proof of payment can be accepted

Proof of Payment

- Bank Statements or Credit Card Statements:
  - Must show your name and address
  - **Do not black out your name on these statements**
  - You can black out all non-Thrive related expenses

Amazon Purchases

- Include:
  - The invoice showing the order was **Paid** (see example)
  - The print order summary showing credit card details, **AND**
  - Bank Statement as proof of purchase
- The billing and shipping address need to match the **name of the grant recipient**

Examples of Accepted and Not Accepted Supporting Documents

Accepted	Not Accepted
✓ Amazon invoice with Paid on it	× Quotes
✓ Staples - Confirmation after picked up order	× Work Orders
✓ Staples - Order Invoice	× Sales Orders
✓ Uncle Faith's Pizza - Receipt for online order	× Packing Slips