

Thrive Grant Reimbursement Process

MANDATORY COMPLETE THE GRANT REPORT HERE

Approved uses of funding:

- Instructor or facilitator fees
- Workshop or event supplies e.g. art and craft supplies,
- Food, catering
- Room rental fees

Non-approved uses of this funding

- Please note that the purchase of gift cards or other vouchers will **not** be reimbursed of any denomination.
- Funds may not be used for individual benefit and should support broader engagement in mental health and mental health literacy.
- You will not reimburse for alcohol under any circumstances. If included, this will be deducted from the total amount.

Please note, you will not be reimbursed until all the necessary documentation has been submitted

Students:

Make sure your information details in SSC/SIS is up to date. If not, there will be issues in Workday and will cause delays in payment.

1. Complete the cover sheet (use the Workday Non-Travel Expense Cover Sheet Students).
2. Number and clearly scan your invoices and proof of payment or payment receipts. The invoice and receipts should show the items purchased, taxes, total cost to be paid, and method of payment. *(see examples for reference)*
3. The invoices/receipts should be individually scanned with the filename as follows:
Number_Vendor Name_Amount.pdf (example: 1 Amazon 35.50.pdf)
4. Meals, food, and beverages must include a list of attendees.
5. Send your the completed **cover sheet, invoices/receipts** to [Tam Uden, tam.uden@ubc.ca](mailto:tam.uden@ubc.ca)

Staff (Out of Pocket)

Please complete the grant report here

If you paid the invoice out of pocket, then you will be reimbursed. We will follow your department's reimbursement process.

1. Send your **coversheet of expenses** sheet (use the Workday Non-Travel Expense Cover Sheet) to Truelove Twumasi, t.twumasi@ubc.ca once approved please go to number 2.

2. If your department allows you to enter directly in Workday for reimbursement, please use the below worktags and spend categories when prompted.
3. If you are not able to not enter directly in Workday, please forward invoices and receipts to your home department's finance person to process reimbursement and use the worktag combinations below

Worktags:

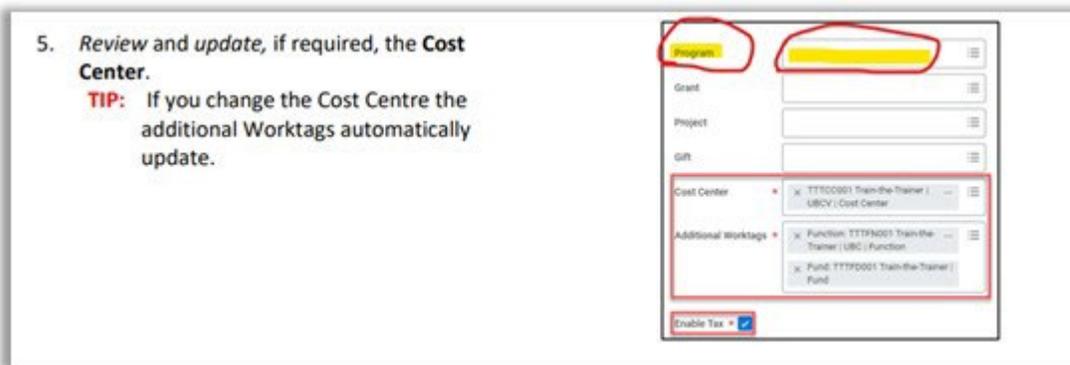
Cost Center: CC00595
 Program: PM002233
 Ledger Account ID/Name: 6300 Supplies and Sundries
 Spend Category ID/Name:the SC0126 Sponsorships

If you have not used Workday to submit a reimbursement before, the steps are linked here:

<https://irp.ubc.ca/sites/integrated-renewal.ubc.ca/files/images/How%20Do%20%20-%20Get%20Reimbursed%20for%20Expenses.pdf> .

Remember to change the worktags in step 5. Enter Program: **PM002233/ Cost Center: CC00595** instead of the default worktag which would show the staff's home department.

Make sure to enter the Program field **PM002233**.



REIMBURSEMENT TO DEPARTMENT

If the expense was paid by the department, the department can be reimbursed through the following process:

Process A: Accounting Adjustment or Accounting Journal in Workday.

1. Please contact your home department's finance person to create the accounting adjustment. They can create an accounting adjustment or journal in Workday and charge the following worktags and spend categories when prompted. This way, the costing allocation change will be tracked on their ledger.

Please forward the following worktags to the department for the costing allocation:

Worktags:

Cost Center:	CC00595	
Program:	PM002233	
Ledger Account ID/Name:	6300	Supplies and Sundries
Spend Category ID/Name:	SC0126	Sponsorships

Below is the link for the Knowledge Base for Accounting Adjustment if needed.

https://ubc.servicenow.com/selfservice?id=kb_article&sys_id=ab6031581bc6a410b2eda8ecbc4bc3&table=kb_knowledge

Process B: Accounting Journal. VPS-Finance can prepare the accounting journal to reimburse the department.

1. Send your **coversheet of expenses** sheet (use the Workday Non-Travel Expense Cover Sheet, **and journal posted** in the ledger showing the spend category used and the amount to to Truelove Twumasi, t.twumasi@ubc.ca once approved please go to number 2.