

Thrive Grant Reimbursement Process

[MANDATORY COMPLETE THE GRANT REPORT HERE](#)

Approved uses of funding:

- Instructor or facilitator fees – **please carefully read how these fees are reimbursed below as the facilitator or instructor will be directly reimbursed by UBC and this differs from other reimbursements.**
- Workshop or event supplies (e.g. arts and craft supplies)
- Food, catering
- Room rental fees

Non-approved uses of this funding

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

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

Students:

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

0. Complete the cover sheet (use the [Workday Non-Travel Expense Cover Sheet Students](#)).
1. 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.
2. The invoices/receipts should be individually scanned with the filename as follows:
Number_Vendor Name_Amount.pdf (example: 1 Amazon 35.50.pdf)
The receipt number should be the same receipt number on the cover sheet.
3. Meals, food, and beverages **must** include a list of attendees.
4. Send the completed **cover sheet, invoices/receipts and confirmation that your information is up to date in SSC/SIS** by email to Daksha Jadhav (daksha.jadhav@ubc.ca) for review.

Important:

- If expense is for catering, meals, food, or beverages, you **must** provide a complete list of attendees (first and last names).
- If the expense is catering or food/drinks, please provide a complete list of attendees (first and last names).

Reimbursing facilitators or instructors:

Fees for facilitators or instructors (i.e., any individual who provides an instructional service) will be provided directly by UBC. Kindly ask the facilitator or instructor to ensure the invoice is billed directly to UBC, and not to the grantee (i.e., the individual who has received the grant). **You will not be reimbursed if the facilitator's invoice is billed to the grantee.**

Send the completed **cover sheet, invoices/receipts (including the facilitator's invoice billed directly to UBC) and confirmation that your information is up to date in SSC/SIS** by email to Daksha Jadhav (daksha.jadhav@ubc.ca) for review.

Example of a reimbursement process:

Student A will be hosting a yoga session for their student group. Fees for the yoga instructor at \$200 and \$100 of refreshments will be provided for the group.

Student A will submit the following to receive a reimbursement:

- *Cover sheet*
- *Receipts for refreshments*
- *Complete list of names of attendees receiving the refreshments*
- *Facilitator's invoice that bills their fees directly to UBC and **not** to Student A*
- *Confirmation that Student A's information is up-to-date in SSC/SIS*

If documentation is complete, Student A will be reimbursed \$100 and the yoga instructor will be reimbursed \$200 directly.

Staff (Out of Pocket)

MANDATORY COMPLETE THE GRANT REPORT HERE

Important:

- If expense is for catering, meals, food, or beverages, you **must** provide a complete list of attendees (first and last names).
- If the expense is catering or food/drinks, please provide a complete list of attendees (first and last names).

Staff can complete their cover sheet and invoices/receipts and submit it through Workday or to their department for reimbursement.

If staff pay the invoice out of pocket, then the staff will be reimbursed by following their own department's reimbursement process. If your department allows you to enter directly in Workday for reimbursement, please use the below worktags and spend categories when prompted. If not, please forward the invoices/receipts to your department's finance person to process reimbursement.

Worktags:

Cost Center: CC00595
Program: PM002233
Ledger Account ID/Name: 6300 Supplies and Sundries
Spend Category ID/Name: 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%20I%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**.

5. *Review and update, if required, the Cost Center.*

TIP: If you change the Cost Centre the additional Worktags automatically update.



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. Please send a copy of the journal entry posted in your ledger showing the payment to Daksha Jadhav (daksha.jadhav@ubc.ca)
2. Please indicate your preference (Process A or B).

Reimbursing facilitators or instructors:

Fees for facilitators or instructors (i.e., any individual who provides an instructional service) will be provided directly by UBC. Kindly ask the facilitator or instructor to ensure the invoice is billed directly to UBC, and not to the grantee (i.e., the individual who has received the grant). **You will not be reimbursed if the facilitator's invoice is billed to the grantee.**

Send the completed **cover sheet, invoices/receipts (including the facilitator's invoice billed directly to UBC) and confirmation that your information is up to date in SSC/SIS** by email to Daksha Jadhav (daksha.jadhav@ubc.ca) for review.

Example of a reimbursement process:

Student A will be hosting a yoga session for their student group. Fees for the yoga instructor at \$200 and \$100 of refreshments will be provided for the group.

Student A will submit the following to receive a reimbursement:

- *Cover sheet*
- *Receipts for refreshments*
- *Complete list of names of attendees receiving the refreshments*
- *Facilitator's invoice that bills their fees directly to UBC and **not** to Student A*
- *Confirmation that Student A's information is up-to-date in SSC/SIS*

If documentation is complete, Student A will be reimbursed \$100 and the yoga instructor will be reimbursed \$200 directly.