

Tips and tricks for submitting digital reimbursement through Research Finance

Last week, Research Finance shared tips on avoiding common errors made when requesting expense reimbursement. This week, in part two of their series, they're highlighting common errors encountered with reimbursement receipts. Here are the errors and some tips to avoid them:

1. Missing receipts – itemized receipts must be provided for every expense being reimbursed. Accounts Payable has advised that we will stop granting exceptions in order to follow audit requirements.
2. Itemized receipts not provided for food – we must be able to see exactly what was ordered to rule out alcohol which is not reimbursable.
3. Alcohol totals not deducted from business meal receipts – please deduct the alcohol (plus tax and tip) from your receipt total for reimbursement.

In the meantime, did you know that there are 40 new tutorial videos that have been developed by the Research Finance team to help support the research community in learning about research finance processes, procedures and policies at Unity Health Toronto? [Check them out.](#)

You can now also find January 2020 Research Activity Reports published on LBI.

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