Guide for Researchers Receiving Funds from the Productivity Partnership

Contact information for questions in this guide:

Alyssa Drost
Research Coordinator, Productivity Partnership/ Partenariat productivité

Workdays: Mondays, Wednesdays & Thursdays (generally)

productivity@mcmaster.ca or drostam2@mcmaster.ca

Mailing Address:
Department of Economics
Kenneth Taylor Hall, Rm 426
McMaster University
1280 Main Street West
Hamilton, Ontario, Canada, L8S 4M4

This guide is for researchers who are submitting their ***research funds to McMaster*** for reimbursement. This includes: travel, hotel, meals, conference registration, etc.
If you are unsure, please email Alyssa (contact information above).

This guide is divided into the following parts:

A. Notes for Submitting Expenses

IMPORTANT

In order to be reimbursed, you need to submit itemized receipts – credit card statements are not sufficient. Think of it as if you were paying with cash, *how would you prove you had paid for the item*?

- **Airplane/Train/Bus** – in addition to the receipt, we also need the boarding passes
- **Restaurant** – need itemized receipt. This is important as SSHRC needs to ensure alcohol isn't being reimbursed.
- **Taxi** – need official receipt (ask taxi driver)
- **Mileage** - submit start and end addresses of the journey. This information is entered into Google Maps to determine kilometers that will be reimbursed.
- **Evidence of attendance at the event** - examples of evidence include a photograph of your name tag, notes you made during the event or a copy of the agenda/programme.

B. External People

(for folks who are not employees/students at McMaster)

To submit your expenses, please follow the following steps:

1. Gather all of your itemized receipts (see part A: **Notes for Submitting Expenses**)

2. Scan/take pictures of the receipts and email them to Alyssa (drostam2@mcmaster.ca)
   - **Hard copies of receipts:** McMaster University uses electronic receipts so having hard copies isn't necessary. However, if instead of scanning/taking pictures of the receipt, you can mail the hard copies of the receipts to Alyssa. If you go this route, please be aware that receipts can get lost in the mail (this has happened). To avoid this, you can register the package. Alternatively, you can send them via the IUTS (Inter-University Transportation System), if your institution participates in it. Please send them to:

     Alyssa Drost
     Department of Economics
     Kenneth Taylor Hall, Rm 426
     McMaster University
     1280 Main Street West
     Hamilton, Ontario, Canada, L8S 4M4

3. In the email with the scanned receipts, please include the following information:
   - Your first and last name (which will appear on the cheque) and address to where you would like your cheque sent. At this time, McMaster University doesn't offer direct deposit.
   - The purpose of your expense (i.e. how it relates to the research) (e.g. travel and stay in Ottawa to access Statistics Canada microdata)
   - Dates of the expense

4. Once the receipts have been received, Alyssa will process them. Before submitting into the McMaster expense system, Alyssa will email you the submission package for review and ask for your email confirmation of the following (exact wording will depend on the type expenses and circumstances):
   - Please look over the attached file, particularly the spreadsheet (saved in the pdf) and ensure everything is correct. Please also confirm by email:
     i. No alcohol was purchased during the meals
     ii. You were the only attendee for the meals which are being claimed
     iii. Meals were for [XYZ] (e.g. during your time in Ottawa)
     iv. Your purpose in [location] was [ABC]

5. Once the email has been received, the submission package will be submitted within 2-3 days.

6. After that, the expenses go through the approval process: Research Finance and Accounts Payable.

7. Once it has been approved by Accounts Payable, Alyssa will receive an email that it has been approved. She will then send you an email to let you know to expect the cheque.

8. If you don't receive the cheque within 2 weeks of receiving the email from step #7, please email Alyssa.

C. Internal People

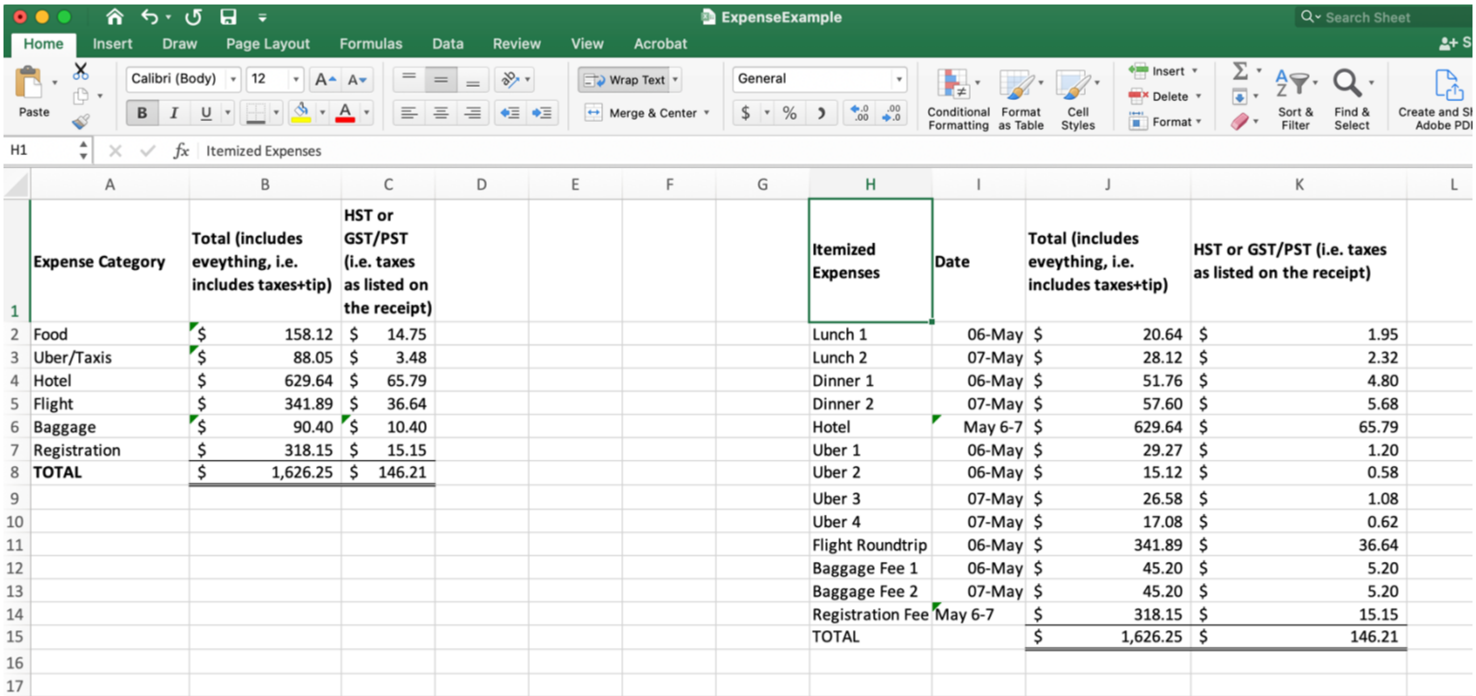
(for folks who are employees/students at McMaster)

Submitting Expenses

IMPORTANT: Please ensure you have the “Travel & Expenses” module enabled in Mosaic. To check, please follow the steps in **Access to Travel & Expenses in Mosaic**.

To process your own expenses, please follow the following steps:

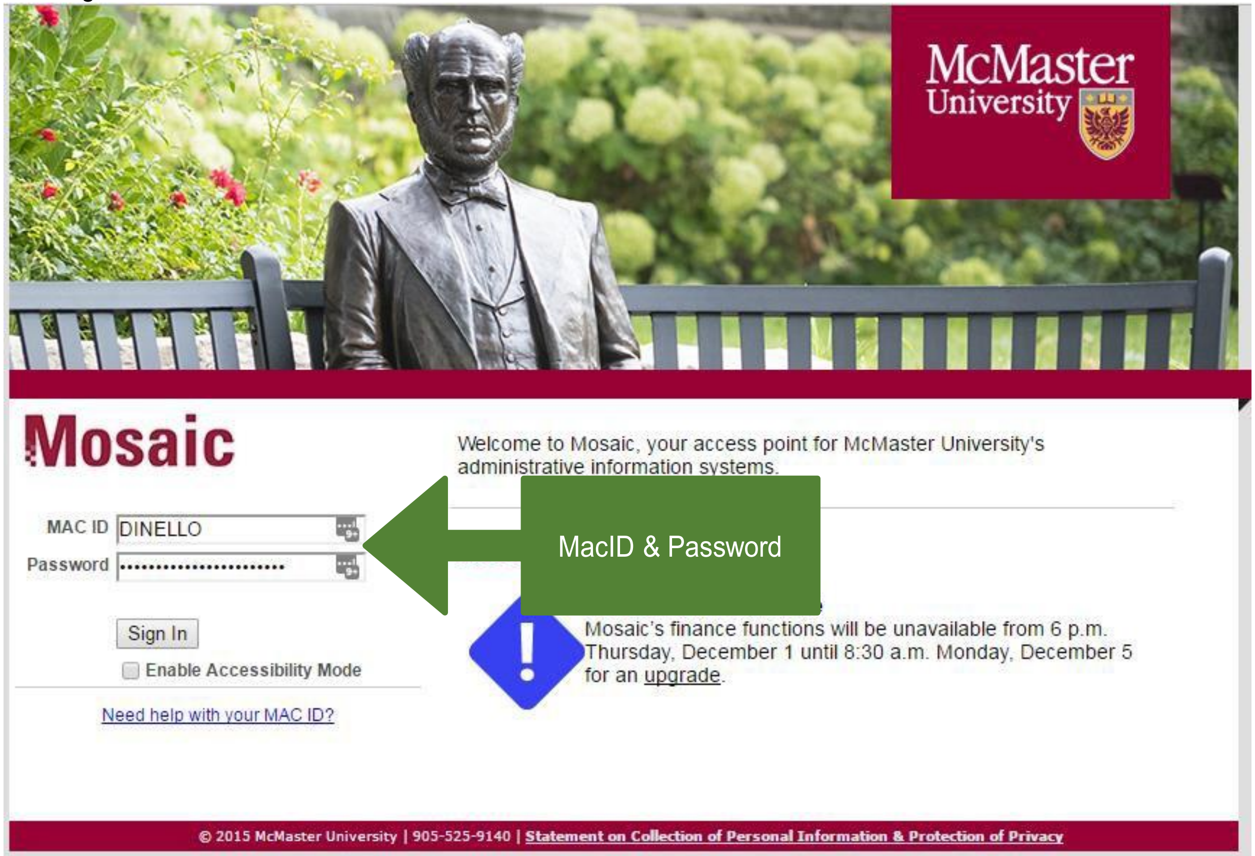
1. Before entering your expenses into Mosaic, total all expenses in each applicable expense category (e.g., food/meals, hotel, flight, Ubers/taxis, train, parking etc.) in an excel sheet (see example below).



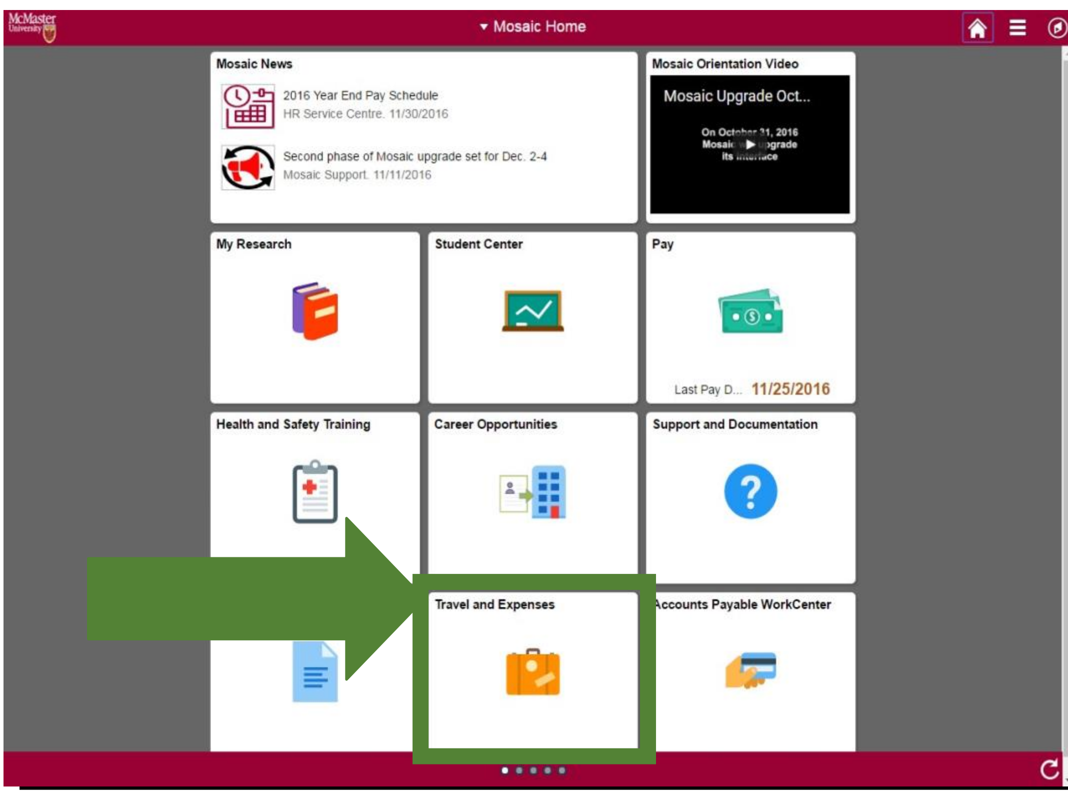
Expense Category	Total (includes eveything, i.e. includes taxes+tip)	HST or GST/PST (i.e. taxes as listed on the receipt)
Food	$ 158.12	$ 14.75
Uber/Taxis	$ 88.05	$ 3.48
Hotel	$ 629.64	$ 65.79
Flight	$ 341.89	$ 36.64
Baggage	$ 90.40	$ 10.40
Registration	$ 318.15	$ 15.15
TOTAL	$ 1,626.25	$ 146.21

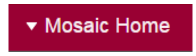
Itemized Expenses	Date	Total (includes eveything, i.e. includes taxes+tip)	HST or GST/PST (i.e. taxes as listed on the receipt)
Lunch 1	06-May	$ 20.64	$ 1.95
Lunch 2	07-May	$ 28.12	$ 2.32
Dinner 1	06-May	$ 51.76	$ 4.80
Dinner 2	07-May	$ 57.60	$ 5.68
Hotel	May 6-7	$ 629.64	$ 65.79
Uber 1	06-May	$ 29.27	$ 1.20
Uber 2	06-May	$ 15.12	$ 0.58
Uber 3	07-May	$ 26.58	$ 1.08
Uber 4	07-May	$ 17.08	$ 0.62
Flight Roundtrip	06-May	$ 341.89	$ 36.64
Baggage Fee 1	06-May	$ 45.20	$ 5.20
Baggage Fee 2	07-May	$ 45.20	$ 5.20
Registration Fee	May 6-7	$ 318.15	$ 15.15
TOTAL		$ 1,626.25	$ 146.21

2. Log onto Mosaic: mosaic.mcmaster.ca

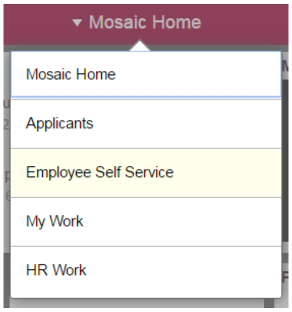


3. ‘Travel & Expenses’ might be listed on your homepage:



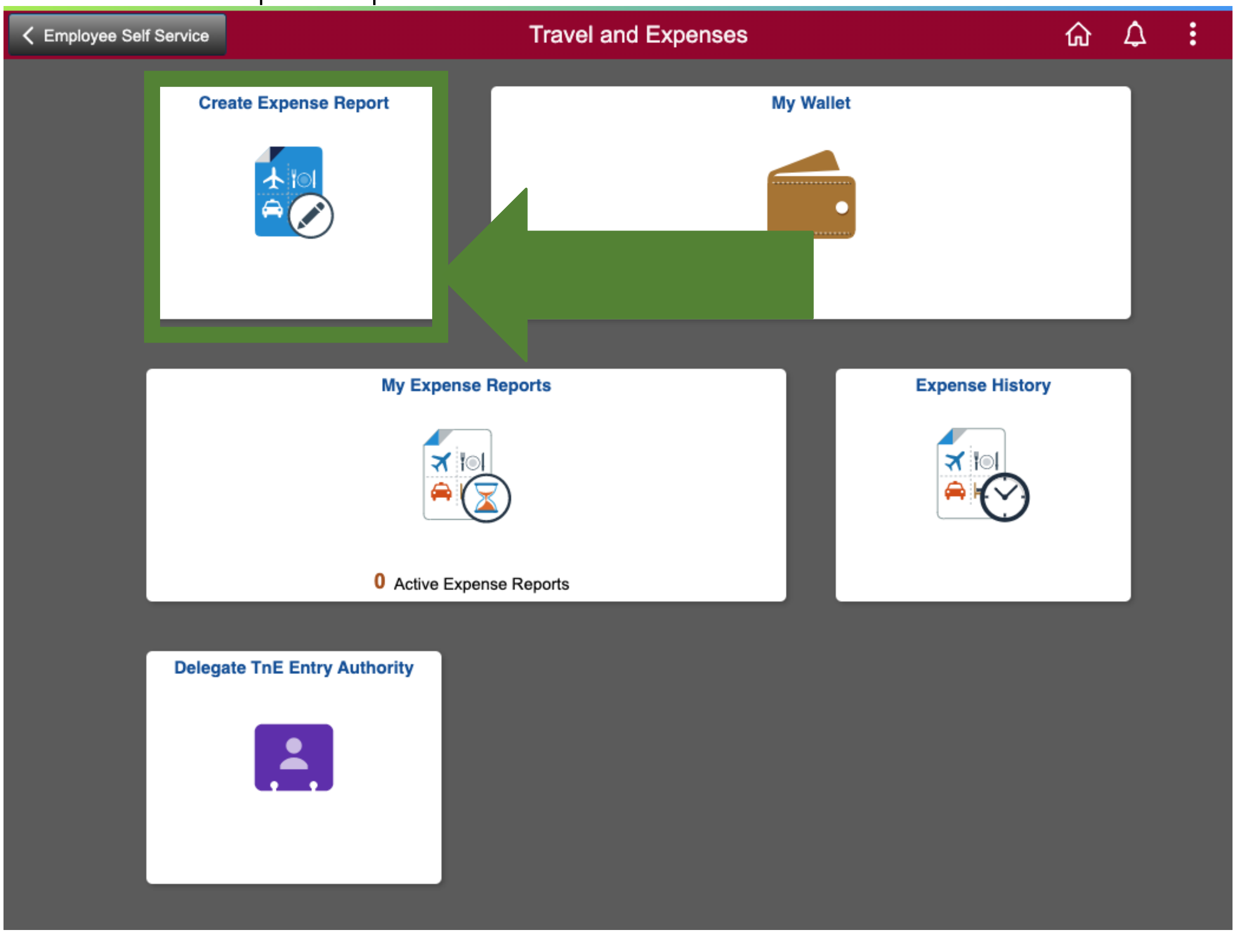
4. If it is listed, continue to Step 6. If it's not listed, click on 'Mosaic Home' 

and select 'Employee Self-Service'.

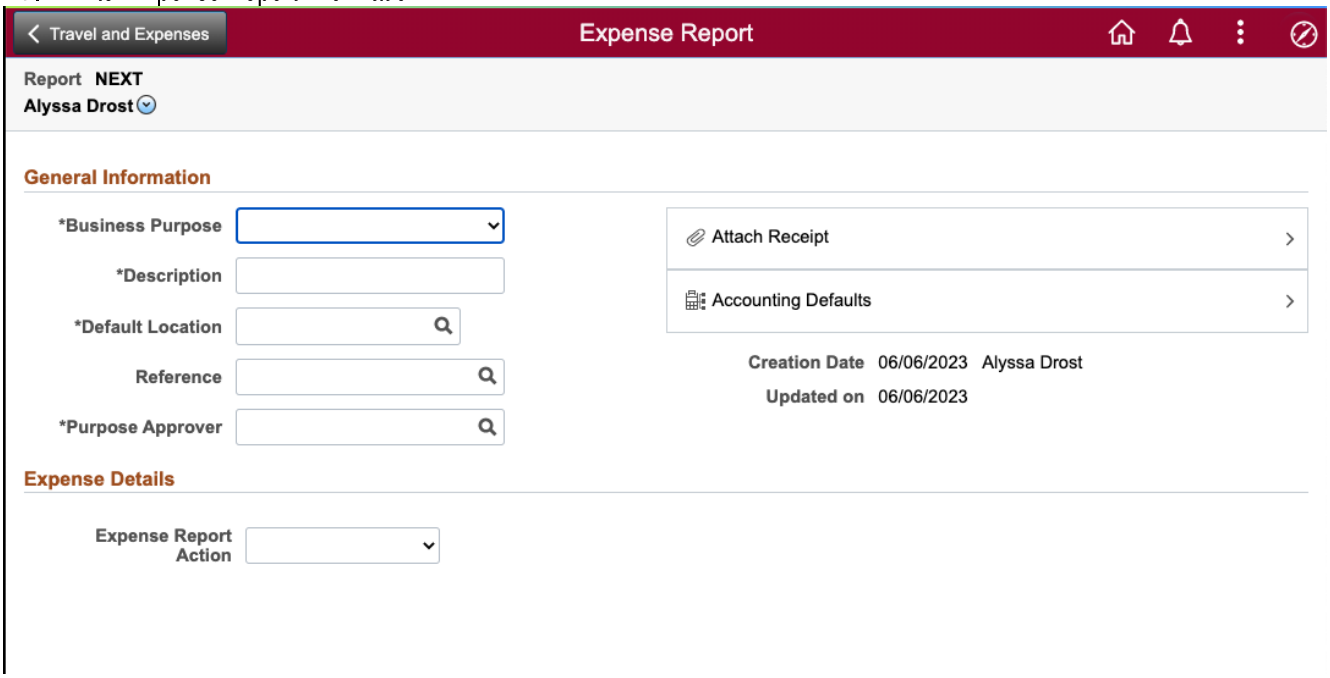


5. ‘Travel and Expenses’ should be listed on the ‘Employee Self Service’ screen. If it’s not, please contact Alyssa for further instruction.

6. Click “Create Expense Report”

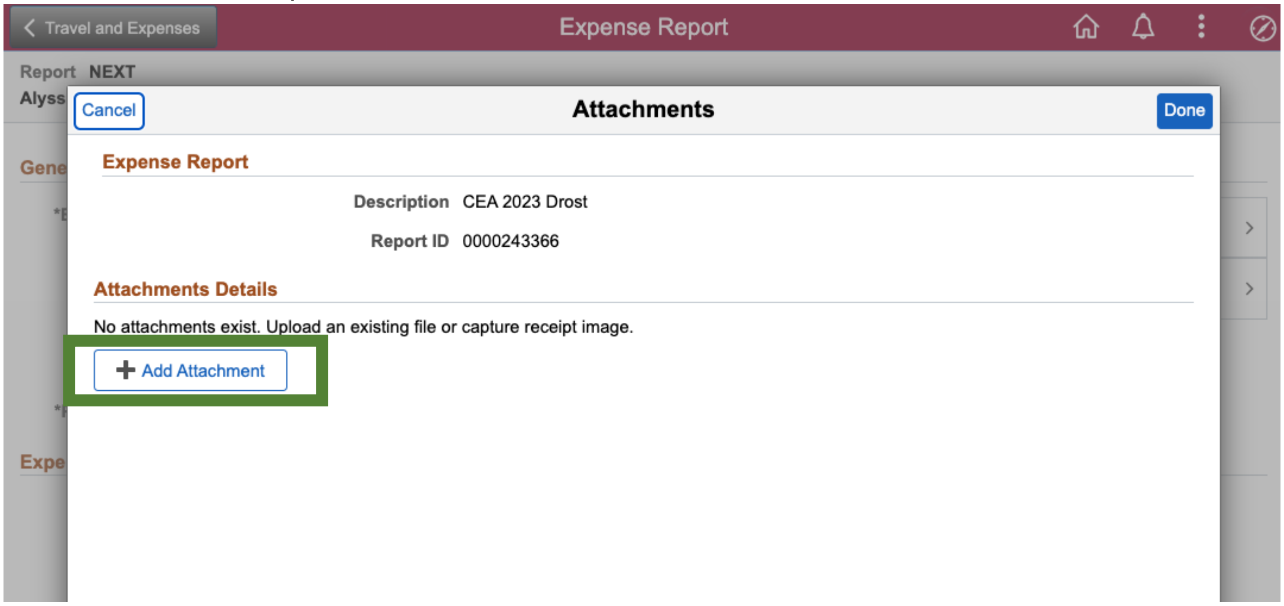


7. Enter Expense Report Information



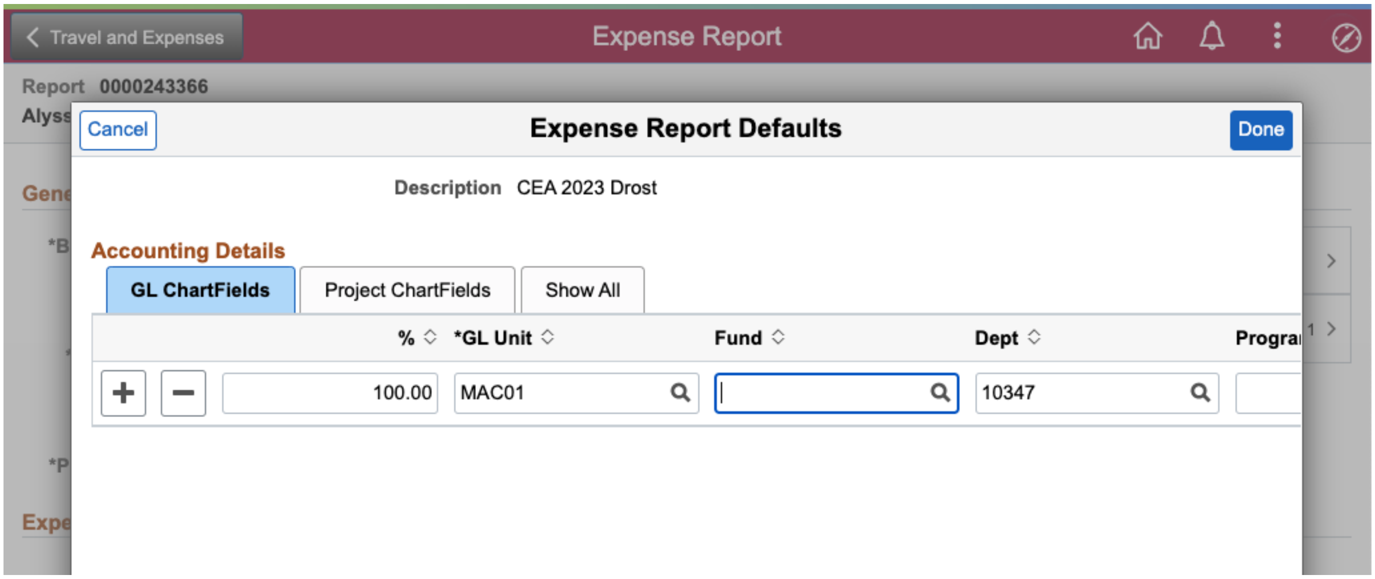
- **Business Purpose** – drop down menu – pick something that is applicable (e.g., "Conference, Seminar, Workshop", "General Travel and Expense")
- **Description** – meaningful to the claimant – if trip: name of conference, year, last name of employee (E.g., "CEA 2023 Drost")
- **Default location** – **choose this carefully – the system bases its tax calculations on it! Usually pick where most expenses occur.**
- **Purpose Approver** – drostam2 (or you can search "Alyssa Drost" using the "Description" search criteria)

8. Click Attach Receipt



- Combine all scanned receipts, statements, and invoices for each expense into one document and attach. Then, attach your Excel file of expenses (from Step 1).

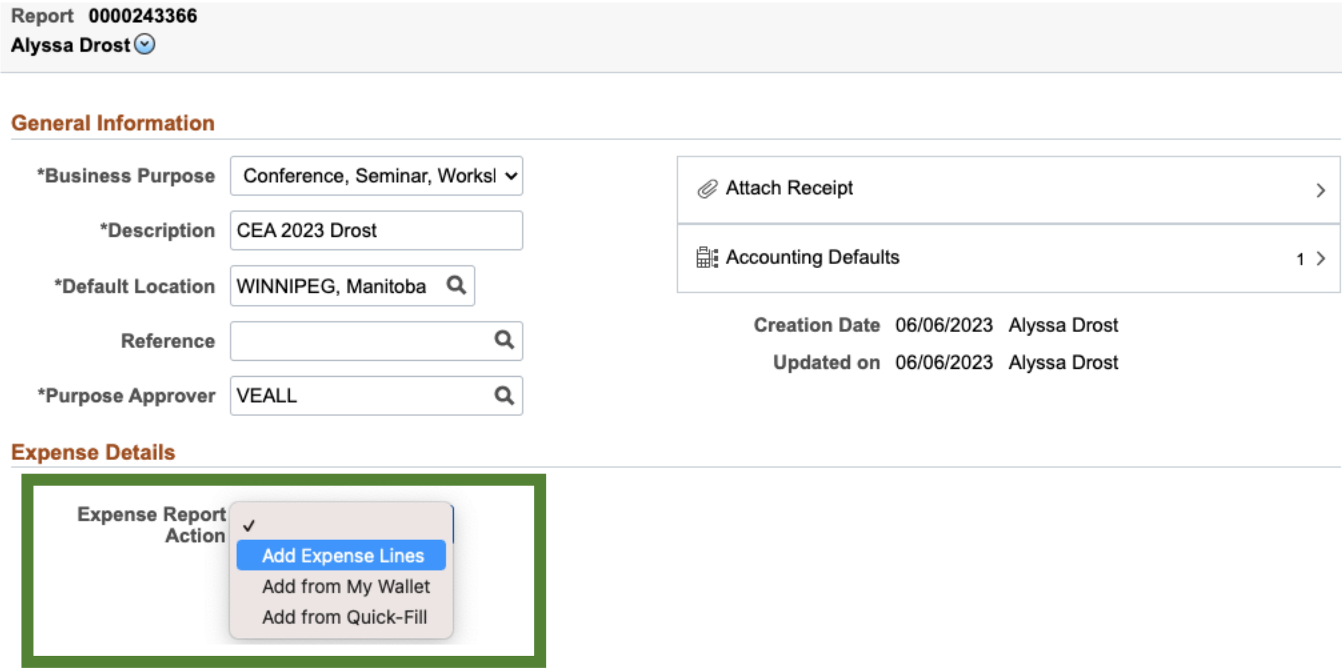
9. Enter Accounting Details



NOTE: a chart field has either a program OR a project, never both

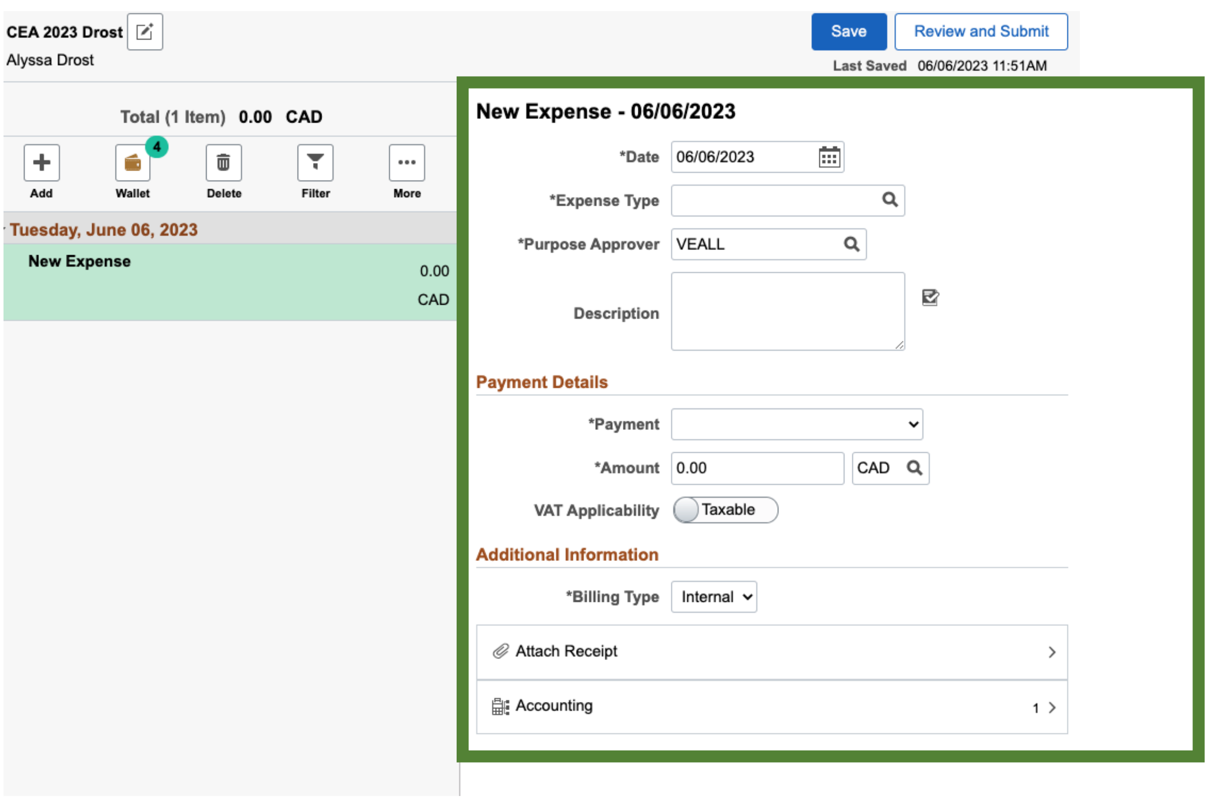
- **Fund** = 55
- **Account** = this will be pre-populated based on choices when you enter expense line items (steps ___)
- **Department** = 10347 (it will be pre-populated based on earlier choices. It can be changed if necessary)
- **Program, Affiliate, Fund Affil** = skip all three of these fields
- **Click "Project ChartFields"**
  - **PC Bus Unit** = RFMAC
  - **Project =** 20004330
  - **Activity =** ELIGIBLE
- **Click "Done"**

10. Click “Expense Report Action” > “Add Expense Lines”



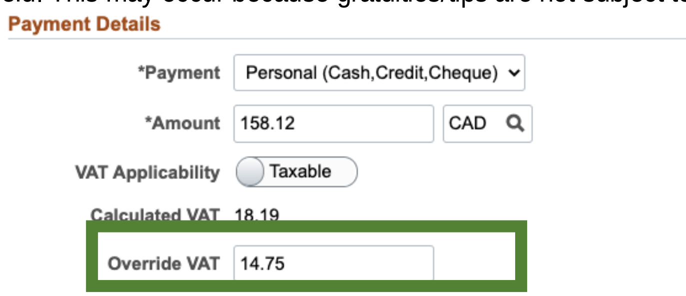
11. Record Expenses

NOTE: Enter expenses in the order in which they appear in your PDF attachment from step 8!

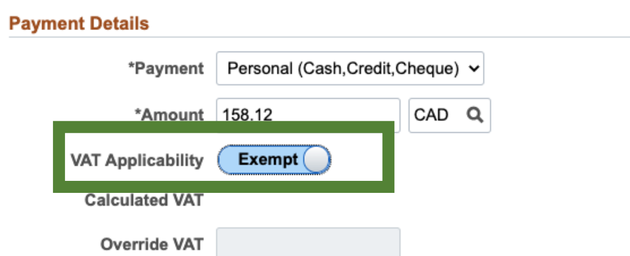


This is where you enter information for ***each*** of your expense categories (from your excel file in Step 1)

a. **Date** – date of expense (if multiple expenses, put date of first expense. Example: dinner expenses on both May 6, and May 7, put May 6)
b. **Expense type** – choose one that most closely matches the expense (e.g., "Meals with Receipts")
    i. Once the Expense Type is entered, the account number seen in step __ will auto-populate.
c. Purpose Approver – Auto-populated from Step 7, do not need to change, just confirm correct "DROSTAM2"
d. **Description**: should have a business purpose and be concise (see below) e.g., "Meals (lunch & dinners) while attending the CEA conference from May 6 to May 7, 2023"
e. **Payment**: Click "Personal (Cash, Cheque or Credit Card)" from the drag down list
f. **Amount**: Enter the amount of the expense (the total, i.e. includes tax and tip)
g. If expense occurred in Canada, leave **VAT Applicability** as "Taxable", and proceed to step (i)-(i).
h. If expense occurred outside Canada, proceed to step (i)-(ii).
i. Once you enter the amount above the "**Calculated VAT**" will auto-populate.
    i. If expense was incurred in Canada – does the "**Calculated VAT"** match the VAT on the receipt? If not, enter the amount from the receipt (or your excel file) in the **"Override VAT"** field below the **"Calculated VAT"** field. This may occur because gratuities/tips are not subject to VAT.



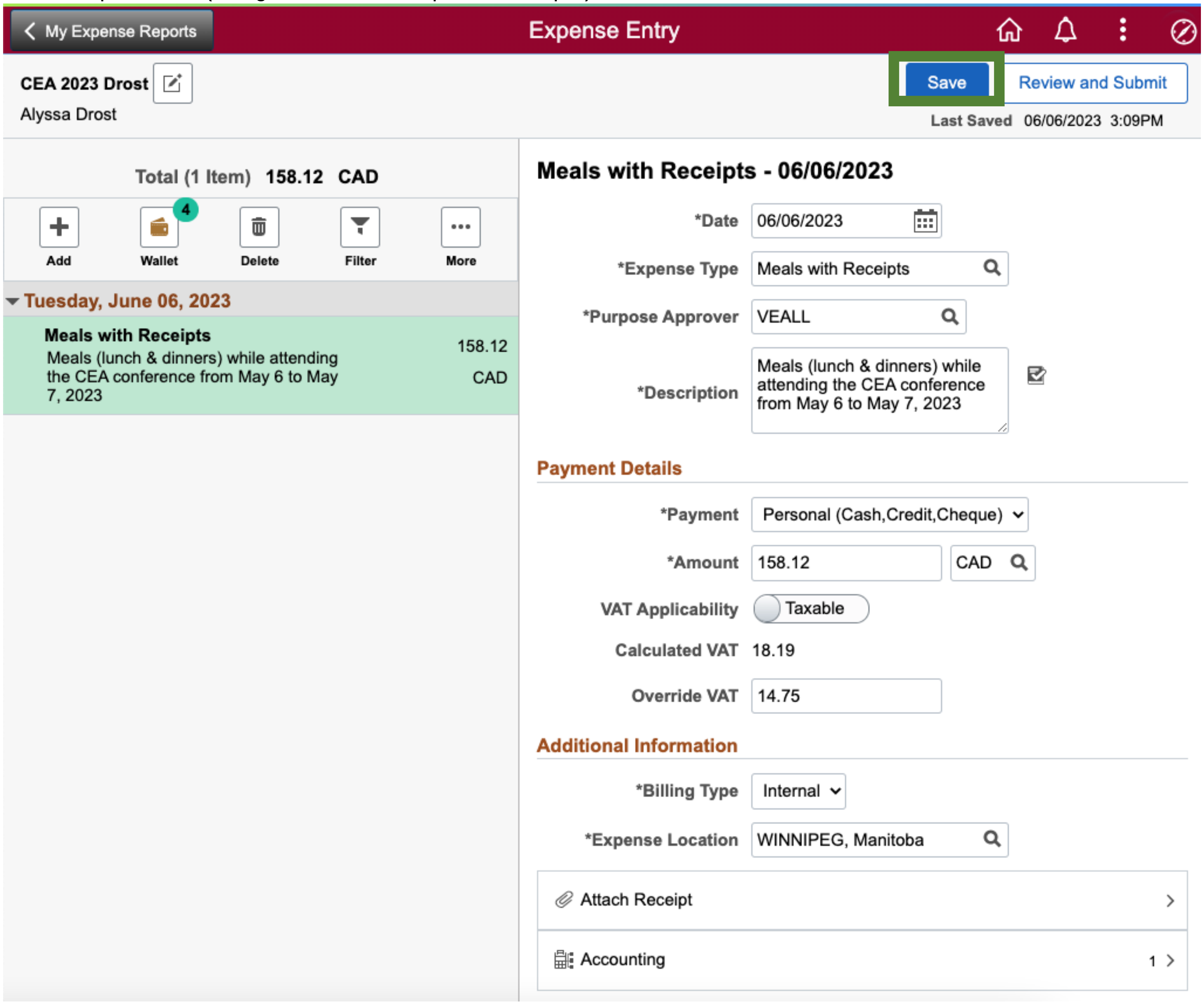
    ii. If expense was incurred outside Canada – Click the **"Taxable"** button under the **"VAT Applicability"**, the **"VAT Applicability"** will then appear as **"Exempt"**, as opposed to **"Taxable"**.



    iii.

j. **Billing type:** Leave as "Internal"
k. **Location:** Does it match the expense? Each line will be auto-populated from the default location chosen in step 7, so confirm the location is correct – use the magnifying glass at the expense line to change it to match if it is different.
l. **Attach Receipt** – Do not need to attach a receipt as it was attached in step 8.
m. **Accounting Details** – Do not need to enter this information again as it was entered in step 9. However, if also receiving multiple sources of funding for travel (e.g., the Productivity Partnership and the Economics Department at McMaster), this is where you would enter the appropriate accounting information for your expenses that are not covered by the Partnership. If only receiving Partnership funding, do not change this information.

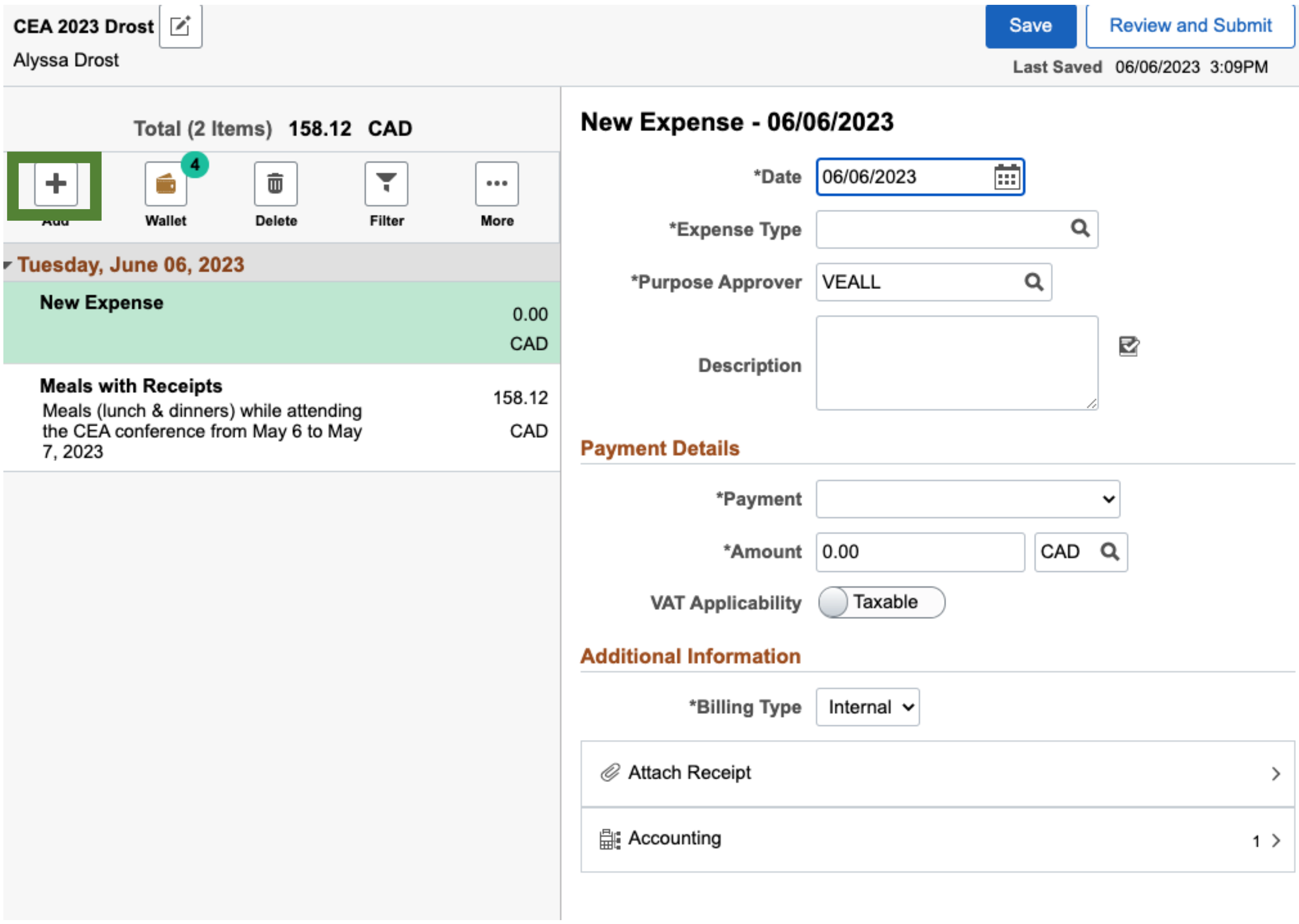
See example below (using the Excel example from step 1):



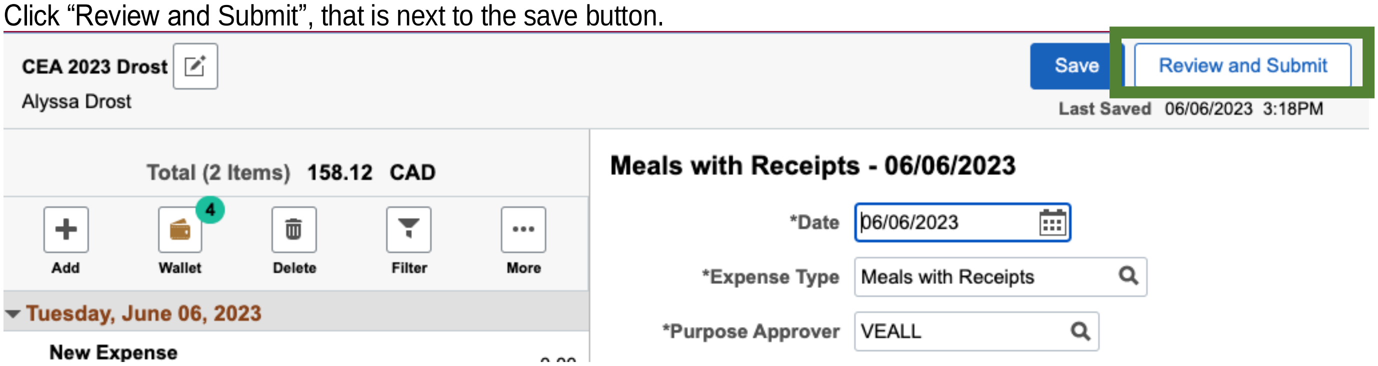
12. At this point, click ‘Save’ and write down your Expense Report ID# in a safe place for your records.

Tip! Regularly use the "Save" button as you enter information on the report.

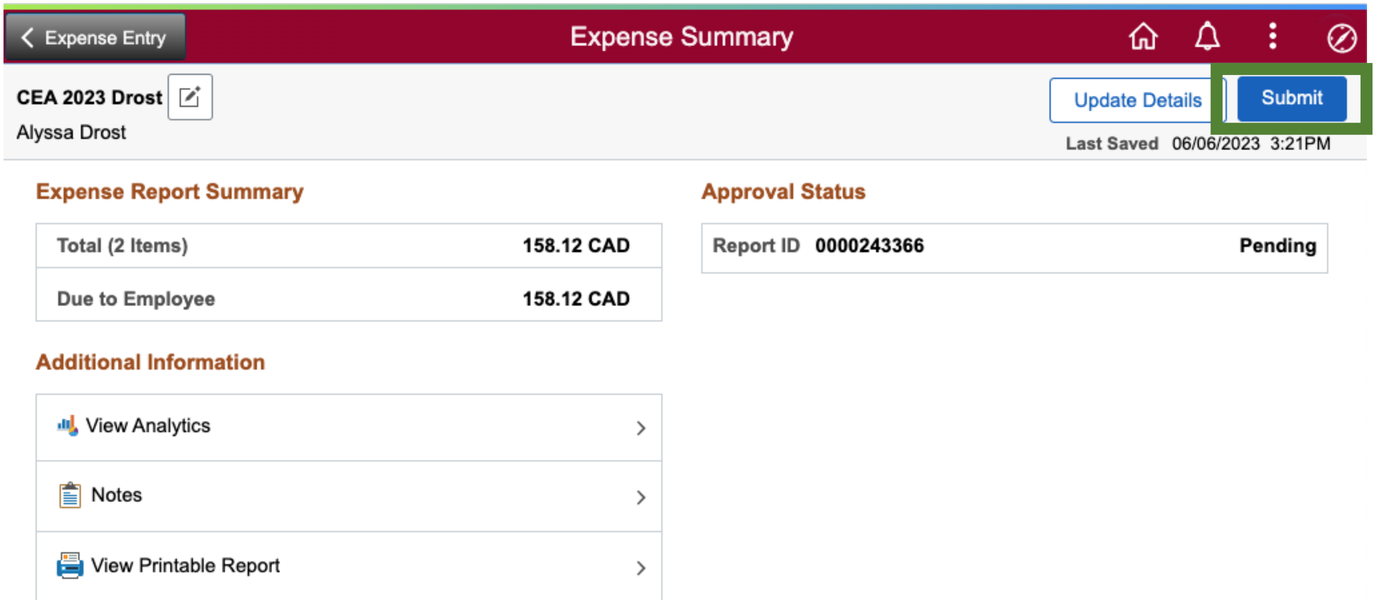
13. Repeat step 11 for each expense category. Click the “Add” button to add expenses. Remember to save after entering each expense category!



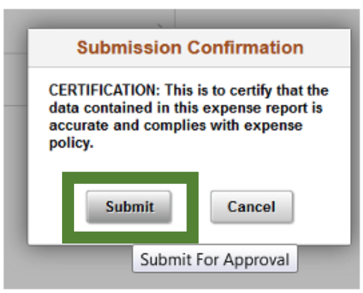
14. Click “Review and Submit”, that is next to the save button.



15. This will bring you to a summary page, review and if all information is correct, click “Submit.”



16. Click “Submit” under the “Submission Confirmation.”



What happens after you submit

Once the report is submitted, the system will notify you that the report has been submitted.

At this point, an email will be generated by the system, telling every approver (e.g. Myself, Mike Veall, Research Finance) they have a report to approve.

Once all approvers have approved, Accounts Payable will approve. This triggers the system to generate the direct deposit to the claimant's bank account.

Emails to the claimant preparer are sent, stating that the report has been approved.

Approved expense reimbursements are transferred to the bank every Tuesday and Thursday. The money will go directly to the claimant's bank account (the same one they receive their pay cheque to).

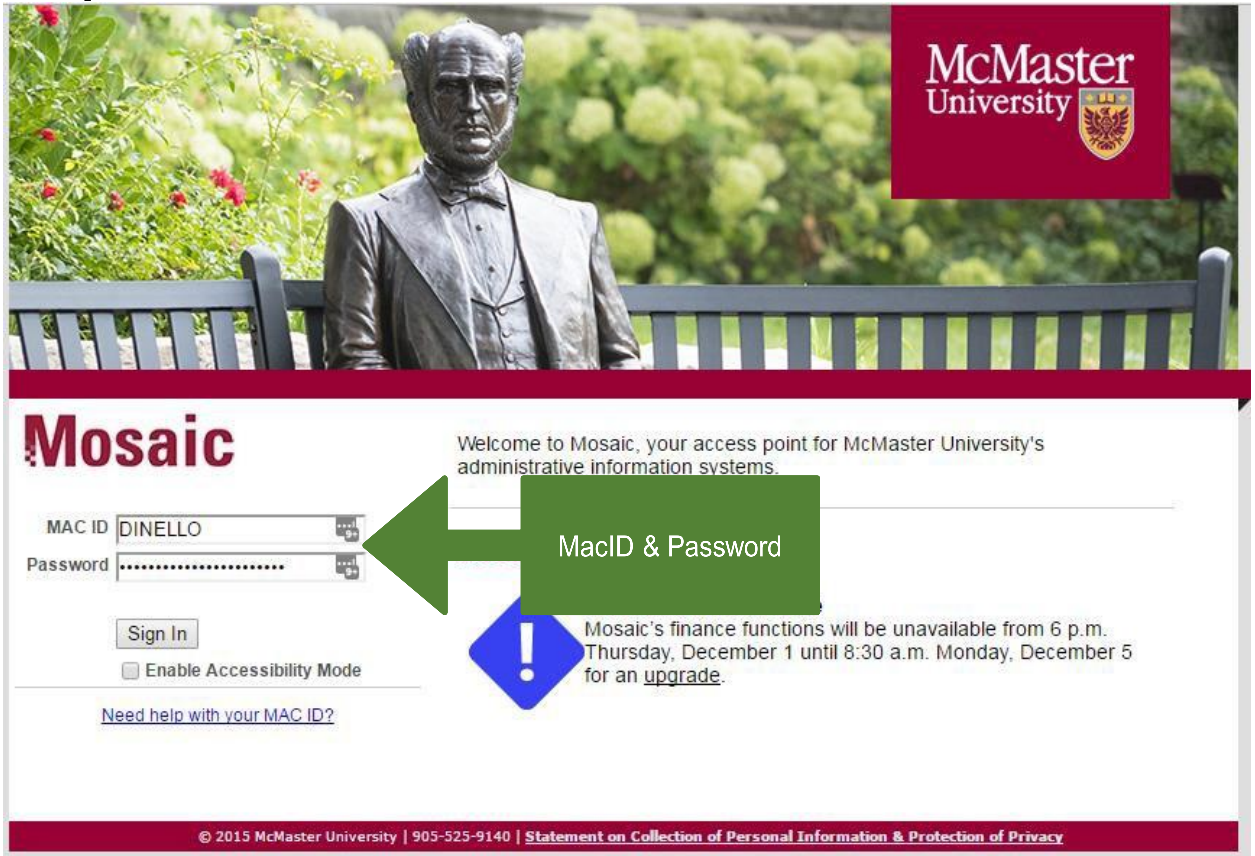
The reimbursement is never added onto pay cheques. However, if more than one report for the claimant is approved within the same time frame, they will be added together for a single EFT.

The money gets to the claimant's bank account within 2 to 3 business day.

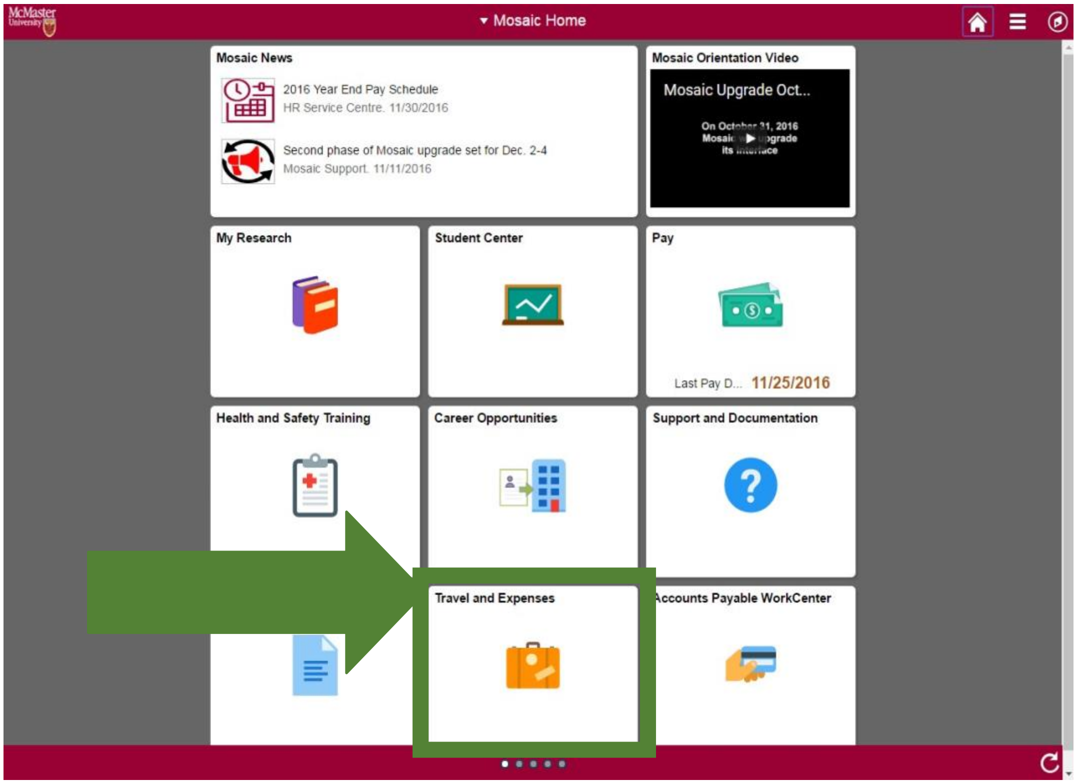
Assigning delegate authority

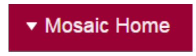
To grant Alyssa with delegate authority, please follow the following steps:

1. Log onto Mosaic: mosaic.mcmaster.ca

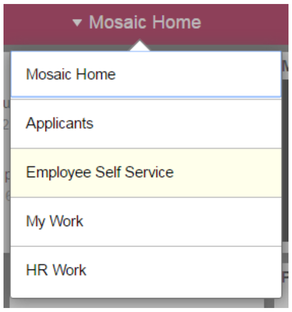


2. ‘Travel & Expenses’ might be listed on your homepage:



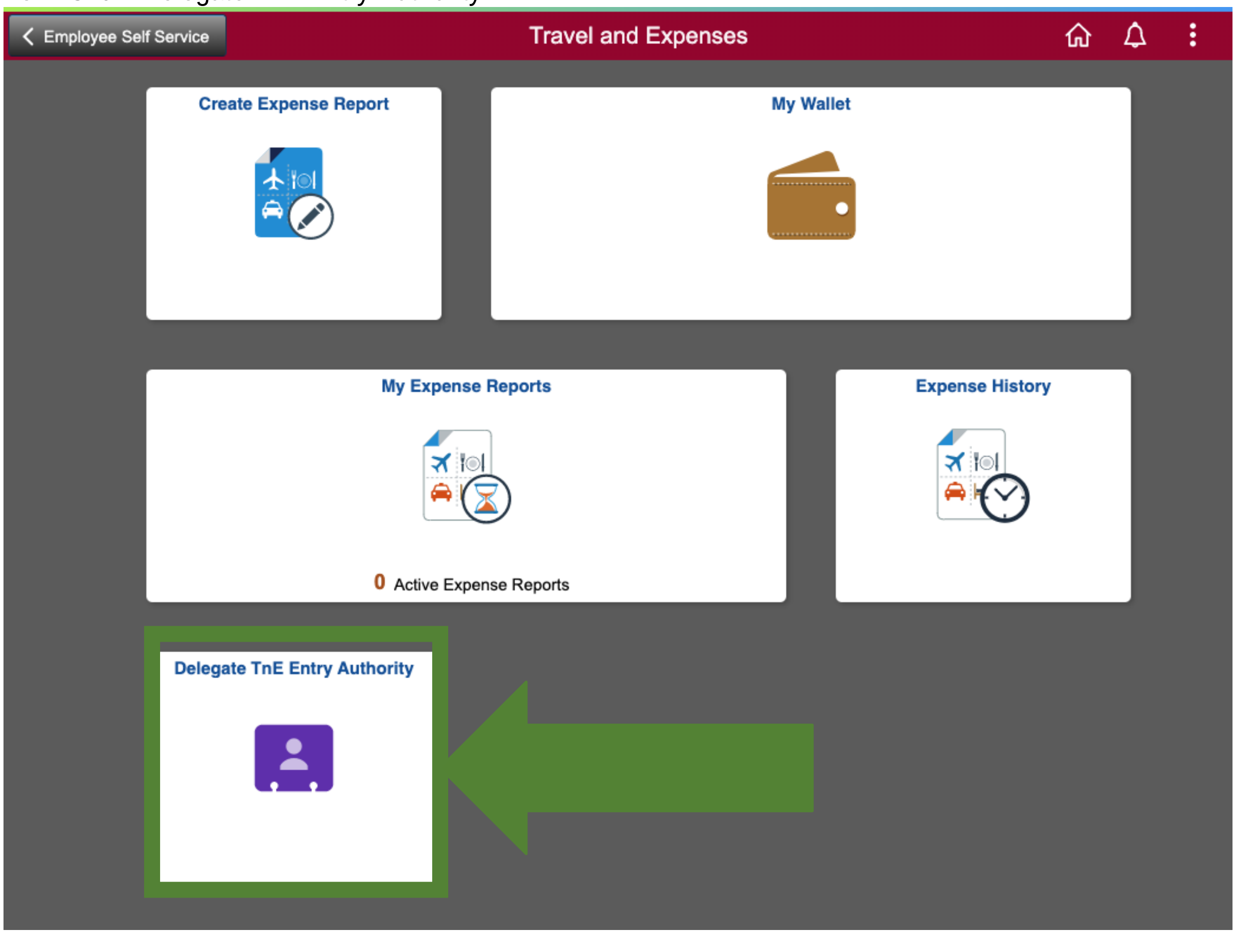
3. If it is listed, continue to Step 5. If it's not listed, click on 'Mosaic Home' 

and select 'Employee Self-Service'.

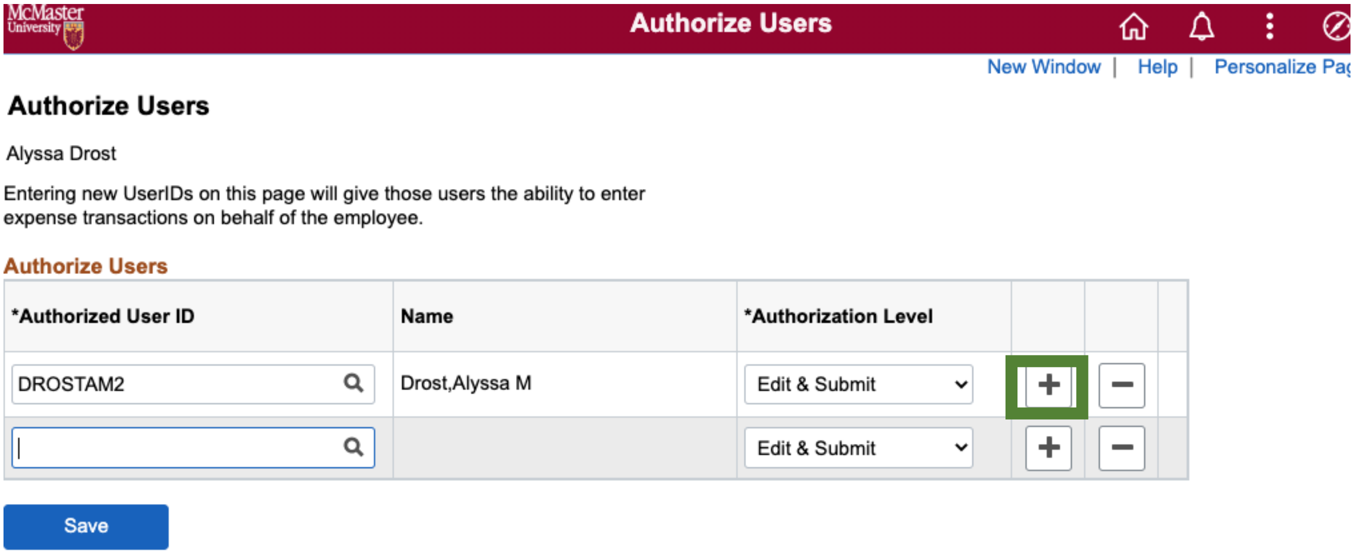


4. ‘Travel and Expenses’ should be listed on the ‘Employee Self Service’ screen. If it’s not, please contact [Alyssa](#) for further instruction.

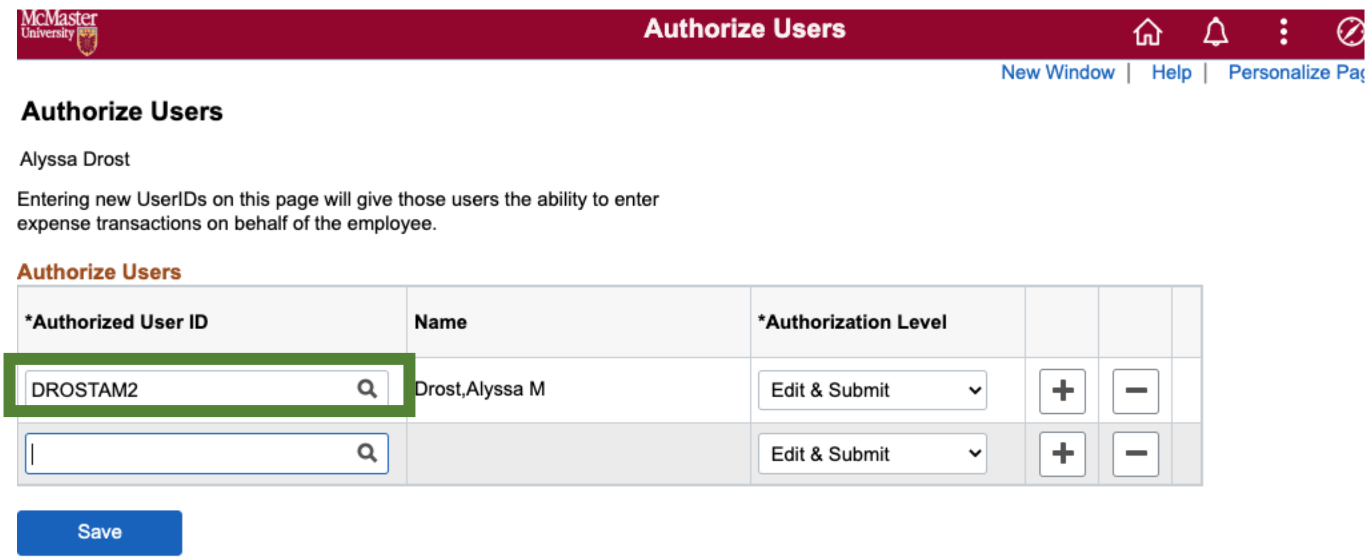
5. Click “Delegate TnE Entry Authority”



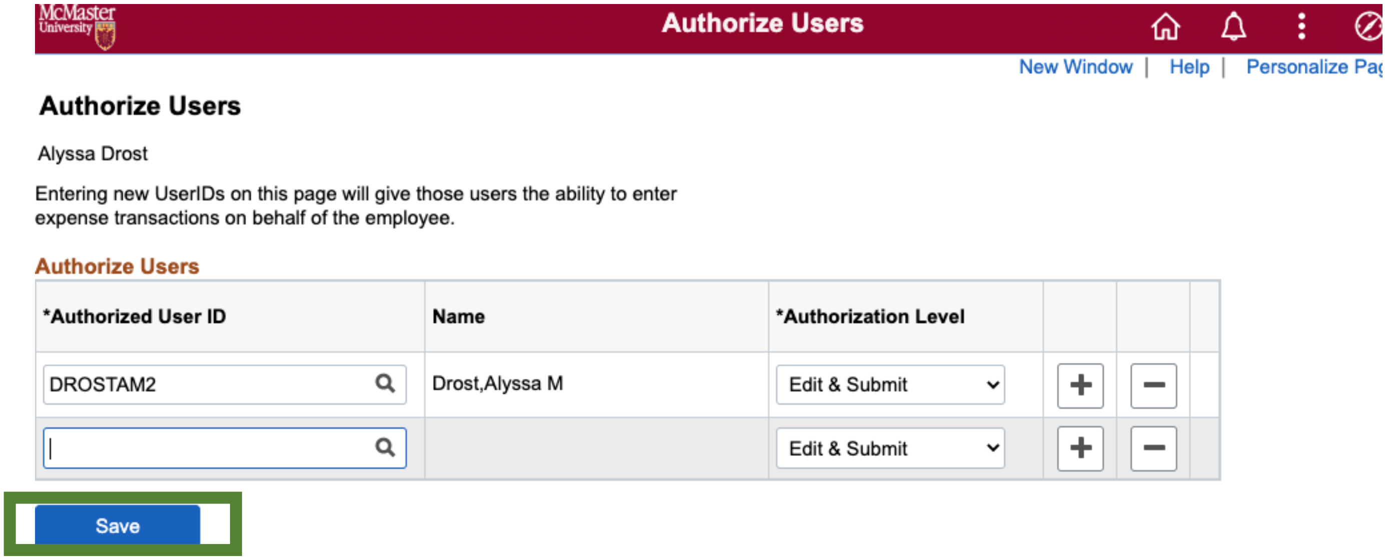
6. Click on ‘+’



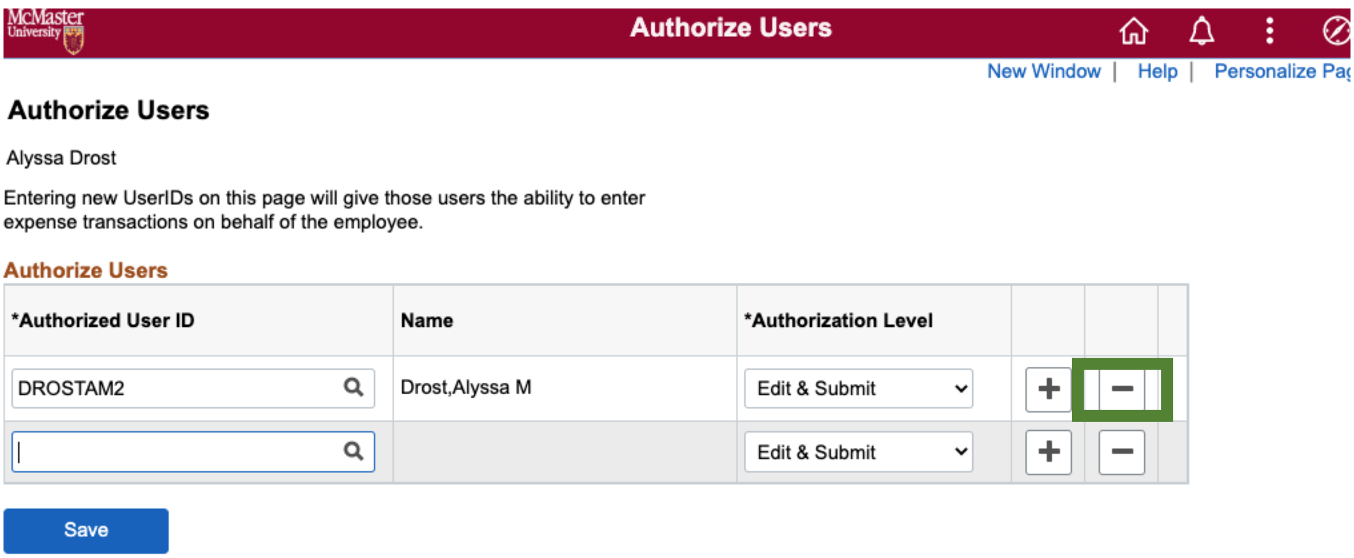
7. Either type ‘DROSTAM2’ in the empty box (it has to be in capitals) or click on the magnifying glass to look up ‘DROSTAM2’ (it doesn’t have to be in capitals in search box). Click on the blue part of the name (‘User ID’).



8. Click Save.



NOTE: If you ever want to remove access, click on the '-' next to the name you wish to remove access for.



9. To use the “Look Up Authorized User ID”