

## *Simulation: How to Create and Retrieve Selection Screen Variants*

Do you run reports regularly, and have to enter the same inputs (i.e., selection criteria) into the report each time?

Watch this simulation to learn how you can **save time by creating and retrieving report selection screen variants**.



**FAST Tip**

*Simulation*

**How to Create and Retrieve Report Selection Screen Variants**

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### Learn More:

- **QRG:** Create and Retrieve a Report Selection Screen Variant  
<http://finance.utoronto.ca/wp-content/uploads/2015/11/Variantasset.pdf>

## ***Are child care expenses reimbursable while Faculty/Staff are attending a conference?***

The FAST Team has encountered an increasing number of enquiries regarding the **eligibility of reimbursement for child care expenses** incurred while Faculty are **attending a conference**.

The following guidelines will help to clarify **eligibility of child care expenses with respect to reimbursement**:

- Child care expenses are **not reimbursable from operating funds** (this includes **PI Funds Centers** and **PERA/UTFA**);
- If the expenses are funded by a federal grant where child care expenses are allowable for daycare while parents are at a conference (e.g. SSHRC), then these could be reimbursed. This should be discussed with Research Services to ensure there is appropriate documentation;
- U of T has a child care benefit for UTFA which is administered through HR, and would be considered a taxable benefit.

### **Learn More:**

- **GTFM Policy:** Travel and Other Reimbursable Expenses – Policies and Guidelines  
<http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expenses-policies-and-guidelines/>
- **UofT HR & Equity:** Staff Benefits  
<http://benefits.hrandequity.utoronto.ca/>

## ***Uber, AirBnB and HST...what's the deal? The invoices/receipts don't show the HST and Business Number do we need to self-assess the tax?***

If the **invoice doesn't strictly identify the HST AND does not have a business number** then **no self-assessment is required and no HST rebate** should be taken. The transactions should be processed using an **E0 tax code**.

CRA guidelines with respect to documentation required to claim tax credits can be summarized as follows:

- For invoices under \$30, the invoice only needs the vendor name, invoice date and amount but this doesn't necessarily mean we have paid HST
- For invoices over \$30, all the above info must be on the invoice and the HST must be identified and the Business number must also be on the invoice

Since **Uber and AirBnB invoices/receipts** generally **do not include the necessary information** we are not required to self-assess and should not claim an HST rebate.

### **Learn More:**

- **Reference Material:** HST Tax Code Summary Table  
[http://finance.utoronto.ca/wp-content/uploads/2015/09/HST-Tax-Code-Summary-Table\\_updated-20161001.pdf](http://finance.utoronto.ca/wp-content/uploads/2015/09/HST-Tax-Code-Summary-Table_updated-20161001.pdf)

## ONE-ON-ONE WORK SUPPORT

**Get HELP FAST** - Biweekly lunch time AMS support sessions (FIS, HRIS, RIS/MRA/MROL)

LOCATION: 256 McCaul St., Room 103

Thursday, December 8<sup>th</sup>

12:30pm – 2pm

## TRAINING

- [FIS Training Calendar](#)
- [FAST Tips Newsletter - Archive](#)

## FAST STAFF

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