

# **Financial Services Department**

# **FAST** Tips

Nov 2016

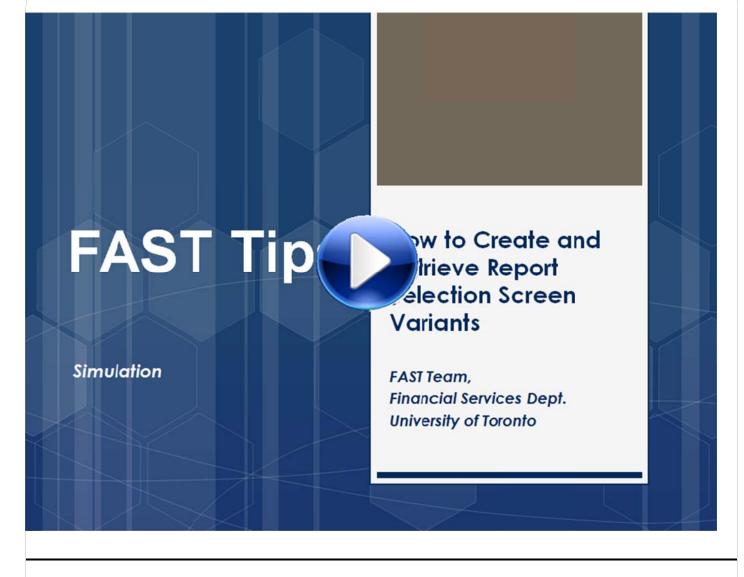
Volume 3

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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.



#### Learn More:

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

### 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 <u>not</u> 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
  <a href="http://finance.utoronto.ca/policies/gtfm/travel-and-other-reimbursable-expenses/travel-and-other-reimbursable-expense
- UofT HR & Equity: Staff Benefits <u>http://benefits.hrandequity.utoronto.ca/</u>

*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 <u>http://finance.utoronto.ca/wp-content/uploads/2015/09/HST-Tax-Code-Summary-Table\_updated-20161001.pdf</u>

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Thursday, December 8 <sup>th</sup>	12:30pm – 2pm
TRAINING	
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