To ensure a smooth reimbursement process, please follow these instructions carefully. Incomplete reimbursement packages will be returned.

Submission Details: Send all documents via email to HR EMPL_HWIP **ubcempl-g-hwip@mail.ubc.ca**

Required Documents

1. **Coversheet (Excel):**
   o Complete the coversheet provided, filling in all blue-highlighted columns.
   o Match each expense with its corresponding receipt/invoice on the coversheet.
   o Include your department's Workday Tags (e.g., fund, cost center, program, project, grant, gift, or gift initiative).
2. **Receipts/Invoices:**
   o Provide a copy of the receipt or invoice for each expense.
   o Match receipts/invoices to the corresponding transactions on the coversheet.
3. **General Ledgers screenshot for each expense item (from Workday):**

   Ensure you have the appropriate security access in Workday to view your department's reports. If you cannot access your department's reports please contact your department finance team or supervisor to generate the general ledgers in Workday

   o Submit a PDF, Excel file, or screenshot of the ledger summary. Ensure the ledger shows only amounts related to your claim.
   o Match ledger transactions to receipts to ensure clarity.

Steps to Pull Ledgers from Workday

1. Search for **Ledger Summary – Distributed Report** in Workday.
2. Enter relevant Worktags (e.g., Cost Center, Period, Program/Grant/Project).
3. Click on any blue amount (e.g., Month or Year-To-Date Total).
4. Save a PDF or Excel version for submission.
5. Match ledger transactions to receipts for easier processing.

Additional Information:

- **Reimbursement Policy:** Funds are reimbursed to the department, not individuals.
- **GST Rebate:** Reimbursement excludes GST rebates (if applicable).
- **Ineligible Items:** Alcohol and gift cards/certificates are not reimbursable.
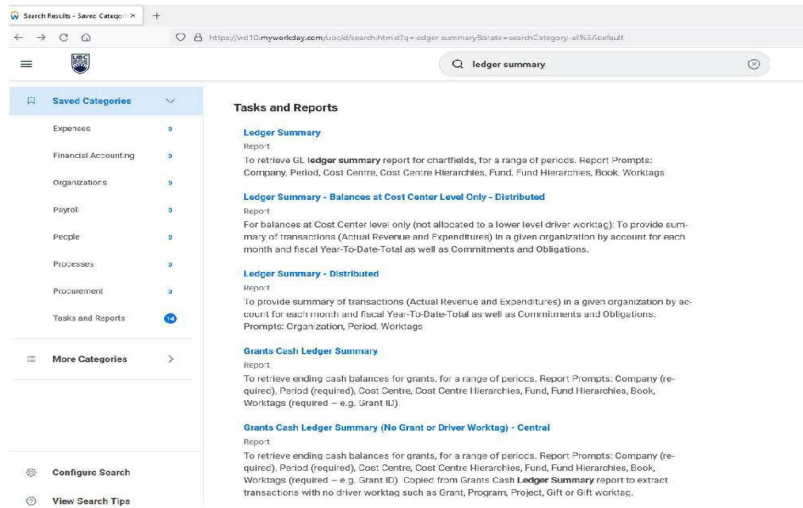

Submission Process

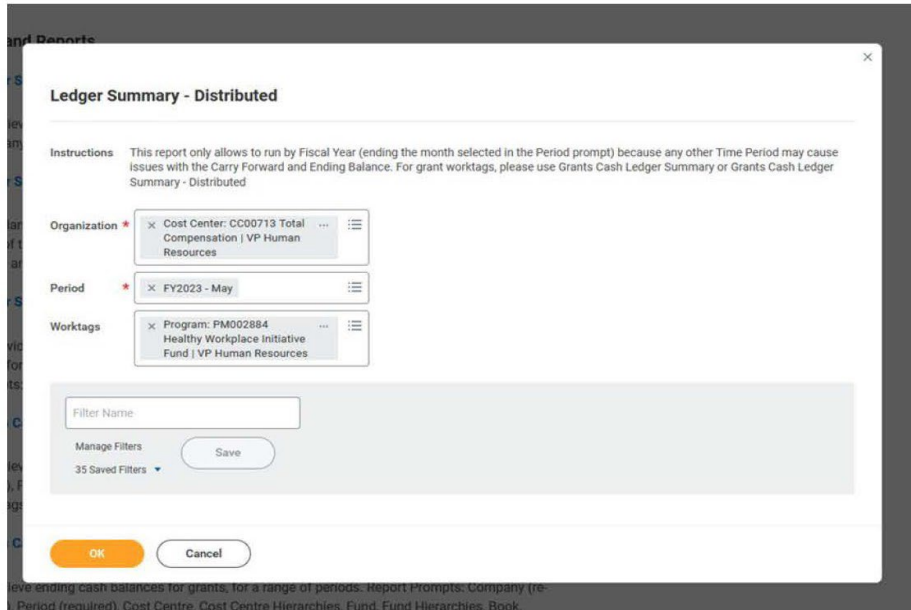Send all required documents to HR EMPL_HWIP **ubcempl-g-hwip@mail.ubc.ca**.

Appendix: How to pull ledgers from Workday

Reimbursement Guidelines: General Ledgers

Step 1: Search for Ledger Summary – Distributed Report

Step 2: Enter Worktags (Cost Center, Period, Program/Grant/Project/Gift/Gift Initiative/Activity)

Step 3: Select any amount in blue (either for month or Year-To-Date Total)

Step 4: Select either PDF or Excel to save a copy that can be downloaded.

To facilitate reimbursement, please match the ledger transactions to the receipts/invoices.

General ledger screenshot example

Journal	Journal Source	Accounting Date	Ledger Account	Fund	Cost Center	Grant	Project	Gift	Program	Translated Debit Amount	Translated Credit Amount	Operational Transaction	Purchase Order	Supplier, Customer or Employee	Line Memo	Worktags
Operational Journal: UBC The University of British Columbia - 19-Nov-2020	Expense Report	2020-11-19	6300:Supplies and Sundries	FD000 General Purpose Operating	CC00100 Cost Center Name				PM001000 Program Name	50.00	0.00	Expense Report: EXP-0000000001		Employee Name	Campaigner INV# 11111111	Corporate Credit Card Billing Account: UBC Visa Program Cost Center: CC00100 Cost Center Name Employee: Employee Name Expense Item: Digital and Creative Services Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM001000 Program Name Spend Category: Digital and Creative Services
Operational Journal: UBC The University of British Columbia - 19-Nov-2020	Expense Report	2020-11-19	6300:Supplies and Sundries	FD000 General Purpose Operating	CC00100 Cost Center Name				PM001000 Program Name	50.00	0.00	Expense Report: EXP-0000000002		Employee Name	Campaigner INV# 11111112	Corporate Credit Card Billing Account: UBC Visa Program Cost Center: CC00100 Cost Center Name Employee: Employee Name Expense Item: Digital and Creative Services Function: FN400 General Administration Fund: FD000 General Purpose Operating Program: PM001000 Program Name Spend Category: Digital and Creative Services

2024-2025