



FST ROUND TABLE

October 1, 2014

10:00am to 11:30am

Strathcona Anatomy & Dentistry Building,
Faculty Council Room M/48



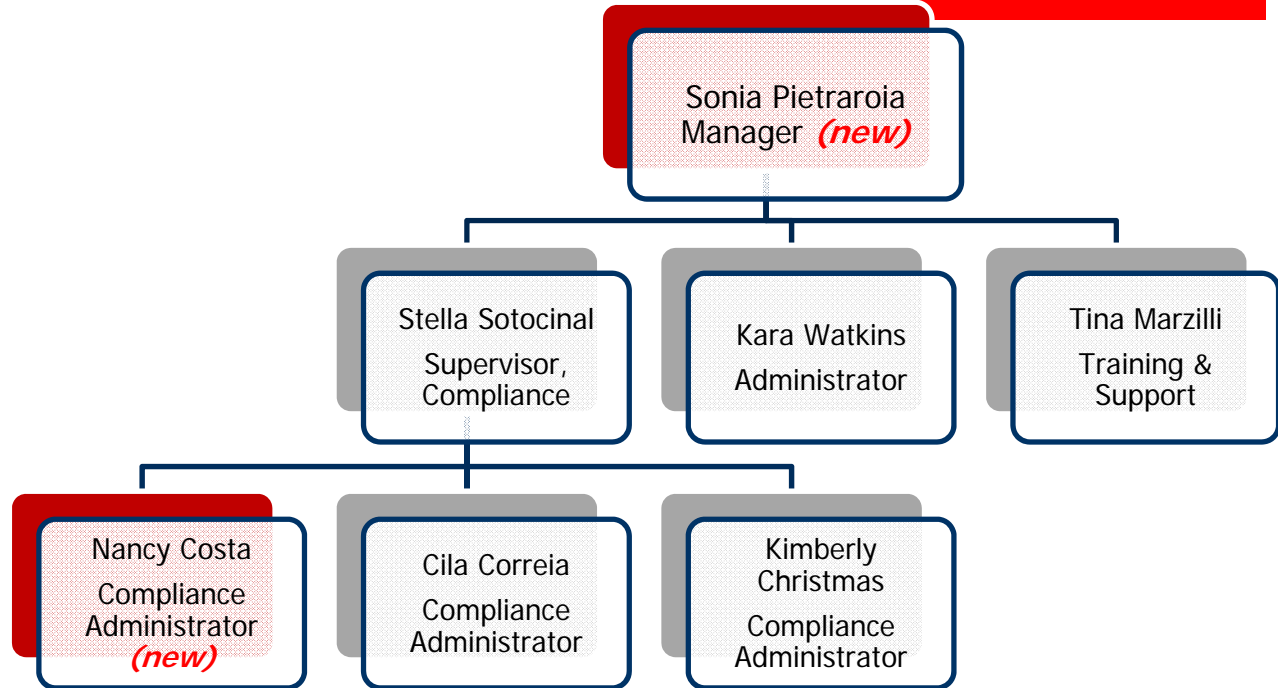
Agenda

1. Announcements, Updates & Reminders
2. Travel Management Program
3. Travel Desk Updates
4. Compliance Results FY14
5. Open Dialogue / Q & A / Closing Comments

Staff Changes: Monitoring & Compliance Team

Monitoring & Compliance Team

- Oversees over-expenditure monitoring
- Follows-up with control reports
- Coordinates audits
- Follows-up with and implements audit recommendations
- Measures performance KPIs
- Benchmarks – FST statistics
- Develops and executes compliance programs by transaction type (Pcard, Expense Reports, Payroll Feeds, etc)
- Communicates findings
- Maintains sponsor grid
- Simulates Tri-agency audits



- ❑ Increase volume of transactions tested & introduce new programs
 - ❖ Minerva Appointment Forms, Payment Request
- ❑ Tri Agency Audit Simulation: To assess the University's readiness for the 2016 follow-up audit (scheduled for August 2015)

Tri-Agency Updates

■ Eligibility Questions – Tri-Agency

- Email address rfmsexpense-eligibility.finserv@mcgill.ca
- Emails will be reviewed by Mark Groot and Stella Sotocinal
- Common questions will be addressed at future FST meetings



■ Pcards with Tri-Agency Defaults Funds

- Tri-Agency funds will no longer be accepted as PCard default funds
 - Transactions posted to 700490 are non-compliant as there is no approval
- 425 PCardholders will receive an email from RFMS asking for a new default fund

Tri-Agency Updates: Eligible Expenses

■ Travel Insurance

- **Cancellation Insurance** is an eligible expense
- **Travel health Insurance** is eligible for research personnel who do not receive any such benefits from their institution and/or other sources.
- If claimant is covered from their institution and/or other sources and purchases full package (medical + cancellation), it would need to be indicated on the claim that it was less expensive to buy that package and the claim must include documentation to show the cost comparison.
- Should the difference in price of the full package be more expensive, the researcher can purchase that package however the difference in cost cannot be charged to the grant.

■ Internet Connections – Labs

- Email sent to Tri-Agency

Tri-Agency Updates

■ Monthly Bell Mobility Cell Phone Charges

- The justification provided should clearly demonstrate that the item is essential for the conduct of the research and that it is a direct cost of research.
 - ✓ Should be a best use of funds – economic and efficient
 - ✓ Should be used for safety on the field when the location is in a remote area
 - ✓ Should be used for development of software applications
 - ✓ Should be used for recording, filming and scanning capabilities
 - ✓ Should be used for computer capabilities
 - ✗ Should not be any personal gain to the researcher (Example, it would be unreasonable for a researcher to have a tablet and a smart phone and charge the monthly fees when out on the field for both items)
 - ✗ Should not be used for administrative and academic purposes
 - ✗ Should not be used for basic communication purposes or simply for convenience



Promote Sessions

How to book travel - - mini training sessions on Campus

FST Round Table October 1, 2014

Gloria Bachar

Procurement Services, Financial Services
Travel Management Program

gloria.bachar@mcgill.ca

Travel Management Program

Mini-training sessions

- **Communiqué by V-P Di Grappa**
 - ❑ encourage use of elements already in place
 - ❑ may generate savings
 - ❑ will generate important data
- **Guide through the current process**
 - ❑ who should attend
 - ❑ people booking for themselves or for others
- **How do I sign up? By contacting me**

Mini-Training Sessions - Agenda

1. Travel Management Program – quick review
2. How to Book & Benefits (current environment)
 - i. Travel Management Companies (TMCs)
 - ii. Online Booking Tools (OBTs)
3. Payment methods
4. Questions, comments and discussion

Travel Suppliers as of July 8, 2014 - for complete details see www.mcgill.ca/travelservices

<u>Airlines</u>	<u>Rail</u>	<u>Car Rentals</u>	<u>Hotels</u>
<p>Worldwide</p> <p>Air Canada</p> <p>Porter Airlines</p> <p>WestJet Airlines</p> <p>Delta Airlines, Air France, KLM, Alitalia</p> <p>EL AL Israel Airlines</p> <p>Emirates Airlines</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input type="checkbox"/></p>	<p>Canada and USA</p> <p>VIA Rail</p> <p>Corporate Discount code: 810612</p> <p>Leisure Discount code: 810611</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input checked="" type="checkbox"/></p> <p><i>Note: Students check out VIA's <u>youth fares</u> online.</i></p>	<p>Greater Montreal Area</p> <p>Enterprise</p> <p>Discount codes: XVC7110 – staff XVC7111 – students</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input type="checkbox"/></p> <p>Rest of Canada, USA and International</p> <p>CAUBO*</p> <p>Enterprise – all regions worldwide National – North America</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input checked="" type="checkbox"/></p>	<p>Downtown Montreal</p> <p>McGill Official Hotels Program</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input checked="" type="checkbox"/></p> <p>Rest of Montreal & Province of Quebec</p> <p>Government of Quebec Hotel Program</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input type="checkbox"/></p> <p>Rest of Canada</p> <p>CAUBO*</p> <p>Business <input checked="" type="checkbox"/></p> <p>Leisure <input checked="" type="checkbox"/> or <input type="checkbox"/> <i>varies by hotel</i></p>
<p>Online Booking Tools</p> <p>VisionLink Available for Porter, WestJet, Delta, Air France, KLM, Alitalia</p> <p>Air Canada</p>	<p>Travel Management Companies (Travel Agencies)</p> <p>House of Travel, Uniglobe Lexus and Vision Travel</p>	<p>Register your trip:</p> <p>Travelers Registry prior to departure</p>	

*Canadian Association of University Business Officers (CAUBO)

Questions or comments



For more information, visit:
www.mcgill.ca/travelservices

Email me at:
travel.procurement@mcgill.ca

Travel Desk Updates

Request for Third Party Prepayment – Approving Advances Update

- Since January 2014, there has been an increase in travel advances re Vision and House of Travel
- McGill is required to provide payment to each agency within 48 hours of reception of invoices
- Currently Travel Desk is scanning copies of each advances to the FSTs and advising by email to approve – inefficient process

Travel Desk Updates

Request for Third Party Prepayment – Approving Advances Update

- Going forward:
 - Travel Desk will no longer be scanning copies of advances created for Uniglobe, Vision 2000 or House of Travel
 - Verification and validation of all pertinent information (including signatures) is performed by Finance Travel Desk
 - Data entry of the advance is inputted by the Travel Desk based on information on the authorization form

Travel Desk Updates

Request for Third Party Prepayment – Approving Advances Update

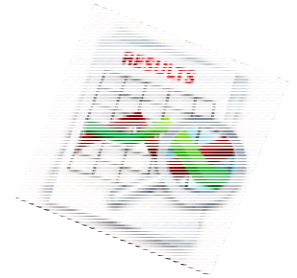
- Going forward:
 - FST will be reviewing and approving online without backup as your review is FOAPAL based only
 - i.e. valid Fund, budget availability, etc.
 - FST will not be receiving an email notification from Travel Desk, thus must check their Queues REGULARLY
 - FST approvals must be done by 2pm in order to ensure payment for next day

Travel Desk Updates

Request for Third Party Prepayment – Approving Advances Update

- Reminders re Authorization Form:
 - Electronic or digital signatures are NOT acceptable
 - Acronyms are not allowed on the form
 - Full details must be provided in the “purpose for trip” section (example: writing “conference” is not sufficient)

Annual Compliance Results FY14



Improvements noted in overall University Non-Compliance Rate Expense Reports & POPS



Non Compliance Rate for Expense Reports & POPS (Tri-Agency) remain high



Overall University Totals (Includes Other Research)

PROGRAM	FY14	FY13
PCard	19%	17%
Expense Reports	36%	51%
POPS	41%	69%
BSA	17%	N/A

Tri-Agency Specific Non Compliance Rate

PROGRAM	FY14	FY13
PCard	19%	35%
Expense Reports	40%	61%
POPS	40%	75%
BSA	17%	N/A

- ❑ Results communicated to VPA&F, VPRIR, TRIG Executive Steer Co & FFOs
- ❑ Financial Services will continue to work with the Faculties that require further improvements

Compliance Persistent Findings

■ Expense Reports

Issues	M&C Observations	Requirements
No affiliation of claimant to grantee	No affiliation stated when traveller is not the grantee OR only the ID of the traveller is indicated	Affiliation to the researcher must be specified – e.g. Post Doc, Grad Student, etc.
No conference program/prospectus/agenda	No documentation attached to the claim to support the travel	Official supporting documentation (e.g. prospectus or program, invite letter or email correspondence) must be attached to the claim
Ineligible Expenses	Alcohol expenses are being charged to the Tri-Agency grants	Alcohol must be deducted from the bill
Missing original receipt(s)	Credit card chits are attached in lieu of original receipts	Original receipts are required - credit cards slips are not valid receipts
Missing detailed meal receipt(s)	Credit card chits for meals OR Meals on hotel bills	Tri Agency requires detailed meal receipts for all meals charged to the grants

Compliance Persistent Findings

■ POPS

Issues	M&C Observations	Requirements
Missing time sheet/Missing offer letter	No supporting documentation retained at the Faculty	Timesheets and offer letters must be retained at the Faculty
Duplicate Payments *	Timesheets are being submitted for the same period resulting in overpayments	Ensure timesheet for the same period has not previously been submitted
No reply to monitoring request	No documentation was received from POPS submitter	A response including documents requested must be addressed within 10 days of email receipt



* **Duplicate Payments** – Faculties need to ensure that proper controls are in place to prevent duplicates from occurring.



Compliance Best Practices



■ Expense Reports

- Expedia invoices must show proof of payment: either credit card statement, credit card info on receipt to show method of payment OR must show "Collected by Expedia"

■ POPS

- New timesheets must be used [POPS Timesheets](#)
- POPS delegates must be set up in Minerva
- Proper completion of timesheet – Time in/Time Out
- Email approvals from PI must include the POPS payment details (ie \$ value, student name, period paid)

■ BSA

- The Student Stipend Authorization Form is the only acceptable supporting documentation [Student Stipend Authorization Form](#)
- Reassignments – PI approval must be obtained

Upcoming FST Meetings



- Discussion – Change in format for FST meetings
 - Starting January 2015, faculties to present best practices
 - Volunteers?

■ Next Meeting

Date	Time	Location	Room
November 26, 2014	2:00pm to 3:30pm	Strathcona Anatomy & Dentistry	M/48

- The FST meeting schedule is posted on the RAN website:
<https://www.mcgill.ca/research/ran/members/financial-services-teams-fst>

OPEN DIALOGUE

