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Date: October 19, 2015
To: FST's
Cc: FFO's
Subject: Expense Reports

Dear FST,

Pursuant to the [communication](#) sent out on July 27, 2015, Financial Services continues to receive FST Approved Expense Reports bearing significant errors and missing documentation. Effective November 15th, Financial Services will no longer perform a cursory review of FST expense reports. The responsibility for accuracy and completeness of such expense reports rests **solely** with the FST, as per [Research Administration Roles and Responsibilities](#). As you are aware, expense reports are subject to Tri-Agency and other granting agency monitoring processes. The Monitoring and Compliance unit within RFMS will continue to conduct random audits and failure to comply will result in notification to the FFO.

Once again, we remind you of the following persisting errors:

1. Overdue advances: FSTs must not approve any expense reports when overdue advances exist.
2. Missing Signatures: FSTs must ensure that expense reports are signed by the appropriate parties. Should a randomly selected expense report lack appropriate signatures, the FST will be held accountable.
3. Expense report does not bear FST stamp – These expense reports will no longer be fast-tracked and will be subject to the 10 day processing delay upon receipt in Financial Services.
4. Expense reports remain unapproved in the FST's queue: Expense Reports must be approved in order for the travel desk to be able to extract them for payment. Failure to do so will result in further delays.
5. Discrepancies in amounts claimed (hardcopy vs Minerva): FSTs must ensure that the amounts are the same on both the hardcopy and on Minerva otherwise the expense report will be rejected and returned.
6. Address for remitting cheque is incomplete/ wire transfer info is incomplete including the visitor's claimant form. Such expense reports will be rejected and returned.

In addition to the above, we urge you to refer to the attached [FST Error Checklist](#) **prior** to submitting your expense reports for extraction and payment.

Thank you for your assistance.