

Transfer of Expenses

Transaction	How Do I Process?
Salaries & benefits incurred at McGill University	Department initiates transfer via FOAPAL change on Minerva
Retro salaries & benefits incurred at McGill University	Department initiates transfer via: <ul style="list-style-type: none">• FOAPAL change on Minerva; or• Retro FOAPAL Journal Request paper form
Any expenses (including salaries and benefits) paid to a third-party via invoice	A journal is processed to transfer the invoiced amount from one fund to another fund
Student awards incurred on Banner Student Aid (BSA)	Department initiates transfer via Reassignment Request on Minerva
Non-salary expense (e.g. materials & supplies, equipment, travel, etc.)	A journal is processed to transfer the expense from one fund to another fund