

# Research Challenge Finance Info Session

September 12, 2018

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# Agenda

## ➤ Payment Process Overview

## ➤ Types of Financial Transactions

- Honoraria
  - Review the Honoraria Form and fields to complete
- Expenses

## ➤ Claim Forms

- Expense Form completion
- Examples



# Payment Process Overview

- Research Challenge Award funds are held in a VCHRI cost centre
- All transactions must adhere to VCH & BCCSS Finance Policies
- Honoraria and reimbursements will be paid out quarterly

*Note:*

*The Team Lead is responsible for tracking their budgets*

## Workflow

1. RC Team submits to Awards Team, Awards will
  - Review for appropriateness and deduct from budget
  - Sign for approval
2. Awards Team submits to VCHRI Finance Team, Finance will
  - Review for compliance to financial policies
  - Review and confirm supporting documentation
3. VCHRI Finance submits to VCH Accounts Payable (A/P)
4. Cheque disbursement (Allow 3-4 wks once VCHRI Finance receives)



# Types of Financial Transactions

## Honoraria

Payment for hours worked in addition to regular shift

Payable to individuals

## Expenses

Payment for goods/services

- A. Expense reimbursements
  - *Exception: 3<sup>rd</sup> Party Payments*
- B. Vendor invoices
- C. Research Participant Incentives
- D. VCH Department reimbursements



# Honoraria

## What is an Honorarium?

A monetary token of appreciation given to an individual for providing a service

## Who can receive an Honorarium?

- A. Team members
- B. Non-team members who have performed work on the project  
*Example: a person who consults on data processing*



# Honoraria

- A. Honoraria will be paid out on a Quarterly basis
- B. Use [Honorarium Request Form](#) (all fields mandatory)
  - Pay attention to:
    - Payee SIN number
      - Required for all payees. Do not leave this field blank
    - Payee VCH Employee ID number
      - Employee ID must be provided. If non-VCH employee then you must note “N/A”. Do not leave this field blank
- C. Payment method
  - VCH employees will be paid through Direct Deposit via Payroll
  - Non-VCH employees will receive payment via cheque unless they request Direct Deposit/EFT



# Claim Forms – Honorarium Request

## *top of form*



### Honorarium Request Form

Research Challenge and Knowledge Translation

**Non-Employees: T4A will be issued for payments of over \$500/year for tax purposes**

**Employees: Payments will route through payroll and will impact taxes**

Claim Date:

Payee Name:

Payee SIN:

Payee VCH Employee ID:  \*\*\*EMPLOYEE ID OR N/A\*\*\*

Payee Home Address:

Payee Email:

Team Lead Name:

#### Description of services provided



# Claim Forms – Honorarium Request

## *bottom of form*

Description of services provided

Dates and Times Worked	Hours	Rate	Total
<i>Example: May 5th, 2015 12pm-4pm</i>	4	\$20.00	\$80.00

Grand Total:

Signature of Payee\*:

\*signature is confirmation that the hours claimed above were worked in addition to your regular payroll hours

Signature of Team Lead\*:

\*signature approval confirms that the hours claimed above were worked in addition to regular payroll hours

For internal use only

VCHRI Approval: 

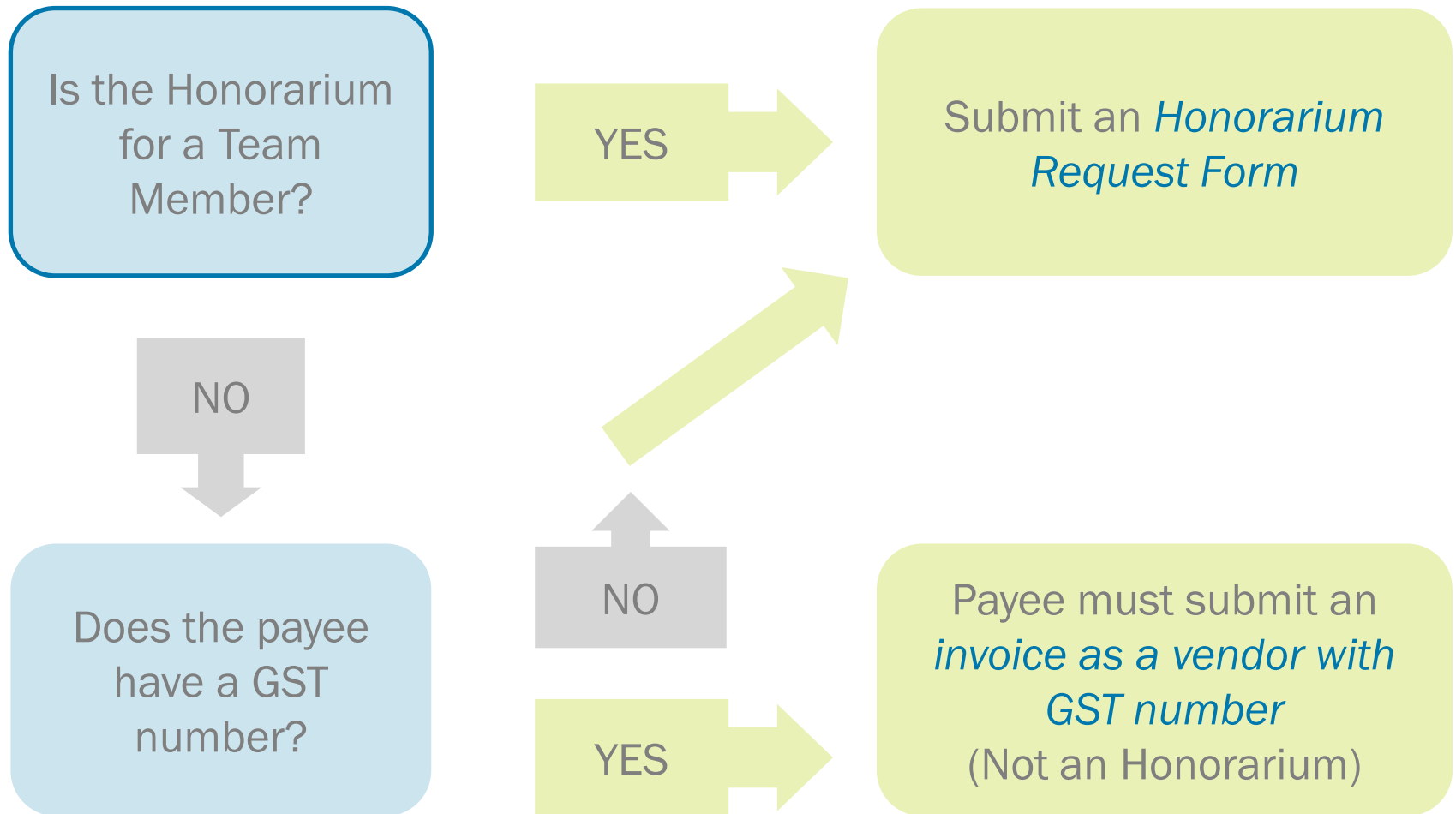
First Name	Last Name	Signature
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Fund allocation:  
 RHNH  
 Other

Additional Description: Program Year Team lead



# Honoraria



# Expenses

## A. Expense Reimbursements

- Purchased out-of-pocket by team members  
*Examples: Office supplies, materials, groceries*
- Purchased from businesses with valid GST number
- Do not make 3<sup>rd</sup> party purchases
  - A 3<sup>rd</sup> party purchase is any transaction where you pay out-of-pocket and a business receipt cannot be provided.
  - This includes but is not limited to:
    - payments you make to people for helping on your project
    - purchases made on Craigslist
    - purchases made through friends
  - 3<sup>rd</sup> party purchases are not accepted by VCH Accounts Payable and you will not receive reimbursement.
- Submit [Expense Claim Form](#) and attach all original, itemized, receipts. Photocopied receipts will not be accepted.



# Expenses

## B. Vendor Invoices

- Purchase of supplies or services where the vendor bills VCHRI for payment

*Examples: Café Ami, LifeLabs, ProHealth Clinical Research Inc.*

- Payments are made by VCH directly to the Vendor
- Must be a company with a GST number

## Workflow

1. Team lead submits original invoice to Awards Team
2. Awards reviews invoice against budget, approves and submits to VCHRI Finance
3. VCHRI Finance will process and submit invoice to VCH A/P
4. VCH A/P will process payment directly to Vendor



# Expenses

## C. Research Participant Incentives

### What is a participant incentive?

- Small monetary gifts given to patients who participate in your research study, disbursed as cash or gift cards

### How do we pay participant incentives?

- Contact the Awards Team if you wish to distribute incentives to your participants
- Awards will coordinate with VCHRI Finance to offer options
- Any incentives distributed before consultation with VCHRI will not be processed



# Expenses

## D. VCH Department Reimbursement

- Your hospital department purchases supplies for your RC team  
*Example: items ordered through e-Pro, Purchase Order, direct invoicing*
- Your hospital department invoices VCHRI for amount owing
- VCHRI reimburses department directly

### Workflow

1. Department prepares invoice billed to VCHRI
2. Department attaches supporting documentation  
(examples: original paid invoice, e-Pro requisition, purchase order, etc.,)
3. Submit invoice and supporting documents to Awards team



# Claim Forms – Expense

## *top of form*



### VCHRI Expense Claim

**Include all original and itemized receipts for reimbursement**

Only one receipt per line below - All fields are mandatory  
Your claim will be reviewed for appropriate expenses

Claim Date:

PI Name:

Payee Name:

Payee Employee ID:

Home Address:

Phone or email:

Description of expenses:	Receipt amount
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

# Claim Forms – Expense

*bottom of form*

Description of expenses:	Receipt amount

Grand Total

Signature of Payee:

Signature of PI:

For internal use only

Awards Approval :

First Name	Last Name	Signature
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Fund allocation:

□ PHNH



# Claim Forms – Example 1

## Lab services



ProHealth Clinical Research Inc.  
150-943 West Broadway  
Vancouver, BC  
V5Z 4E1

## Invoice

Date	Invoice #
2018-08-20	4380

Invoice To
Research Education & Internal Awards Attn: Eric Liow/ Jana Berna VGH room 3665, 910 West 10th Ave. Vancouver BC V5Z 1M9

P.O. No.	Terms	Project

Description	Qty	Rate	Amount
Liver Ultrasound to the subject below			
Liver Ultrasound [redacted] to [redacted] service on August 3, 2018		70.00	70.00
Liver Ultrasound [redacted] to [redacted] service on August 17, 2018		70.00	70.00
Liver Ultrasound [redacted] to [redacted] service on August 3, 2018		70.00	70.00
Liver Ultrasound [redacted] to [redacted] service on August 17, 2018		70.00	70.00
<b>Total</b>			\$280.00
Payment net 30 days. Late payments subject to service charge 2% per month.			<b>Payments/Credits</b> \$0.00
			<b>Balance Due</b> \$280.00





# Claim Forms – Example 2

## Meeting supplies purchase

**\$5,000抽獎等您拿!**   
 Monthly chances to win \$5,000!  
 歡迎上網或掃描二維碼參加顧客滿意度評分  
 Tell us how we did today!  
 如果您滿意，請向您的朋友推薦來大統華購物吧!  
 How likely are you to recommend T&T to your friends?



Visit: [www.storeopinion.ca](http://www.storeopinion.ca) or  
 Call 1-877-234-2322 for full contest rules.

### T&T Supermarket

#106 2800 E 1st Ave., Vancouver, B.C., V5H 4H0  
 Ph: (604) 254-9668 / Gst# 135747137H1  
 05/25/18 1:48:10 PM Vicky

031258322	\$0.00
<b>FOOD</b>	
COCOA VANILLA BUTTER BISCUIT	U \$5.99 U
(SALE) PASTRY BUTTER CAKE	U \$4.99
GREEN BEAN PASTE PASTRY	U \$5.99 G
SUSHI PARTY TRAY- C (58PCS)	U \$35.99 G
<b>PRODUCE</b>	
6IN ORCHIDS(2PC)-U/D POT	U \$17.88 G U
SERVICE COUNTER	U \$0.04 G U
T&T SHOPPING BAG	\$0.00
Points 60	
<hr/>	
SUB TOTAL	\$70.88
GST	\$3.29
PST	\$1.25
<hr/>	
TOTAL	\$75.42
Visa	\$75.42
Total points in this transaction: 60	
Points balance	: 2020
Item count: 6	
05/25/18 1:48:10 PM	Vicky

Starbucks Coffee Canada #4389  
 7010 Kerr Street  
 Vancouver, BC V5S 4W2

CHK 725782

05/28/2018 05:31 PM

2475982 Drawer: 1 Reg: 1

Coffee Traveler	15.00
Coffee Traveler	15.00
Mastercard	31.50
XXXXXXXXXXXX0043	

Subtotal	\$30.00
GST 5%	\$1.50
Total	\$31.50
<b>Change Due</b>	<b>\$0.00</b>

Check Closed

05/28/2018 05:31 PM

*To pick up on May 30*



# Claim Forms – Example 3

## Supplies purchase


 Box 145  
 Port Perry, ON  
 L9L 1A2  
 Care through Music


### Sales Invoice

Date	Invoice #
6/18/18	7178

<b>Invoice To</b>
[REDACTED]
North Vancouver, BC [REDACTED]

<b>Ship To</b>
[REDACTED]
North Vancouver, BC [REDACTED]

Rep	P.O. No.	Terms
		PAID With Thanks

Item	Description	Qty	Rate	Sales Person	Amount
SH21705	Warm Breezes CD	1	19.95		19.95
Shipping	Shipping & Handling		5.95		5.95
	GST On Sales		12.00%		2.40
	PST On Sales		0.00%		0.00
					
CRA Business Number 857285092					

Thank you for helping us Care through Music.

Please note that 2% interest per month will be charged on Unpaid balances past 30 days.

<b>Total</b>	CAD 28.30
<b>Payments/Credits</b>	CAD 0.00
<b>Balance Due</b>	CAD 28.30



# Claim Forms – Example 4

## Transcription services

Pay to:

[REDACTED]

T: (604) [REDACTED]

E: [REDACTED]

SIN #: [REDACTED]

TO:  
VCH Research Institute

### INVOICE

INVOICE #01  
DATE: JANUARY 30, 2018

FOR:  
Transcription of Focus Group

DESCRIPTION	Hours	RATE	AMOUNT
October 1 – transcription RH PC Team 2017	4	\$22.00	\$88.00
		TOTAL	\$88.00

Thank you!



# VCHRI Finance Contacts

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