EXPENSE ELIGIBILITY CHART

This Chart is designed to provide faculty with guidance on expense eligibility. It outlines permitted expenses that can be paid from internal and external funds which are defined in the legend below the Chart. Various links have been provided for access to related procedures for information and forms that must be completed. Should assistance with this process be required, please contact your local administrator or Research Accounting (Angela Zeno at azeno@yorku.ca).

Legend:

- ✓ Means item is allowable for reimbursement from funds
- X Means item cannot be reimbursed from fund
- ✓ **Restricted** - means the item may be eligible under special circumstances
- X **With exceptions** – means the item is generally not eligible unless there are special circumstances

April 2017

Expense Description	PER Professional Expense Reimbursement	Tri Council (SSHRC, NSERC, CIHR) Research Grants Fund 500	Non Tri Council Research Grants and Contracts Fund 500	York Internal Research GrantsStart-Up /Generic/Other Fund 400	University Operating Fund 200
Expense Claim Receipts **Individual itemized receipts must be attached to each expense claim reimbursement per the Provincial Broader Public Sector Accountability Act and Directive**	**Must be submitted within:** **15 to 18 months** Reimbursed within 15 months of the date of the receipt (up to 18 months for extenuating circumstances with approval by Dean or AVP.)	**Must be submitted within:** **15 months** Reimbursed within 15 months of the date of the receipt and before grant end date	**Must be submitted within:** **15 months** Reimbursed within 15 months of the date of the receipt and before grant end date	**Must be submitted within:** **6 months** Reimbursed within 6 months of the date of the receipt	**Must be submitted within:** **6 months** Reimbursed within 6 months of the date of the receipt

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Hospitality Definition **The provision of food, beverages, social or recreational activities, events & functions, and gifts which are purchased in support of the educational, research or service activities of York University**	**√** **Eligibility Criteria:** Hospitality expenses require advance approval by the supervisor of the most senior person in attendance Eligible only for circumstances related to the direct pursuit of professional responsibilities Hosting external colleagues whose work is related. Hosting fellow employees is **not** allowed **PER Guideline:** http://www.yorku.ca/finance/documents/Professional_Expense_Reimbursements_Guidelines.pdf **Hospitality Procedure:** http://www.yorku.ca/secretariat/policies/document.php?document=211	**√** **Eligibility Criteria:** Ineligible unless expenditure is for networking & other research meetings, workshops, seminars e.g. with partners, collaborators and stakeholders, & external participants Not for hosting of employees **Tri-Council Guide:** http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**√** **Eligibility Criteria:** Hospitality expenses require advance approval by the supervisor of the most senior person in attendance Eligible and includes events hosted or sponsored for the purpose of promoting the University's work or enhancing its image; Meals at which University business is transacted; and For networking & other research meetings, workshops, seminars e.g. with partners, collaborators and stakeholders, & external participants. Not for hosting fellow employees. **Hospitality Procedure:** http://www.yorku.ca/secretariat/policies/document.php?document=211	**√** **Eligibility Criteria:** Hospitality expenses require advance approval by the supervisor of the most senior person in attendance Eligible and includes events hosted or sponsored for the purpose of promoting the University's work or enhancing its image; Meals at which University business is transacted; and **Hospitality Procedure:** http://www.yorku.ca/secretariat/policies/document.php?document=211

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Hospitality **What you need to do:** **Forms you need to complete for reimbursement**	Provide names of attendees, affiliation (institution and position) date and business purpose Obtain Advance Approval Refer to meal rates and other travel allowances. (reference 6.3) at: http://www.yorku.ca/secretariat/policies/document.php?document=60 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian http://www.yorku.ca/finance/documents/PER_Receipt_Required_for_Meals.pdf	Provide names of attendees, affiliation (institution and position) date and business purpose Obtain Advance Approval Refer to meal rates and other travel allowances. (reference 6.3) at: http://www.yorku.ca/secretariat/policies/document.php?document=60 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian http://www.yorku.ca/finance/documents/ClaimforReimbursement_with_PerDiems.pdf	Provide names of attendees, affiliation (institution and position) date and business purpose Obtain Advance Approval Refer to meal rates and other travel allowances. (reference 6.3) or as approved in research grant or agreement guidelines http://www.yorku.ca/secretariat/policies/document.php?document=60 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian http://www.yorku.ca/finance/documents/ClaimforReimbursement_Receipts_Required_for_Meals.pdf or http://www.yorku.ca/finance/documents/ClaimforReimbursement_with_PerDiems.pdf	Provide names of attendees, affiliation (institution and position) date and business purpose Obtain Advance Approval Refer to meal rates and other travel allowances. (reference 6.3) http://www.yorku.ca/secretariat/policies/document.php?document=60 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian http://www.yorku.ca/finance/documents/ClaimforReimbursement_Receipts_Required_for_Meals.pdf	Provide names of attendees, affiliation (institution and position) date and business purpose Obtain Advance Approval Refer to on meal rates and other travel allowances. (reference 6.3) http://www.yorku.ca/secretariat/policies/document.php?document=60 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian http://www.yorku.ca/finance/documents/ClaimforReimbursement_Receipts_Required_for_Meals.pdf

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Alcohol	**√ - Restricted** **Eligibility Criteria:** Eligible in moderation for networking with **external** colleagues and visitors **PER Guideline:** http://www.yorku.ca/finance/documents/Professional_Expense_Reimbursements_Guidelines.pdf	**×** **Eligibility Criteria:** Ineligible as per tri agency rules	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**√** **Eligibility Criteria:** Eligible in moderation for networking with **external** colleagues and visitors Alcohol for internal hospitality functions with advance approval of President or Vice-President.	**√** **Eligibility Criteria:** Eligible in moderation for networking with **external** colleagues and visitors Alcohol for internal hospitality functions with advance approval of President or Vice-President.
Alcohol **What you need to do:**	Provide names of attendees, affiliation (institution and position) date and business purpose Refer to Hospitality Procedure at: http://www.yorku.ca/secretariat/policies/document.php?document=211 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian	This type of expenditure is not permitted.	Provide names of attendees, affiliation (institution and position) date and business purpose Refer to Hospitality Procedure at: http://www.yorku.ca/secretariat/policies/document.php?document=211 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian	Provide names of attendees, affiliation (institution and position) date and business purpose Refer to Hospitality Procedure at: http://www.yorku.ca/secretariat/policies/document.php?document=211 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian	Provide names of attendees, affiliation (institution and position) date and business purpose Refer to Hospitality Procedure at: http://www.yorku.ca/secretariat/policies/document.php?document=211 Obtain approval from: Dean/Chair/Associate Dean/Director/Principal or Chief Librarian .

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Computers, printers, equipment, tablets, etc.	**√** **Eligibility Criteria:** Eligible only for circumstances related to the direct pursuit of the P.I.'s professional responsibilities Purchases of goods or services must follow the procurement procedure, with invoices submitted directly to Accounts Payable for processing.	**√** **Eligibility Criteria:** Eligible where not provided by the University and specifically and directly related to research being conducted Purchases of goods or services must follow the procurement procedure, with invoices submitted directly to Accounts Payable for processing.	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract Purchases of goods or services must follow the procurement procedure, with invoices submitted directly to Accounts Payable for processing.	**√** **Eligibility Criteria:** Eligible where not provided by the University and specifically and directly related to research being conducted Purchases of goods or services must follow the procurement procedure, with invoices submitted directly to Accounts Payable for processing.	**√** **Eligibility Criteria:** Generally eligible. Purchases of goods or services must follow the procurement procedure, with invoices submitted directly to Accounts Payable for processing.
Computers, printers, equipment, tablets, etc **For Assistance:**	Use Sm@rtBuy to access Data Integrity (Lenovo), Compugen (HP), Apple and Dell catalogs to place orders Contact Procurement Services at: http://www.yorku.ca/procurement/internal/ Contact Procurement Services ext 55413 or purchase@yorku.ca	Use Sm@rtBuy to access Data Integrity (Lenovo), Compugen (HP), Apple and Dell catalogs to place orders Contact Procurement Services at: http://www.yorku.ca/procurement/internal/ Contact Procurement Services ext 55413 or purchase@yorku.ca	Use Sm@rtBuy to access Data Integrity (Lenovo), Compugen (HP), Apple and Dell catalogs to place orders Contact Procurement Services at: http://www.yorku.ca/procurement/internal/ Contact Procurement Services ext 55413 or purchase@yorku.ca	Use Sm@rtBuy to access Data Integrity (Lenovo), Compugen (HP), Apple and Dell catalogs to place orders Contact Procurement Services at: http://www.yorku.ca/procurement/internal/ Contact Procurement Services ext 55413 or purchase@yorku.ca	Use Sm@rtBuy to access Data Integrity (Lenovo), Compugen (HP), Apple and Dell catalogs to place orders Contact Procurement Services at: http://www.yorku.ca/procurement/internal/ Contact Procurement Services ext 55413 or purchase@yorku.ca

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Office Supplies	**√** **Eligibility Criteria:** Eligible only for circumstances related to the direct pursuit of professional responsibilities	**× - with exceptions** **Eligibility Criteria:** Office supplies for lab personnel, students and PI are ineligible. E.g. pens, pencils, files, binders, hanging files, etc. Paper is eligible for research purposes only Special supplies for workshops, (Fine Arts) are eligible Supplies for the dissemination of research results are eligible.	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**√** **Eligibility Criteria:** Eligible where directly related to research	**√** **Eligibility Criteria:** Eligible
Office Supplies **What you need to do:**	Purchase through Sm@rtBuy	Purchase through Sm@rtBuy Refer to Tri Agency List of Eligible and Non-eligible Expenses for Stationery and Office Supplies (below) or contact Research Accounting at resacct@yorku.ca for further clarification http://www.nserc-crsng.gc.ca/_doc/Professors-Professeurs/ExpenseSupplies-DepensesArticles_eng.pdf	Purchase through Sm@rtBuy	Purchase through Sm@rtBuy	Purchase through Sm@rtBuy

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Tele-Comm.	**√** **Eligibility Criteria:** Long distance charges related to your research or scholarly duties are eligible from home, York office/lab and while travelling on University business. Monthly fixed charges for home phone are not reimbursable. Personal calls while on business are reimbursed from the incidental travel allowances Purchase of cell phone is eligible provided it is for business & approved by a department head or higher Cellular/data service fees are eligible if incurred for business use. The value of personal usage shall be excluded when making a claim. No proration between business and personal is necessary if plan cost is reasonable, plan has a fixed cost, and personal usage does not result in incremental charges over the basic fixed cost.	**× - with exceptions** **Eligibility Criteria:** Long distance charges related to your research or scholarly duties are eligible from home, York office/lab and while travelling on University business. Monthly fixed charges for home phone not reimbursable. Personal calls while on business are reimbursed from the incidental travel allowances Cell phones purchases are only eligible for data collection and/or safety when in the field . Cellular/data service fees are eligible if incurred for business use. The value of personal usage shall be excluded when making a claim No proration between business and personal is necessary if plan cost is reasonable, plan has a fixed cost, and personal usage does not result in incremental charges over the basic fixed cost.	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**√** **Eligibility Criteria:** Long distance charges related to your research or scholarly duties are eligible from home, York office/lab and while travelling on University business. Monthly fixed charges for home phone not reimbursable. Personal calls while on research business are reimbursed from the incidental travel allowances Purchase of cell phone is eligible provided it is for research & approved by a department head or higher Cellular/data service fees are eligible if incurred for research use. The value of personal usage shall be excluded when making a claim No proration between business and personal is necessary if plan cost is reasonable, plan has a fixed cost, and personal usage does not result in incremental charges over the basic fixed cost.	**√** **Eligibility Criteria:** Long distance charges related to your research or scholarly duties are eligible from home, York office/lab and while travelling on University business. Monthly fixed charges for home phone not reimbursable. Personal calls while on business are reimbursed form the incidental travel allowances Purchase of cell phone is eligible provided it is for business & approved by a department head or higher Cellular/data service fees are eligible if incurred for business use. The value of personal usage shall be excluded when making a claim. No proration between business and personal is necessary if plan cost is reasonable, plan has a fixed cost, and personal usage does not result in incremental charges over the basic fixed cost.

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Cell Phones and monthly charges **What you need to do:**	Attach original monthly cell bill to expense claims and prorate between personal and business use Explain how the prorating was derived				
Internet-home office	**√** **Eligibility Criteria:** Eligible only for circumstances related to the direct pursuit of the P.I's professional responsibilities Prorate between personal and business use and claim only business use	**x** **Eligibility Criteria:** Ineligible Internet from a home office is no longer an eligible expense for Tri Agency grants.	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract Prorate between personal and research use and claim only research use	**× - with exceptions** **Eligibility Criteria:** Ineligible Where required for Research Prorate between personal and business purpose and claim only business use	**× - with exceptions** **Eligibility Criteria:** Ineligible Internet will only be reimbursed where employee's job requires him/her to monitor information systems overnight, which requires significant internet access. Prorate between personal and business purpose and claim only business use Maximum business use that may be claimed is 50%.

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What you need to do:	Attach original detailed monthly cell bill to expense claim and prorate between personal and business use. Explain how the prorating was derived				
Living and Personal Expenses while on Sabbatical [e.g. accommodation meals, transport]	× **Ineligible**	× **Ineligible** http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp	**√ - Restricted** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	× **Ineligible**	× **Ineligible**

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Childcare Expenses	× **Ineligible**	√ **Eligible** Tri-Council (NSERC, SSHRC and CIHR) allows child care related expenses to be charged Child care costs may be claimed by a single parent or a nursing mother A single parent can claim overnight child care costs incurred while the grantee is travelling. Nursing mothers who are travelling with a caregiver and a child may also claim the cost of overnight child care CIHR (only) allows nursing mothers to claim travel and accommodation costs for the traveling caregiver, to a maximum of $1,000, in lieu of claiming child care expenses.	× Ineligible unless approved in writing by the granting agency or included in research agreement/contract	× **Ineligible**	× **Ineligible**

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Childcare Expenses **What you need to do:**		Complete a claim for reimbursement form http://www.yorku.ca/finance/documents/ClaimforReimbursement_with_PerDiems.pdf Provide a justification and any receipts and attach to expense claim and send to Accounts Payable			
Cost for preparation of teaching materials, thesis preparation	**√** **Eligibility Criteria:** Eligible only for circumstances related to the direct pursuit of the P.I.'s professional responsibilities Use Sm@rtBuy or PCard whenever possible.	**×** **Eligibility Criteria:** Ineligible	**√ - Restricted** **Eligibility Criteria:** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**×** **Eligibility Criteria:** Ineligible	**√** **Eligibility Criteria:** Eligible Use Sm@rtBuy or PCard whenever possible.

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Administrative charges, clerical, secretarial salaries paid to an individual	**√** Eligible only for circumstances related to the direct pursuit of the P.I.'s professional responsibilities These charges must be processed through Payroll. Contact Payroll who will provide further guidance,	**√ - Restricted** Ineligible except where clerical salaries are directly related to the dissemination of research activities (e.g. workshops, preparation of communication materials) These charges must be processed through Payroll. Contact Payroll who will provide further guidance,	**√ - Restricted** Ineligible unless approved in writing by the granting agency or included in research agreement/contract These charges must be processed through Payroll. Contact Payroll who will provide further guidance,	**√** Eligible for work directly related to the research These charges must be processed through Payroll. Contact Payroll who will provide further guidance,	**√** Eligible These charges must be processed through Payroll. Contact Payroll who will provide further guidance,
Visiting Researchers	**×** Generally Not Applicable	**√** Eligible Stipends to visiting researchers up to a maximum of $2,000 per month for up to 125 days per year, not including travel and subsistence costs **(NSERC only)**. Travel Costs are eligible.	**√ - Restricted** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**√** Eligible Stipends and Honorariums (paid through payroll) are eligible. Travel Costs are eligible	**√** Eligible Stipends and Honorariums (paid through payroll) are eligible. Travel Costs are eligible

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Visiting Professors **What you need to do:**		Pay via payroll by completing ETF – Research Associates, Research Assistants form found on the Human Resources web site. Payroll will assign an employee number. http://www.yorku.ca/hr/documents/index.html	Pay via payroll by completing ETF – Research Associates, Research Assistants form found on the Human Resources web site. Payroll will assign and employee number. http://www.yorku.ca/hr/documents/index.html	Pay via payroll by completing ETF – Research Associates, Research Assistants form found on the Human Resources web site. Payroll will assign an employee number http://www.yorku.ca/hr/documents/index.html	Pay via payroll by completing ETF – Research Associates, Research Assistants form found on the Human Resources web site. Payroll will assign an employee number. http://www.yorku.ca/hr/documents/index.html
Training and Professional Development	**√** Eligible only for circumstances related to the direct pursuit of the P.I.'s professional responsibilities	**√ - Restricted** Ineligible except for costs to train research staff or PI in novel techniques and on specialized equipment as required for the research work. On case by case basis Research Accounting. may request ruling from tri council and upon approval will allow the charges.	**√ - Restricted** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**√** Eligible for staff and P.I. where directly related to research	**√** Eligible

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Training and Professional Development **What you need to do:**		Email resacct@yorku.ca and provide detailed justification for the item and how it directly relates to the research Research Accounting will contact tri council for a ruling			
Passport and Immigration Fees	**×** Ineligible	**×** Ineligible	**√ - Restricted** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**×** Ineligible	**×** Ineligible

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Entry VISA fees	√ Eligible Eligible only for circumstances related to the direct pursuit of professional responsibilities	√ Eligible	√ Eligible	√ Eligible	√ Eligible

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Staff Recognition Awards Reimbursement will be made for gifts, other than gifts of money or gift certificates, given in appreciation of employee efforts beyond normal job responsibilities. Such appreciation gifts should be token (e.g., gifts of small value, such as University crested clothing, mugs, plaques, etc.)	**×** Ineligible	**×** Ineligible	**√ - Restricted** Ineligible unless approved in writing by the granting agency or included in research agreement/contract	**×** Ineligible	**√** Eligible Reimbursement will be made for gifts, other than gifts of money for gifts in appreciation of employee efforts beyond normal job responsibilities
Staff Recognition Awards **What you need to do:**					Attach receipt to claim for reimbursement form, provide recipient name, and a justification for the award Approval by Dean/Chair/Associate Dean/Director/Principal /Chief Librarian etc.