MANAGING EXPENSES
AT THE UNIVERSITY OF MANITOBA

Varying expenses can be incurred while you are working at the University of Manitoba. Knowing how to manage these appropriately, responsibly and in line with policies and procedures is important. One of the first steps is to define the type of expense being handled.

What Type of Expense is this?

Goods or Services Expenses for a Faculty, Unit or Research project

Most expenses for goods or services are purchased with a Purchase Order or Contract created in the EPIC tool. Some items can be processed on the Visa Purchasing Card when:

- the Supplier does not accept purchase orders/contracts;
- no agreement is in place with an exclusive or preferred Supplier,
- the amount of the purchase is within the card limits and,
- the purchase is not directly for an individual e.g. professional membership

Exclusive & preferred agreements offer savings on services and supplies for everyone at the University. A full list of Exclusive/Preferred Suppliers is available on our webpage.

Purchases over certain dollar values require competitive quotes or bids. This process varies depending on the expected value of the full purchase.

For more information on this process review the Purchasing Policy and Procedures.

Faculty Member or Staff Expenses

Expenses related to an employees’ travel or allowable personal business expenses are managed in Concur.

These types of expenses require documented pre-approval before the expense is incurred and this approval needs to be attached to the expense claim in Concur.

There are different ways to incur these expenses:

- directly in Concur
- through the University Travel Agent (CWT)
- using the Travel Credit Card issued to the individual
- out of pocket expenses

Regardless of how the expense is incurred, expenses are submitted for reimbursement & are managed in Concur for Faculty members and staff.

For more information on this process review the Travel and Business Expense Claims Policy and Procedures.

Student or Guest Expenses

Expenses for a student or a guest are managed on a paper claim form.

Documented pre-approval is required from the Faculty or Unit before the expenses are incurred for Students.

For more information on when to use this process, review the instructions available on the Guest/Student Travel & Business Claim Form.

Note on Expenses for Individuals

Faculty, staff and students are responsible to obtain documented pre-approval prior to incurring expenses. In cases where an Academic or Researcher is incurring expenses on a research grant or PD fund (professional development) where they are the primary financial authority, this approval is not required.

Expense claims must include the requested supporting documentation to be processed and approved.

If you need help with your claim, contact Travel Services at 204-480-1001 or travinfo@umanitoba.ca

ADDITIONAL CONSIDERATIONS

Expenses on Research funds may require additional documentation. Ensure to review the guidelines from the external sponsor to ensure your expenses align with their rules. The University also provides guidance for working with research funds at https://umanitoba.ca/research/opportunities-support/policies-guidelines

As part of incurring expenses responsibly, knowing how to identify situations where there is a conflict of interest and the proper procedures to managing them is vital. Review the Conflict of Interest Policy and Procedure for guidelines.
What are some Examples of these Expenses?

**Goods or Services Expenses for a Faculty, Unit or Research project**

Use EPIC for purchases of goods and services such as:

- Institutional Memberships (non-individual) for the Faculty/Unit, a group, a lab
- IT hardware, IT consulting services, IT hardware Repairs, Software and support
- Desktop and laptops computers
- Tablets, cell phones, printers, copiers, routers, switches, firewall hardware
- Subscriptions (excluding those for individuals)
- Fees for exhibitor, abstract, manuscript submission, reprint, commissions
- Animals, gift cards, office equipment & supplies, printing and duplicating, radioisotopes, scientific equipment & supplies, etc.
- Consulting services, legal services, design services etc.

Use the VISA Purchasing Card for:

- Purchases where a Supplier does not accept purchase orders/contracts and no acceptable alternative is available

**Not sure if your expense fits into this category?** Contact Purchasing Services

Call 204-474-8348 or email purchasing@umanitoba.ca

**Faculty Member or Staff Expenses**

Use Concur to:

- Book Airfare
- Arrange for a Hotel or Car rental for travel
- Submit Expense Claims

Use the Travel Credit Card or pay out of pocket for reimbursement:

- Book Airfare (Travel Credit Card)
- Arrange or Pay for a Hotel or Car rental while travelling
- Conference registration costs
- Hospitality
- Incidental expenses while traveling
- Meals while travelling
- Memberships, subscriptions, professional dues, professional development courses/sessions/workshops for an individual
- Taxi fares while travelling
- Parking fees

**Not sure if your expense fits into this category?** Contact Travel Services to discuss.

Call 204-480-1001 or email travinfo@umanitoba.ca

**Student or Guest Expenses**

Faculty/Staff may use Concur or a Travel Credit Card to support Students/Guests to:

- Book Airfare
- Arrange for Hotels while travelling
- Conference registration costs
- Memberships, subscriptions, professional dues, professional development courses/sessions/workshops for a Student only

Pay out of pocket for reimbursement:

- Airfare and Hotel costs
- Car rental costs
- Conference registration costs
- Incidental expenses while traveling
- Meals while travelling
- Memberships, subscriptions, professional dues, professional development courses/sessions/workshops for an individual
- Taxi fares while travelling
- Parking fees

**Not sure if your expense fits into this category?** Contact Travel Services to discuss.

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