Submitting Qatar PER Expenses for Academics with no Canadian Banking
Updated: July 27, 2022

Steps:

1. Academic sends PER reimburse request send to benefits@ucalgary.ca
   o Expenses should follow PER handbook and Finance Travel and Expense Reimbursement Handbook guidelines
   o Documentation/receipts should clearly indicate which currency they were paid in (e.g. USD, QAR, CAD, etc.)
   o Include the following information in the request:
     ▪ UCID
     ▪ PER Project Number
     ▪ PER Department number
     ▪ Account Codes for each, individual expense (page 19)

2. HR – People, Processes and Solutions reviews for eligibility as PER expense and sufficient funds in the Academics' PER account/statement
   o OANDA website will be the tool to estimate conversion rate costs in $CAD and seeing if there will be enough funds in someone's PER account

3. HR – People, Processes and Solutions to send email request to Alice/Tannis/Darwin to arrange payment with Western union
   o Ensure complete Accounting Strings are provided
     ▪ (e.g) Fund 12, Dept ID (63040 or 63060), Account Code and PER Project #

4. Payroll processes payment through Western Union. Payment is converted to the currency of the employee's bank account

5. Once a month Western Union sends payroll an invoice for all payments that were made to employees. Payroll provides payment to Western Union by processing a cheque through AP. The accounting string for all of the payments is provided on the Cheque as well as provided to Finops Accounting (finopactg@ucalgary.ca)

Important Notes
- For details on accessing your PER Statement/Account, please refer to the PER handbook
- Gather expenses and limit repayment requests to a few times per year; do not submit a request for each expense if possible
- Keep PER expense requests separate from other types of payment requests which may follow different processes
- Western union will pay in home currency. Because conversion happens at the last step, there maybe situations that PER accounts are slightly overdrawn and will have to be reconciled with future claims/transactions