

## Sponsorship Expense Procedure

<b>Classification</b> Financial Management	<b>Table of Contents</b>
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- 1 Purpose**

The purpose of this procedure is to outline:

  - a) the process by which out-of-pocket expenses associated with Sponsorships are reimbursed to Employees; and
  - b) the specific requirements for approval of expenses associated with Sponsorship.
- 2 Scope**

This procedure applies to expenses associated with Sponsorships.
- 3 Definitions**

In this procedure:

  - a) “Employee” means an individual who is engaged to work for the University under a contract of service, that is, there is an employer-employee relationship between the individual and the University. For clarity, this term includes support staff, management and professional staff, the senior administration group, researchers, and faculty members.
  - b) “PI” means the principal investigator.
  - c) “Sponsorship” means providing funds for a specified activity as part of an organized fund-raising effort.
  - d) “University” means the University of Calgary.
- 4 Procedure**

**Claim for Reimbursement of Expenses**

  - 4.1** Employees may recover out-of-pocket expenses for Sponsorships by submitting a completed and approved Expense Report.

### Supporting Documentation

- 4.2 Detailed original receipts will be attached to support a claim for reimbursement of expenses or a request for payment of expenses.
- 4.3 If an original receipt has been lost, the Employee must provide sufficient detail to justify the expense.
- 4.4 The Employee will also include:
  - a) the reason for the Sponsorship;
  - b) any supporting material relating to the Sponsorship; and
  - c) evidence of prior approval.

### Approval

- 4.5 The Authorized Approver will review the expenses to ensure they are:
  - a) permitted under the terms and conditions of the Gifts, Donations and Sponsorship Policy; and
  - b) properly documented.
- 4.6 If the conditions under 4.5 have been satisfied, the Authorized Approver will approve the expenses.
- 4.7 When expenses are funded from a research trust account, the following approvals are also required:
  - a) the Employee; and
  - b) the PI when the Employee is not the PI; or
  - c) the department head/dean when the Employee is the PI.

### Submission of Expense Reports

- 4.8 Once the necessary approval has been obtained, the Employee will submit the expense report with receipts and any other supporting documentation to Accounts Payable at Physical Plant 65 except under circumstances described at 4.9 and 4.10 below.
- 4.9 For expenses relating to research and trust projects using Fund 60 in the Faculties of Arts, Medicine, Veterinary Medicine, and Science, and the Schulich School of Engineering, the Employee will submit the expense report with receipts and any other supporting documentation to the research fund analyst at the following location:
  - a) Arts: SS 548
  - b) Engineering: CCIT 210
  - c) Medicine: TRW 5th floor
  - d) Science: BI 570
  - e) Veterinary Medicine: TRW 5th floor
- 4.10 For expenses relating to the Faculty of Nursing – Qatar, the claimant will submit receipts and any other supporting documentation to Accounts Payable, room G12.

5 Parent Policy [Gifts, Donations, and Sponsorship Policy](#)

6 Related Procedures [Gifts Expense Procedure](#)

[Donations Expense Procedure](#)

- 7 Related Information** <https://www.ucalgary.ca/finance/>
- 8 History**
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