Guidelines

Faculty COVID Expense Report

Purpose

The College will make every attempt to furnish the tools and supplies needed to provide on-line education. All requests related to IT equipment, software, devices, peripheral items or Internet Services should be addressed to the Help Desk. For other types of requests, faculty should consult with their Sector Dean prior to making any purchases. Please see details below.

This form is to be used by faculty to request a reimbursement for **out of pocket expenses** incurred in the preparation and delivery of on–line courses during the COVID crisis. Once approved and processed, the reimbursement will be deposited to your bank account with the next pay.

The following guiding principles apply when requesting a reimbursement of expenses:

* Only incremental expenses incurred after March 13 until the College is reopened may be submitted;
* The expense must be directly linked to working remotely and not personal in nature;
* The expense must be reasonable in nature and amount;
* The expense must be properly backed up by receipts and proof of payment.

Section A:

Please fill in your Name (as you are known at the college), your Employee Number and identify the Department/Discipline to which the expenses relate to.

Section B:

Please provide a clear description of the expense claimed, choose the type of expense and the expense code from the dropdown list, if appropriate. If you cannot find the matching type of expense in the list, leave it blank.

**Types of expense:**

Please find below examples of items and categories they should be claimed under:

IT-Computer devices: items such as laptop and tablet for which purchase was approved by Help Desk. Help Desk ticket number is mandatory.

IT-Computer peripherals: items such as headset, mouse, camera, tablet pen, external drive, for which purchase was approved by Help Desk. Help Desk ticket number is mandatory. These items remain the property of the College.

IT-Internet services: new or incremental services, approved by Help Desk. Help Desk ticket number is mandatory.

Computer supplies: items such as USB key, network cables, adaptor, toner, paper.

Other supplies: items that do not fit within above categories

You can add lines and repeat the same type of expense, if required, to allow inserting detailed description. Use the TAB BUTTON to navigate from one field to the other. The total amount will then be updated automatically.

Original receipts and proofs of payment are required for reimbursement. If paid cash, cash register receipt usually indicates “comptant”; if paid using a debit or a credit card, generally, we can see “approved” payment on the cash register receipt. Some invoices also show that the purchase has been paid.

Signature

Please sign and scan the report, if possible. If you cannot sign and scan the expense report, please Email the report unsigned.

Approval

Faculty members are asked to send the expense report electronically, to: [covidexpensereport@dawsoncollege.qc.ca](mailto:covidexpensereport@dawsoncollege.qc.ca). Please join all requested documents.

Please keep original invoices. They may be requested later.

Questions

For all questions regarding the form or these instructions, please email to: [expensereimbursement@dawsoncollege.qc.ca](mailto:expensereimbursement@dawsoncollege.qc.ca)

Payment

Once the Expense Report is approved and processed, payment will be deposited with the following pay.