

**REIMBURSEMENT FORMS-note the due date on the form that is required for submission for a reimbursement (late submissions cannot be processed)**

**NOTE:** save a copy of all fillable forms to your computer prior to filling them out, especially if you have a Mac computer or else they may not work as fillables.  
: see a copy of sample forms in the attachment

1. Fill out forms completely--first and last name
  - date of submission of form
  - address including city, postal code
  - Non TDSB email address
  - contact phone number
  - TDSB employee number
  - name of event
  - date event was held and date of food purchase should both be the same

## 2. DINNER REIMBURSEMENT FORM

- name of Food purchase vendor(s)
- amount of receipt(s)
- total dinner expenses claimed = amount up to allowance allowed but not more
- if the purchase was less than the allowance allowed, only claim what you actually spent
- receipt(s)** -include your name and employee number on each
- circle or highlight the total amount spent, the date on each and the name of the food purchase vendor

## 3. DEPENDENT CARE FORM

- first and last names of dependents and their ages
- total cost that you paid for dependent care
- total cost of money allowance to a maximum of \$75
- include **receipt** from dependent care provider including your name, the date of the event, the amount you paid, and name(s) and age(s) of children
- time that dependent care giver was with the children
- name and signature of dependent care provide

#### 4. ONE SUGGESTION AS TO HOW TO SEND FORMS IN **ONE PDF**

- lay flat reimbursement forms one below the other if there are 2
- lay flat receipt(s) touching or overlapping the form(s) making sure no borders or information is missing
- take **one photo** with your camera of all of the forms from above as opposed to on an angle or the form standing vertically
- ensure that all forms can be seen before the photo is taken— is the lighting good, are there any shadows, and is all of the photo clearly visible?
- locate the photos on your phone, select the photo you just took
- email the photo directly to **etfo.otl.toronto@dext.cc**

#### 5. I NEED ASSISTANCE WITH THE SUBMISSION

--email the Treasurer at [gailjames@ica.net](mailto:gailjames@ica.net)

## **WHAT IS THE PROCESS FOR REIMBURSEMENT AFTER I SUBMIT MY FORM(S)?**

**NOTE: the entire process can take a few weeks**

1. You will know that your submission has been received at the accounting office if your email does not bounce back to you. There is no automatic response available to tell you that it has been received.
2. The submissions are checked to make sure that all forms and receipts have been sent in one document. If they haven't, all of the parts of the submission are automatically dispersed upon arrival and mixed with other reimbursements that also weren't sent in one PDF. Then all parts of each member's reimbursement must be found and put together which takes a lot of time- like finding jigsaw puzzle pieces.
3. Depending on the date the submission arrives at the accounting office, they are put together in an order, put into a program called Approval Max and emailed to the Treasurer, the First VP and the President for approval-each of the 3 officers cannot approve their own submissions. The 1st VP and the Treasurer are the main approvers.

4. The Treasurer and First VP open up each submission, check that all of the information is filled out on the form(s), that the necessary information is included on the receipt(s) and that it is easy to read.
5. Each entry is then checked with the list of attendees to ensure that the member attended the event that they are requesting a reimbursement for. Depending on the number of reimbursements to approve, it can take up to one day for each of the signing officers to make their approvals.
6. If everything appears to be correct, the approval button is clicked and the submission returns to the accounting office. If there is a problem then the reject button is clicked, an explanation is recorded in the program for the rejection and the submission is returned to the accounting office.
7. If rejected, the Treasurer will send an email to the member explaining the reason for the rejection. The member can then correct their form(s) and receipt(s) and resubmit for approval.
8. Many of the approved reimbursements are put into a program called PayEdge and a new type of order is compiled.
9. The Treasurer then receives an email from accounting saying that there will be an order # that should be approved. A list of the approved members found in this order and the amounts for reimbursement are sent to the Treasurer in a separate email so the list of attendees of events does not have to be rechecked.

10. The Treasurer reviews each order and approves the payment dispersal of funds from the local's bank account.

11. The approval form will then generate the funding method of payment ( e-transfer or cheque), the expected payment date and the status pending.

12. E-transfers generally can take 3 days from the time of the Treasurer's approval for monies to be dispersed. Cheques take generally 2 weeks to be received.

13. Each member on the approved order will receive an email saying that an order is pending, when the expected payment date will be and what the amount of the payment will be.

13. Often the payment is the total of several submissions. In this case attachments are included to show the individual submissions that make up this payment.

14. At times the expected payment date is not met as different banks have different transaction times.

15. Finally members will receive an email notifying them that their e-transfer monies have been automatically deposited into their bank accounts.

## **WHAT DO I DO IF I HAVE NOT RECEIVED MY PAYMENT BY THE EXPECTED DATE?**

1. Check your spam, junk mail and email to see if you have received the payment email.
2. Once you receive the email, wait at least 3 days beyond the expected payment date.
3. Email the Treasurer [gailjames@ica.net](mailto:gailjames@ica.net) and include in your email:
  - the date of the expected payment
  - the forms that you originally submitted
  - your non TDSB email so that I can respond to your situation
4. Allow time for the Treasurer to check into your situation and if necessary to resubmit your forms for the approval process. The Treasurer will contact you as to what is happening with your submission.

Gail James

Treasurer

ETFO Toronto Occasional Teachers' Local

[gailjames@ica.net](mailto:gailjames@ica.net)

