

# CHEAT SHEET



## Eligible expense or not?

- ✓ Satisfies an objective identified in the funding agreement
- ✓ Activity or project is completed
- ✓ Is eligible according to the funding agreement expense categories
- ✓ Respects the official languages clauses
- ✓ Respects the acknowledgment of financial assistance clauses
- ✓ Was incurred during the period covered by the funding agreement



## What to keep

- ✓ Invoices, contracts, purchase and shipping orders, etc.
- ✓ Salaries: timesheets, employment contracts, letters of offer, etc.
- ✓ Proof of payment: cancelled cheques, receipts from transactions, bank statements, credit card statements, etc.
- ✓ Delegation of authority for the signing of cheques (signature cards)



## Important expenses

- ✓ Travel expenses must respect the National Joint Council's travel directive
- ✓ Hospitality expenses must be reasonable (similar to the per diems listed in the National Joint Council's travel directive)
- ✓ Alcohol is never an eligible expense
- ✓ If there is a relationship between a vendor and the organization, market value must be respected and demonstrated in all transactions
- ✓ The portion of taxes for which the organization is entitled to a credit or reimbursement is not an eligible expense
- ✓ Expenses reimbursed to the organization by other public or non-public funds are not eligible expenses



## Financial Report

- ✓ Presented according to the approved expense categories in the funding agreement
- ✓ Eligible, ineligible or non-funded expenses are presented separately
- ✓ Submitted in a timely manner
- ✓ Reconciles to the eligible expenses with the general ledger of the organization



## Questions?

- ✓ For any other questions or concerns:

## Consult your departmental program officer!

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