

GST – Reclaim Details

GST has 4 Requirements within NextGen Expense Reimbursement (Concur):

- City of Purchase
- Receipt
- Country of Residence = Canada (populated in users profile via Siebel)
- State/Province Field (populated in users profile)

What “do” I have to do in order to record GST:

- Enter accurate information on your expense reports
- Attach receipts for all transactions with GST that can be reclaimed (including transactions less than \$25 USD)
- Provide data in the “City of Purchase” and “Receipt Status” fields

What I “don’t” have to do in order to record GST:

- Does NOT have to itemize the specific GST/HST amounts from each transaction and/or receipt
- Does NOT have to worry about the different tax jurisdictions rates (GST, HST, QST, RITC)

GST covers the following applicable taxes in Canada:

- GST, HST, QST and RITC

GST – Expense Line Requirements

Expense Lines will need the following fields populated:

- City of Purchase
- Receipt Status
- Tax Amount

Expense Type Individual Meals (Food/Bever) ▼	Transaction Date 06/18/2020	Enter Vendor Name 	City of Purchase Halifax, Nova Scotia	Payment Type Out of Pocket ▼
Amount 5.00 CAD ▼	HSTNS Amount in CAD 0.61	Receipt Status Receipt ▼	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment

- ❖ *Please note that the Tax Amount is populated automatically and cannot be changed. You will see the “reclaim tax type” indicated above the tax amount box. In the example above, this tax is being calculated for HSTNS. In the example below, tax is being calculated for: CAGST & CAQST. (Based on the city of purchase, you can have reclaim tax populated for more than one tax jurisdiction as seen below.)*

Expense Type Individual Meals (Food/Bever) ▼	Transaction Date 06/10/2020	Enter Vendor Name 	City of Purchase Quebec, Quebec	Payment Type Out of Pocket ▼
Amount 5.00 CAD ▼	CAGST Amount in CAD 0.19	CAQST Amount in CAD 4.13	Receipt Status Receipt ▼	<input type="checkbox"/> Personal Expense (do not reimburse)

GST – City of Purchase

City of Purchase:

- Field must always be populated
 - Airfare expense type – please list departure city
 - All other expenses – place where it was ordered or being purchased
 - You can pull this information directly from the cash register receipt

Expense Type Airfare	Transaction Date 05/02/2020	Ticket Number 	From Airport (YMQ) Montreal, Canada	To Airport (YVR) Vancouver - Vancouver Int
From Date 05/04/2020	To Date 05/04/2020	Vendor Alitalia Airlines	Airline Travel Service Code Coach Class	City of Purchase Montreal, Quebec
Payment Type Out of Pocket	Amount 100.00 CAD	CAGST Amount in CAD 3.85	CAQST Amount in CAD 8.26	Receipt Status Receipt

Departure City for Airfare expense type only

Expense Type Hotel	Transaction Date 06/12/2020	Vendor All Suites International	City of Purchase Alberta, Ontario	Payment Type Out of Pocket
Amount 5.00 CAD	Tax Posted Amount 0.54	Receipt Status Receipt	Comment	

Location where it is ordered or being purchased for all other expense types

GST – Receipt Status & Tax Amount

Receipt Status:

- In order for VAT to be reclaimable, this field must have “receipt” selected in the drop down box and a valid receipt must be attached to the expense line regardless of the dollar amount.
 - If you do not attach a valid receipt, the expense line is NOT eligible for reclaim
 - If you select “no receipt”, the expense line is NOT eligible for reclaim
 - If you attach a Missing Receipt Affidavit, the expense line is NOT eligible for reclaim

Expense Type Laundry	Transaction Date 06/03/2020	Enter Vendor Name 	City of Purchase Quebec, Quebec	Payment Type Out of Pocket
Amount 5.00 CAD	CAGST Amount in CAD 0.19	CAQST Amount in CAD 4.13	Receipt Status Receipt	<input type="checkbox"/> Personal Expense (do not reimburse)

Tax Amount:

- Field is auto-populated and cannot be edited
 - You may notice that the amount on your receipt is slightly different than the amount calculated in this box(s), this is acceptable based on Concur’s factor based methodology in effect for IEEE

Expense Type Laundry	Transaction Date 06/03/2020	Enter Vendor Name 	City of Purchase Quebec, Quebec	Payment Type Out of Pocket
Amount 5.00 CAD	CAGST Amount in CAD 0.19	CAQST Amount in CAD 4.13	Receipt Status Receipt	<input type="checkbox"/> Personal Expense (do not reimburse)