


Information Sheet – Internal Services - Expenditures Report

Why am I receiving this report?

As the Principal Investigator of a Tri-Agency grant, your authorization is required for every transaction charged to one of your grants. This report lists internal services transactions processed via feeds. Feeds are typically used by Service Centers with large transaction volumes every month and by their very nature do not allow for approvals to be recorded prior to their posting. In keeping with Tri-Agency requirements, this report lists these transactions so your authorization may be obtained - this authorization may not be delegated.

Sample report page:

 McGill UNIVERSITY	Internal Services - Expenditures Report			
	FST Manager: FIN01	Starting date: 2015/08		
	Key Financial Contact: Peter Jones	Ending date: 2015/10		
FFM / PI: Smith/John				
238912 CIHR MOP-100008				
TELECOM - Auth. code LD charges	<u>Doc#</u>	<u>Seq#</u>	Disputed	Reasons for Dispute
700014 15-Aug-2015 AuthorizationCode charges for JUL15	FT005012	222	17.04 <input type="checkbox"/>	_____
700014 15-Sep-2015 AuthorizationCode charges for AUG15	FT005013	112	16.12 <input type="checkbox"/>	_____
700014 15-Oct-2015 AuthorizationCode charges for SEP15	FT005014	73	9.94 <input type="checkbox"/>	_____
<i>Unless marked as disputed, I hereby certify that the expenses listed in this report are eligible and directly related to my research activities.</i>				
			_____ Smith/John	_____ Date

What do I need to do once I receive this report?

1. Review the charges.
2. If warranted, mark charges as “Disputed” and enter a “Reason for dispute”.
3. Submit your authorization or dispute of charges to your FST within 30 days of receiving the report. If you do not print, sign, and scan the report to send back to your FST, be sure to include the following statement in your email:
Unless disputed, the expenses listed in this report are eligible and directly related to my research activities.
4. If you decide to dispute charges, take some action and inform your FST of the resolution within 30 days.

If I want to dispute a charge, what do I do?

- Contact the Service Provider directly – be sure to provide them with the Document Number and Sequence Number as indicated on the report.
 - The individual who requested the service/goods should have contact information for the Service Provider.
 - The Financial Services Knowledge Base also provides some contact information in the Legend of Document Numbers article - <http://kb.mcgill.ca/fskb/easylink/article.html?id=3980>.
- Indicate to your FST which charge is being disputed.
- Once resolved, inform your FST of the resolution and if needed, authorize the expense by certifying that *the expense is eligible and directly related to my research activities*.