Submitting Qatar PER Expenses for Academics with no Canadian Banking
Updated: July 27, 2022

Steps:

1. Academic sends PER reimburse request send to benefits@ucalgary.ca
   o Expenses should follow PER handbook and Finance Travel and Expense Reimbursement Handbook guidelines
   o Documentation/receipts should clearly indicate which currency they were paid in (e.g. USD, QAR, CAD, etc.)
   o Include the following information in the request:
         UCID
         PER Project Number
         PER Department number
         Account Codes for each, individual expense (page 19)

2. HR – People, Processes and Solutions reviews for eligibility as PER expense and sufficient funds in the Academics' PER account/statement
   o OANDA website will be the tool to estimate conversion rate costs in $CAD and seeing if there will be enough funds in someone's PER account

3. HR – People, Processes and Solutions to send email request to Alice/Tannis/Darwin to arrange payment with Western union
   o Ensure complete Accounting Strings are provided
         (e.g) Fund 12, Dept ID (63040 or 63060), Account Code and PER Project #

4. Payroll processes payment through Western Union. Payment is converted to the currency of the employee's bank account

5. Once a month Western Union sends payroll an invoice for all payments that were made to