

# General UBC Policies on Reimbursement and Payment for Work

UBC has some very specific policies governing how and when you can pay others to do work for you. If you think you might hire a person or service to do work for you, it is critical that you understand this important information provided below.

## Use of Research Grant Funds

The Faculty of Education Graduate Student Research Grant is designed to cover your research or project expenses only. The grant is not designed to be a salary grant, so that means that you cannot use the funds to pay yourself a salary or wage for doing work on your research project. You may certainly hire others to provide services to you (see steps below), but you cannot pay yourself.

## Hiring People and/or Services

Students who wish to use their grants to pay individuals who are *not* registered UBC students for research-related work, must submit 1) an invoice from the individual for the *completed* work, 2) complete a Finance Office Miscellaneous Expense Claim (non-travel) form [http://educ.sites.olt.ubc.ca/files/2014/09/MiscRequisitionClaim-Form\\_Final-October-2014.pdf](http://educ.sites.olt.ubc.ca/files/2014/09/MiscRequisitionClaim-Form_Final-October-2014.pdf) as well as a completed **Requisition for Payment Request** form (see Steps for Reimbursement handout for how your Administrative Manager/Supervisor should fill this out), which also provides details of the work performed. The invoice can be in the form of an email, memo, or formal invoice from the person providing the service and it must include the name of the person who completed the work, full mailing address and telephone contact information, SIN, the time line for the completed work (dates), the number of hours they worked to complete the task and a description of the task as well as the rate charged. Please note, and this is very important, that **the work has already been completed**. After both the **Miscellaneous Expense Claim** and the **Requisition for Payment Request** form is submitted, a cheque will be prepared for the person who completed the work. Please note, if the person who did the work is already on UBC payroll, the payment will come in the form of a pay cheque and it is taxable.

The exception to the “work completed” rule above is if you plan to hire a registered UBC student, in which case the student you plan to hire can be put on UBC payroll until the work is completed. If you would like to do this, please contact your Administrative Manager and they will assist you in hiring the student by completing and submitting a **UBC Student Appointment Form**. Please note that your Administrative Manager will require complete information on the contact details of the UBC student you plan to hire (name, mailing address, telephone, date of birth, SIN, Department and degree), as well as information on the account from which the funds to pay the students will be drawn. It is best that you have this information prepared in advance of your visit with your Administrator. The account information (including the all important Project Grant or “PG” number) can be found on the blue Research Project Budget page that your supervisor will receive from the Office of Research Services (ORS), confirming that the research account is set up under your supervisor’s name. After the **UBC Student Appointment Form** is submitted to UBC Payroll by your Administrator, the student doing work for you will be put on UBC payroll and paid via bi-weekly pay cheque. The **UBC Student Appointment Form** is available at the following link:

**Note!** Students who have already paid individuals for services rendered with their own money are not eligible for reimbursement. Under no circumstances are students to pay other people for work with funds from their own pocket. If you do, neither you nor the individual will receive payment from the University.

If you have any questions about these policies, please contact Christine Wallsworth in the OGPR at 604-822-5217 or [christine.wallsworth@ubc.ca](mailto:christine.wallsworth@ubc.ca).