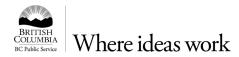


# EMPLOYEE RECOGNITION APPROVAL AND/OR REIMBURSEMENT FORM

DATE OF EVENT (if applicable)		TYPE OF EXPENSE									
YYYY-MM-DD	YYYY-MM-DD			AWARD/GIFT RECOGNITION BOTH							
NUMBER OF EMPLOYEES			<b>REASON FOR RECOGNITION</b> (accomplishment or contributions being recognized)								
EMPLOYEE NAME (S)		Eľ	MPLOYEE ID	MINISTRY			BRANCH		VALUE OF AWARD (merchandise or gift certificate)		
							ΤΟΤΑ	L			
NON-TAXABLE AWARD COSTS	PAYR COI		<b>TOTAL</b> <b>AMOUNT</b> (incl. tax)	CLIENT/ MINISTRY NUMBER	RES CEN		SERVICE LINE	STOB	PROJECT NUMBER		
MERCHANDISE (Award/Gift)	N/	Ά						6536			
EVENT COSTS	N/A							6537			
TOTAL NON-TAXABLE COSTS											

TAXABLE AWARD COSTS   PAYROLL CODE   TOTAL AMOUNT (incl. tax)   CLIENT/ MINISTRY NUMBER   RESP. CENTRE   SERVICE LINE   STOB   PROJECT NUMBER     GIFT CARDS AND OTHER NEAR- CASH AWARDS (see definition on page 2)   NNCTB   Image: Comparison on page 2)   NNCTB   Image: Comparison on page 2)   6536   Image: Comparison on page 2)     TOTAL TAXABLE COSTS   Image: Comparison on page 2)   Image: Compage: Comparison on page 2)   Im	If reporting a taxable award, see page 2 for reimbursement instructions.										
CASH AWARDS (see definition on page 2)   NNCTB   6536     TOTAL TAXABLE COSTS   6536     REQUEST FOR APPROVAL/ REIMBURSEMENT   1000000000000000000000000000000000000			ODE AMOUNT MINISTR					STOB			
REQUEST FOR APPROVAL/ REIMBURSEMENT     Is this a request for reimbursement rather than a request for approval? IF YES, please indicate the type of reimbursement:     YES   NO   PERSONAL   PETTY CASH     CONTACT NAME/QUALIFIED RECEIVER   CONTACT PHONE NO:   REIMBURSEMENT AMOUNT: (attach receipts)     APPROVAL SIGNATURE OF EXPENSE   PRINT NAME OF EXPENSE AUTHORITY   DATE SIGNED	CASH AWARDS (see definition on	NNCTB						6536			
Is this a request for reimbursement rather than a request for approval? IF YES, please indicate the type of reimbursement:     YES   NO   PERSONAL   PETTY CASH     CONTACT NAME/QUALIFIED RECEIVER   CONTACT PHONE NO:   REIMBURSEMENT AMOUNT: (attach receipts)     APPROVAL SIGNATURE OF EXPENSE AUTHORITY   PRINT NAME OF EXPENSE AUTHORITY   DATE SIGNED	TOTAL TAXABLE COSTS										
YES NO PERSONAL PETTY CASH   CONTACT NAME/QUALIFIED RECEIVER CONTACT PHONE NO: REIMBURSEMENT AMOUNT: (attach receipts)   APPROVAL SIGNATURE OF EXPENSE AUTHORITY PRINT NAME OF EXPENSE AUTHORITY DATE SIGNED	REQUEST FOR APPROVAL/ REIMBURSEMENT										
CONTACT NAME/QUALIFIED RECEIVER   CONTACT PHONE NO:   REIMBURSEMENT AMOUNT: (attach receipts)     APPROVAL SIGNATURE OF EXPENSE AUTHORITY   PRINT NAME OF EXPENSE AUTHORITY   DATE SIGNED	Is this a request for reimbursement rather than a request for approval? IF YES, please indicate the type of reimbursement:										
APPROVAL SIGNATURE OF EXPENSE PRINT NAME OF EXPENSE AUTHORITY DATE SIGNED		۲ ۱	YES NO				PERSONAL PETTY CASH				
AUTHORITY	CONTACT NAME/QUALIFIED RECEIVE	R CON	CONTACT PHONE NO:								
YYYY-MM-DD		PRIN	PRINT NAME OF EXPENSE AUTHORITY				DATE SIGNED				
						YYYY-MM-DD					

**CLEAR ALL FIELDS** 



## The Employee Recognition form approves:

- Purchases of merchandise and gift certificates.
- Recognition event expenses (e.g. team or ministry celebrations, Long Service Awards pre-ceremony receptions, employee recognition events).
- Reasonable costs related to employee engagement initiatives.
- Reimbursement of personal and petty cash funds when these sources have been used for employee recognition purchases.

The cost for employee recognition activities are covered by ministry budgets; please follow your ministry policy/ process for budgeting and funding of employee recognition.

# **Taxable Award Criteria**

Cash or near cash awards are considered a taxable benefit under <u>Canada Revenue Agency policy</u> and must be reported on the employee's T4 (see *Reimbursement Process*).

Examples of **taxable** awards:

- A gift card, in any amount, which allows multiple transactions with a declining balance.
- A gift card, in any amount, which allows recipients a choice of what can be purchased.
- Charitable donations made directly to the charity, on behalf of an employee.
- Awards that have a combined total value of more than \$500 per year/per employee.
- A performance-based "reward."

#### Examples of **non-taxable** awards:

- Items of small value such as mugs, t-shirts, plaques/ trophies.
- Gift voucher for purchase of a specific item (e.g. cannot be substituted for another item or cash).
- Passes for specific events that do not allow a choice of date, time or event.

#### **Reimbursement Process**

- 1. Complete the Employee Recognition form.
- 2. Obtain approval for the award/gift and/or recognition event per your ministry approval process for employee recognition.
- 3. Purchase the award/gift and/or event supplies.
- 4. Use STOB 6536 for award/gift purchases and STOB 6537 for event costs.
- 5. Send the completed form, along with the original receipts, to your financial transaction processing area per your ministry policy/process.
- If you have purchased a taxable award, (gift cards or multiple awards for one employee in excess of \$500), send a signed copy of the Employee Recognition form to:

### Contact Centre for Payroll BLOCK E-2261 KEATING CROSS RD SAANICHTON, B.C. V8M 2A5

Scanned copies of the form can be sent electronically to the Contact Centre via AskMyHR.

For more information on employee recognition, visit <u>@Work</u> or connect with your <u>Ministry Recognition Contact</u>.