

EMPLOYEE RECOGNITION APPROVAL AND/OR REIMBURSEMENT FORM

DATE OF EVENT (if applicable)	TYPE OF EXPENSE		
YYYY-MM-DD	<input type="checkbox"/> AWARD/GIFT	<input type="checkbox"/> RECOGNITION EVENT	<input type="checkbox"/> BOTH
NUMBER OF EMPLOYEES	REASON FOR RECOGNITION (accomplishment or contributions being recognized)		

EMPLOYEE NAME (S)	EMPLOYEE ID	MINISTRY	BRANCH	VALUE OF AWARD (merchandise or gift certificate)
			TOTAL	

NON-TAXABLE AWARD COSTS	PAYROLL CODE	TOTAL AMOUNT (incl. tax)	CLIENT/MINISTRY NUMBER	RESP. CENTRE	SERVICE LINE	STOB	PROJECT NUMBER
MERCHANDISE (Award/Gift)	N/A					6536	
EVENT COSTS	N/A					6537	
TOTAL NON-TAXABLE COSTS							

If reporting a taxable award, see page 2 for reimbursement instructions.

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					6536	
TOTAL TAXABLE COSTS							

REQUEST FOR APPROVAL/ REIMBURSEMENT		
Is this a request for reimbursement rather than a request for approval? IF YES, please indicate the type of reimbursement:		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PERSONAL <input type="checkbox"/> 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
		YYYY-MM-DD

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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 [Canada Revenue Agency policy](#) 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.
6. 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 [@Work](#) or connect with your [Ministry Recognition Contact](#).