

STAFF APPRECIATION APPROVAL AND/OR REIMBURSEMENT

INSTRUCTIONS:

- The Staff Appreciation (SA) form approves:
 - purchases of merchandise and gift certificates.
 - appreciation event expenses (e.g.: team or ministry celebrations, Long Service Awards pre-ceremony receptions, employee recognition events, etc.).
 - reasonable costs related to employee engagement initiatives.
 - reimbursement of personal and petty cash funds when these sources have been used for SA purchases.
- Send an approved original SA form and original receipts to your branch's Accounts Payable Department.
- Gift certificates and gift cards are considered a taxable benefit under Canada Revenue Agency policy. The employer must ensure this gift amount is recorded on the employee's T4 slip. If SA transactions include taxable items, please also provide an approved original copy of this form (without receipts) to:

Contact Centre for Payroll
Block E, 2261 Keating Cross Road
Saanichton, B.C. V8M 2A5

- Your Ministry Recognition Contact requires a copy of this completed form and can assist you with processes involved. To assist you, the following resources are available on @Work:
 - [Ministry Recognition Contact List](#)
 - [Customizable Staff Appreciation Certificate](#)
 - [Staff Appreciation Guidelines](#)

DEFINITIONS:

- Award Recipient** - Employee(s) who receive an award for a particular contribution or achievement.
- Appreciation Recipient** - Employee(s) who attend a pizza lunch or other celebration marking a group achievement, project milestone, etc.

DATE OF ANTICIPATED AWARD OR APPRECIATION EVENT	DATE APPROVAL REQUIRED BY
YYYY / MM / DD	YYYY / MM / DD

TYPE OF EVENT (see definition)	REASON FOR RECOGNITION (accomplishment or contribution being recognized)		
	AWARD PRESENTATION	APPRECIATION EVENT	BOTH
Number of employees being recognized, i.e., receiving awards or appreciation			

AWARD RECIPIENT(S) (see definition) - Do not list appreciation recipients (see definition). Attach a separate list if more space is required.

EMPLOYEE NAME(S)	EMPLOYEE ID	MINISTRY/BRANCH	LOCATION	VALUE OF AWARD (MERCHANDISE OR GIFT CERTIFICATE)
TOTAL				

COSTS

NON-TAXABLE AWARD COSTS	PAYROLL CODE	TOTAL AMOUNT	RESP. CENTRE	SERVICE LINE	STOB	PROJECT NUMBER
MERCHANDISE	N/A				6536	
EVENT COSTS	N/A				6537	
TOTAL NON-TAXABLE COSTS						

TAXABLE AWARD COSTS

If reporting taxable award transactions, both your branch's Accounts Payable department and the Contact Centre for Payroll require signed originals of this form.

Gift certificates, gift cards, and other near-cash awards	NNCTB				6536	
TOTAL COSTS						

AWARDS/EVENTS and/or REIMBURSEMENT APPROVAL

Is this a request for reimbursement rather than a request for approval?

YES

NO

If YES, please indicate the type of reimbursement:

PERSONAL

PETTY CASH

CONTACT NAME/QUALIFIED RECEIVER (Please type or print)	CONTACT PHONE NO.	EMPLOYEE TO BE REIMBURSED	REIMBURSEMENT AMOUNT (Attach receipts)
APPROVAL SIGNATURE OF EXPENSE AUTHORITY	PRINT NAME OF EXPENSE AUTHORITY	DATE SIGNED	YYYY / MM / DD
X			