

Learn More

Are per diem rates available for expenses?

Projects have the option of using *per diem* rates for Project-related travel, accommodation, and meal expenses. Refer to the [Travel and Per Diem Policy](#) for further details.

Projects also have the option of setting lower rates than those listed in the policy to manage costs, or if a lower rate is needed to conform to the rules set by a given funder.

How should Projects handle expenses for international travel?

Projects should consult with their Finance Specialist before planning international travel. Receipts for reimbursement of expenses from abroad must be accompanied by documentation of the exchange rates in effect during the trip. Documentation could include a bank slip or rates from the Bank of Canada website. Use of a credit card is encouraged because the charges are converted into Canadian dollars and the exchange rates are recorded.

For travel to the USA, per diem rates are available. Refer to the [Travel and Per Diem Policy](#).

Can MakeWay create invoices for the Project?

If the Project needs to send an invoice for services rendered or goods sold, MakeWay will create and track the invoice for the Project. To send an invoice, complete the Payment Request Form and submit it to the Support Team. The following information is required:

- Full name and mailing address of entity or individual being billed
- Contact name
- Project code
- Revenue type - general ledger account
- Program area and award code (e.g., NOAWARD)
- Description of services rendered or goods sold

The Support Team can create an Outstanding Invoices report for the Project, which is updated weekly. It is the Project's responsibility to follow up on invoices that have been outstanding for two months or longer. If the Project concludes that a vendor will not pay the invoice, contact the Support Team about canceling the invoice.

How does the Project pay rent?

MakeWay requires that Projects enter into a lease agreement which includes the lessor's full name and contact details, payment schedule, payment amount, and date due each month. Based on the lease agreement, the Support Team creates automatic monthly payments which are uploaded to Concur for approval by the Project Director.

Can Projects make payments based on confirmed funding?

"Confirmed funding" is a signed award letter or grant agreement from a foundation or other funder specifying a grant amount and grant period. If the actual funds will not be received until a future date, confirmed funding will not help with an immediate cash shortage.

However, some Project-related commitments such as hiring or entering into binding commitments may be permitted in anticipation of receipt of confirmed funding. Projects should consult with their Project Specialist for guidance.

How often are Project payables processed?

MakeWay processes payables on a weekly cycle. All Project invoices and expense reports that are submitted and approved in Concur by midnight Pacific time on a **Thursday** will be processed and paid by the **following Friday**. Projects should plan ahead so that their bills are paid on time.

Payments can only be processed if the Project's cash balance is sufficient to cover the payment, and all the necessary information and paperwork is submitted.

Payments are made by EFT if the payee is enrolled. MakeWay encourages all payees to sign up for EFT payments as these are the fastest and most secure method of payment. Use the following forms to enroll payees for EFT payments:

- [EFT Authorization Form for Employees](#)
- [EFT Authorization Form for Vendors](#)

If the payee is not enrolled for EFT payments, MakeWay will mail a cheque to payees' address on file. Any cost incurred for an alternate delivery method is charged to the Project.




Invoices requiring expedited payments will be handled on a case-by-case basis. Projects should notify their Finance Specialist as early as possible about the need for any expedited payments. A \$25 fee will be assessed for each expedited cheque.

Can MakeWay make wire transfers?

MakeWay can also send wire transfers to payees. However, Projects and payees should understand that there is a 2 to 3 business day delay associated with wire transfers. To send a wire transfer, submit the Wire Transfer Request Form to the Support Team. The following information is required:

- Bank name
- Bank address
- Transit number (5 digits in Canada)
- Code number (3 digits in Canada)

- Account number
- Account holder's name

 Ensure banking details are accurate. Any errors will delay the wire transfer for several days.

Wire fees, generally \$10 domestic and \$20 international, that are charged by MakeWay's bank will be allocated to the Project. In addition, payees who receive wire transfers should be aware that they may be charged handling fees by their bank. Wire transfers are submitted and approved by 5 pm Pacific time on a **Friday** will be processed and paid by the **following Thursday**.

Does the Project have to pay or charge GST/HST?

Projects must pay any GST/HST charged on goods and services that they purchase. As a registered charity, however, MakeWay is entitled to claim a rebate of a portion of such payments. The rebate amount depends on the province or territory in which the expense was incurred.

MakeWay files a GST/HST return twice a year and, when received, the rebate amount is credited to the Project's accounts. Rebates are generally received in the spring and fall each year. Rebate amounts appear in the Project's monthly financial statements as part of accounts receivable.

MakeWay is not currently required to register for GST/HST and has no GST/HST number. This means that MakeWay does not charge GST/HST for services rendered or goods sold to other organizations or individuals on behalf of the Project.