

Expense Transfer Form – Instructions and Notes

Please follow the instructions below to complete the above mentioned form and send the original to your analyst at Research Financial Services. The return address for RFS is indicated above.

Eligibility

1. RFS can only transfer expenses that ***have already been incurred***. To redirect expenses going forward, you must contact the respective service department (i.e. Human Resources, Telecommunications, RIS, ARC etc).
2. ***RFS will not transfer funds*** between accounts via this form. Only ***actual expenses*** will be transferred.
3. If transferring salaries and benefits please ensure that the requested transfer period does not overlap with any adjustments already requested from Human Resources by the Functional Centre Change form (2552 form).

Administrative

1. Transfers will be completed during month end procedures. Your analyst will contact you if there are any issues with your transfer request.
2. For expense charges with HST, the net of HST amount will be transferred. This figure can be found in the RFIS online statement.
3. If you're only transferring a portion of an expense, please include the word "partial" in the description.

Instructions:

1. All fields are mandatory.
2. You must attach supporting documents such as an RFIS online statement or an excel sheet of account details and highlight the expenses you wish to transfer.
3. A signature from the account holder who currently holds the expenses is required. This signature acknowledges that expenses will no longer be held in the FC/IO.
4. A signature from the account holder who is accepting the expenses is required. This signature authorizes taking on the expenses. Transfer requests can not be processed without authorized approval.
5. Authorization can be provided by the same person if that person is the holder of both accounts.
6. Please type instead of using handwriting and ensure the FC/IO# is correctly noted.