

To: Campus Community Members
From: Rachel McRae, Procurement Manager
Date: April 16, 2020
Re: Changes to Issuance of USD Cheques for Suppliers and Employees

Due to recent changes in USD Federal Reserve regulations, effective **April 30, 2020**, the University will now be subject to specific guidelines with regards to the issuance of USD cheque payments. As a result of these recent changes, the University will no longer be able to issue US dollar payments to a **suppliers** or **employees** with a Canadian mailing address. Therefore, US dollar payments will only be issued to suppliers with a valid US mailing address. A United States PO Box mailing address will not be accepted.

Who will the above changes impact?

- US suppliers who currently get paid in USD and do not appear to be US residents, including:
 - US Suppliers with Canadian mailing address, and
 - US Suppliers with a PO Box mailing address
- Foreign suppliers (outside the US) who get paid in USD, but do not have a US mailing address
- Employees who incur US dollar expenses while traveling and wish to be reimbursed in USD

Vendors currently paid by wire (generally speaking, vendors outside of North America) are not impacted by this change.

Impact on Suppliers:

As noted above, the University will no longer be able to issue US dollar payments to suppliers with a Canadian mailing address. A United States PO Box mailing address will also not be accepted. Finance is actively working with our banking representatives in order to provide US dollar Direct Deposit payments (via electronic funds transfer) for our US suppliers.

Over the coming weeks and on a go forward basis, Procurement will be contacting all US suppliers to gain a better understanding of their payment terms and to obtain their direct deposit banking information. On a go forward basis, in order for a US supplier to obtain payment from the University in US dollars, they will be required to enrol for direct deposit.

To register for direct deposit/EFT payments with the University, suppliers must complete the appropriate Supplier Direct Deposit Form below, and email the completed form, with a copy of a void cheque to suppliers_uwindsor@uwindsor.ca.

- PO11 - Supplier Direct Deposit Form for Canadian Suppliers
- PO12 - Supplier Direct Deposit Form for US Suppliers

We are happy to facilitate this process on your behalf when a new supplier is initiated. This is a friendly reminder that the Finance department encourages the campus community to communicate to all their current and future suppliers, both US and Canadian, to register for direct deposit payments from the University.

Impact on Employee Expense Reimbursements:

The option for reimbursement by US dollar cheque for employee travel and non-travel related expenditures will no longer be available. Going forward, all expense reports will be converted into Canadian dollars and all expense reports will be paid in Canadian dollars.

When completing an expense report for travel in the United States and/or abroad a claimant can select the correct foreign currency for each expense item added to the expense report. For US travel expense items, the system will automatically convert the expense item to Canadian dollars. The expense item is converted to Canadian dollars by the system based on the travel date assigned to each expense item. Therefore, when adding the expense items to

the expense report, it is important to assign the exact date each travel expense item occurred. This will ensure you receive the most accurate foreign exchange rate based on the date of travel.

For travel outside of Canada and the US, the system will still automatically convert the expense item to Canadian dollars. However, UWinsite Finance is not currently programmed with exchange rates, other than the US foreign exchange rate noted above. Therefore, when entering an expense item in a currency other than Canadian or US dollars, the system will require the claimant to manually enter the foreign exchange rate for each expense item added. The University currently uses the Scotiabank foreign exchange rates found on the [Scotiabank Foreign Exchange Website](#). Once the appropriate exchange rate is entered, the expense item is converted to Canadian dollars. Since each expense item is entered separately, a different exchange rate can be selected for each expense item, based on the date the expense item occurred.

Alternatively, the claimant can convert all expense items into Canadian dollars before completing the expense report, and then complete the expense report in Canadian dollars. If this option is exercised, the claimant should use the foreign exchange rate as noted on the [Scotiabank Foreign Exchange Rate Website](#) to convert expenses to Canadian. The rate used should be noted on the claimant's expense report, for audit purposes.

If travel includes both Canadian and US travel, there is no need to complete two separate expense reports. Both Canadian and US expenses can be claimed on one expense report, by simply applying the proper currency for each expense item added to your report.

Thank you for your patience during this time, any questions regarding supplier payments can be emailed to suppliers_uwinsite@uwindsor.ca.