

## **Corporate Finance**

### **Travel and Expense Policy Supplement**

# **Payment Lead sheet**

### **Purpose**

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Effective immediately, due to COVID-19 all Unity Health staff and vendors are required to submit a payment lead sheet when requesting payment.

### **Application**

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All payment requests must accompany a lead sheet in order for Accounts Payable to process. Staff must complete the lead sheet on behalf of external vendors or external contributors for Accounts Payable to process. Prior to finance receiving the lead sheet, staff must ensure the lead sheet is complete, accurate and approved.

This policy will apply to all requests submitted to finance March 21, 2020 and onward. Expenses incurred prior to March 21, 2020 will require a payment lead sheet.

For payments funded by research or trust activities, staff must forward submissions to [researchfinance@smh.ca](mailto:researchfinance@smh.ca). Research Finance will forward to Accounts Payable if approved. For payments funded by non-research or trust sources staff can forward submissions to [accountspayable@unityhealth.to](mailto:accountspayable@unityhealth.to)

The requester must use a Network email address when submitting a payment request. Finance will not process requests by staff from non-network emails.

### **Exception**

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Purchase Orders will use the Purchase Order form to communication details to procurement. All back ups and approvals remain unchanged.

Procurement Card purchases will be summarized on statements. All back ups and approvals remain unchanged.

### **Date of Enactment**

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Corporate Finance has fully enacted this policy as of March 21, 2020.

*Questions regarding your research or trust reimbursements, please contact [researchfinance@smh.ca](mailto:researchfinance@smh.ca)  
Other inquiries, please contact [accountspayable@unityhealth.to](mailto:accountspayable@unityhealth.to)*

*Payment Lead Sheets found here: [Website](#)*

*Process instructions found here: [Website](#)*