

Process for submitting Invoices & Expenses Reimbursement

- 1) Finance will require a Consultancy invoice and an expense invoice (Approved Timesheets and Expenses statements needs to be attached)
- 2) No receipts are required if receipts have already been submitted to Billing department (on weekly basis), else Receipts needs to be submitted.
- 3) Invoices should be sent to accountspayable@utopiainc.com
- 4) All approved expenses (spent out of Personal card) needs to be mentioned on your Monthly invoice. Please mention the week ending and the respective amount as a break-up in the expense invoice.
- 5) Please note BELOW the EXPENSE REIMBURSEMENT policy.
- 6) The payment will be processed as per payment terms in the contract.
- 7) The payment terms will be considered from the date of submitting the invoice and not from the month end date.
- 8) Fill your BANK ACCOUNT DETAILS in the BELOW mentioned formats. Use ACH TEMPLATE if you have your bank account within US. For payments outside US use WIRE TRANSFER TEMPLATE.
- 9) Will send a payment advice once payment is done.

For Direct Contractor's Only:

Please use the ACH TEMPLATE if you have your Bank Account within USA.

Beneficiary Account Name:	
Beneficiary Account Number:	
Beneficiary Fed tax ID:	
Beneficiary Address:	
Bank Name:	
Bank Address :	
Purpose for Transfer of funds	
ACH, ABA routing number (For US vendors only)	
Note: The Routing number for ACH and Wire Transfer are different in certain Banks.	
Checking or Savings (must specify)	
OTHER IMPORTANT BANK DETAILS (eg: Transit Number, Sort code etc)	

WIRE TRANSFER TEMPLATE must be filled if you have Bank Accounts outside USA.

Remittance by Wire Transfers

Beneficiary Account Name:	CUBED Data Integrators	Partnership
Beneficiary Account Number:	02971 19	

Beneficiary Address:	PO BOX 43 SITE 2 RR8 Calgary T2J 2T9	
Beneficiary Date of Birth / Date of Incorporation:	SEPT. 2 2014	
Beneficiary (if individual) Place of Birth:		
Bank Name :	Scotiabank	
Bank Address :	240 8th Ave SW Calgary AB	T2P 1B5
Purpose for Transfer of funds		
SWIFT code:		
(for International Vendors)		
OTHER IMPORTANT BANK DETAILS	BANK NUMBER	002
(eg: Transit Number, Sort code etc)	BANK TRANSIT	10009

Correspondent Bank Details	
Bank Name	
Other information	

SCREEN SHOT OF EXPENSES REIMBURSEMENT POLICY

Expenses will be reimbursed on a periodical basis.

Please note the process followed for sending weekly timesheets and expenses statements to the Reporting Manager for approval with a copy to expenses@utopiainc.com REMAINS UNCHANGED

Below mentioned process is for Expense Reimbursements **Invoice** ONLY. Consultancy Fee **Invoice** will be paid as per Contract Agreement terms.

If an CONSULTANT or STAFF of a Resource company

- The Consultant / Resource staff will submit expenses directly to the **staffing company** for reimbursements with relevant approvals from the reporting managers
- The resource company will raise an Expense Invoice to Utopia.
- Utopia will pay the Resource company on below mentioned terms:-
 - 1) If Expense invoice is submitted between the 1st and 15th of the month, reimbursements will be made on **FRIDAY FOLLOWING the 31st of the same month**
 - 2) If Expense invoice is submitted between the 16th and the 31st of the month, reimbursement will be made on **FRIDAY FOLLOWING the 15th of the SUCCEEDING month**
- The single point of contact for Utopia will be the Resource Vendor company and not the Resource staff as it was earlier. Kindly communicate the same to each of your Resource staff member.