

Employee Expense Claim Reimbursement Instructions

Note: All **original receipts** must be electronically attached to support expense claim items.

Receipts and supporting documents are uploaded/attached to an expense report by clicking the “Attachments” link in the expense report. Attachments include supporting documents that have been received in electronic format or original paper documents that can be scanned and saved as PDF documents. Pictures of receipts are also acceptable. Once documents are uploaded and the claim is submitted, claimants can email the finance administrator letting them know the claim number and that it has been submitted. Original paper receipts do not need to be submitted to the unit - the electronic version attached to PeopleSoft becomes the original.

1. Log into PeopleSoft Financials by going to the following Link; <https://ist.ualberta.ca/enterprise-applications>



Click on the “Financials” icon.

Enterprise Applications

Use the login icons provided to connect to a specific Enterprise Application or use the link below to access information including:

- Security forms for access to PeopleSoft, SupplyNet and GSMS
- PeopleSoft Role Descriptions
- Authorized Approver signature forms
- Links to PeopleSoft Training Material

Click on ``Financials``

2. On the main screen, “Self-Service Center” in the area noted as “Travel and Expenses” click on the link labeled “Create Expense Report”.

Self-Service Center

General Inquiry
Inquire on general self-service activities.
SpeedCode Inquiry*
PER Balance Inquiry*
Researcher Home Page*
eTRAC*

Procurement
Create requisitions and view procurement activity and status.
Manage Requisitions
PO Inquiry
Voucher Inquiry

Travel and Expenses
Create an expense reimbursement, travel or PER claim.
Create Expense Report
Modify Expense Report
New Expense Report
Travel and Expense Center

External Links
Access other key resources.
UAPPOL*
Research Ethics (REMO)*

Manage Approvals
Approve transactions for processing.
Approve T&E Transactions

Training Resources
Access learning resources.
Financials Online Training
Quick References*

Click on “Create Expense Report”

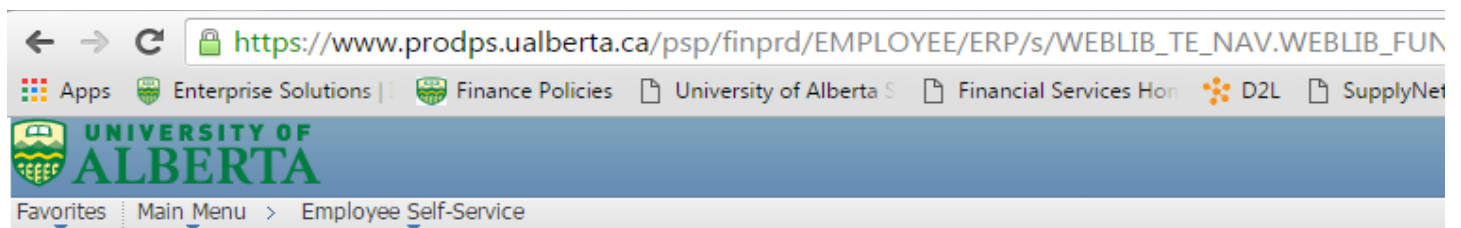
Create - Creates a new report.

Modify - Updates a report that has been saved but not submitted, or was sent back for revisions.

View - Display a report that has been submitted, created, or modified.

Delete - Delete a report that has been saved but not submitted.

3. There are two separate forms for creating an expense report. This demonstration is for **Non-Travel Expenses**. Click “Select” to choose the form for **Non-Travel Expenses**.



Create Expense Report

Select a Template

Melanie Corrigan

Report ID:

NEXT

Template Information				Personalize	Find	First	1-2 of 2	Last
	Template	Description	Template Type					
Select	EXPENSES	Non-Travel Expenses	Public Template					
Select	TRAVEL	Travel Expenses	Public Template					

[Copy from Existing Expense Report](#)

Click on “Select” next to the Non-Travel Expenses

4. Under the Expense Date, you will enter the date for the most recent expense item. **Note**; you will revise that date for specific individual receipts in the next screen.

This screen also asks you to identify the Expense Types. These should all be related to the particular purchases you are claiming. Select all of the applicable expense types that are listed that might be relevant to the expenses you have incurred. If there is not an Expense Type that accurately categorizes your expenses you will select “Services General” or “Supplies General”. **Click OK to continue.**

UNIVERSITY OF ALBERTA
 Favorites | Main Menu > Employee Self-Service

Create Expense Report
Add Expenses To Report
 Melanie Corrigan Report ID: NEXT
 Template: EXPENSES Description: Non-Travel Expenses

Expense Date: 05/31/2016

Add Expense Types:

Select	Expense Type
<input type="checkbox"/>	Books/Publications
<input type="checkbox"/>	Equipment < 5000
<input type="checkbox"/>	GroundTran NoReceipt
<input type="checkbox"/>	GroundTran w/Receipt
<input type="checkbox"/>	Hospitality
<input type="checkbox"/>	Km Allwnce \$0.50/KM
<input checked="" type="checkbox"/>	Memberships, Individual
<input type="checkbox"/>	Pres&VPs Work Sessions/Mtgs
<input checked="" type="checkbox"/>	Registrations
<input type="checkbox"/>	Services General
<input checked="" type="checkbox"/>	Supplies General
<input type="checkbox"/>	University Employee Functions
<input type="checkbox"/>	Working Sessions/Meetings

OK Cancel

Enter the most recent date off of your expense receipts

Select the most appropriate expense type for the receipts you are claiming

5. The “Expense Report Entry” screen will pop up. You will need to enter the following information on this report;

- **Description;**
 - Your description should read: **Exp Reimb – Month Year** (ie: Exp Reimb – April to May 2019).

General Information ?

*Description: Expenses - April -May 2019 Details:

*Business Purpose: Purchase Goods & Services

Project:

Reference:

[Accounting Defaults](#) [Apply Cash Advance\(s\)](#)

- **Business purpose;**

- You will choose an appropriate category based on reason for the claim.

Select the drop down arrow and choose business purpose

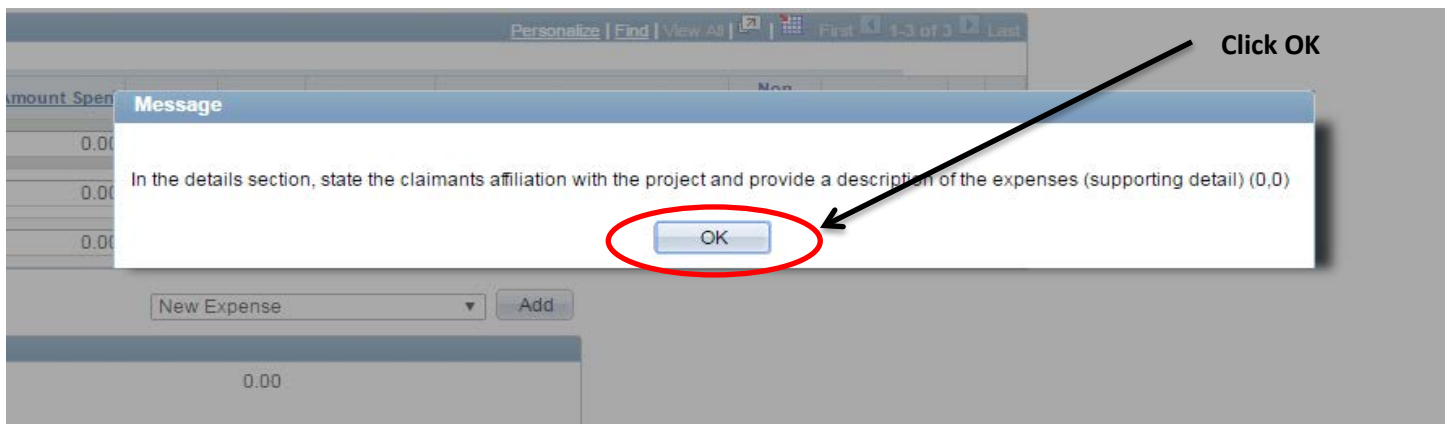
- **Project;**
 - Leave as is.
- **Enter the speed code;**
 - Click on the “Accounting Defaults” link.

- Click “OK” to accept the speed code. **If you do not enter a speed code, you cannot submit your claim.**

- Note: To change a speed code for a specific line click on the Magnifying glass link on the expense form.

*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Reimb	No Rcpt
Accommodations		0.00	CAD	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

- You will be prompted to enter details supporting the expense claim. Click "Ok".



- Details;**

- In the "Details" section you should provide the following;
 - Project Holder (Field automatically populated – DO NOT CHANGE).
 - Number (Field automatically populated – DO NOT CHANGE).
 - Title (Field automatically populated – DO NOT CHANGE).
 - Add - What was reason for the purchase.
 - Add – How is/are the goods and/or services contributing to the direct costs of the research/activities.
- Note: If the claim is being charged to a project funded by Tri-Agency (NSERC, CIHR, & SSHRC) provide the following;
 - Add - Claimant’s affiliation with the project.

Create Expense Report

Expense Report Entry

Melanie Corrigan

Report ID:

NEXT

General Information ?	
*Description:	Exp Reimb May 2016
*Business Purpose:	Purchase Goods & Services
Project:	RES0025040
Details:	RES0025040 - NSERC RGPIN 04354 Han Han,Sang Uk
Reference:	<input type="text"/> Attachments (0)

Add comments here that will identify how the expense relates to the grant. Provide as much detail as possible.

- Attachments;**

- This field is used for attachment of receipts. **Pictures of receipts, scan copies, and electronic copies must be attached for all items being claimed.** Proof of payment must be evident on the attachments (including credit card statements if necessary).

- You can also use this link to attach mileage reports in Excel or any other documents including more detail on the purchases made.

Create Expense Report

Expense Report Entry

Melanie Corrigan

Report ID:

NEXT

General Information

*Description: Exp Reimb May 2016
 *Business Purpose: Purchase Goods & Services
 Project: RES0025040

Details: RES0025040 - NSERC RGPIN
 04354 Han
 Han,Sang Uk

Reference: [Attachments \(0\)](#)

Click on the attachment link to add attachments such as receipts, mileage

- In the next screen click ``Add Attachment`` to choose the file from your computer. A browser will pop up enabling you to do so. Select the file you want to attach by uploading it. Click ``OK``.

Expense Report Attachments

Report ID: NEXT

File Name	Description	User	Name	Date/Time Stamp
View				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment (circled in red)

OK Cancel

File Attachment


Choose file No file chosen

Upload Cancel

**** Note **** Enter all details for your expenses. Include everything related to the expenses.

*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description
Supplies General	05/31/2019	0.00	CAD	<input type="checkbox"/>		

- **Expense Date;**
 - Should be changed to match the date on the actual receipt.
- **Amount Spent;**
 - This amount is the total spent including the GST.

- You can adjust the amount spent to another currency to match the currency the purchase was made in (ie: USD). Click the  icon beside amount spent and select your currency.

**** Note **** When expenses are incurred in foreign currency, the following methods may be used to exchange to Canadian dollars (CAD) on the expense claim;

1. The actual CAD currency charged on the U of A travel card or a personal credit card statement (a copy of the statement must be attached to the claim).
2. The 7-day PeopleSoft average (for currency supported by Peoplesoft – Auto populates).
3. No other methods of applying the exchange rate are accepted.

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description
<input type="checkbox"/>	ZH546	MCMASTU/CIHR Rashiq	Airfare	04/02/2018	776.50	CAD	<input type="checkbox"/>	36.98	Flight from Edmonton to
<input type="checkbox"/>	ZH546	MCMASTU/CIHR Rashiq	Registrations	04/02/2018	567.00	USD	<input checked="" type="checkbox"/>	0.00	Registration

- **GST;**
 - Will populate once you enter the amount spent. This automatically calculates however if the GST has calculated a different amount than that which is on the actual receipt, you will want to edit the GST amount to reflect the amount identified on the receipt.
 - If there is no GST amount on the receipt, or it is a foreign currency receipt, GST should be 0. Click the “No GST” box.
- **Description;**
 - This field allows you to add detail surrounding the expenses claimed (ie; Purchase supplies to perform lab analysis).
- **Non Reimb;**
 - Most expense items are paid for out of pocket and are reimbursable. This field should not be needed.
- **No Rcpt;**
 - This field is no longer used. **Any claims where receipts are not available are non-compliant.** Claimants must have receipts for all expenses.
- **Kilometers & Mileage Tab;**
 - Private automobiles cannot be used for business travel that will exceed 1,000 km round-trip.
 - To claim kms/mileage select the mileage tab and in the kilometers column enter the total number of kms driven. Click the overview tab to return to the expense claim.
 - Travel itinerary is required. Attach a printout from google maps including to and from locations.

The screenshot shows an expense report interface. At the top, the ***Mileage** tab is highlighted with a red box. A callout box says: "See It! The next Expense Type is Mileage. Click the *Mileage tab." In the main table, the ***Kilometers** field for the "Kilometers (#Kms)" row is highlighted with a red box. A second callout box says: "See It! In the *Kilometers field enter the number of Kilometers driven for the purpose of the travel. Click in the *Kilometers field." Below the table, there are buttons for "Check For Errors" and "New Expense". At the bottom, there are summary values: 1,344.83, 695.00, 0.00, and "Due Employee: 649.83".

- **Applying a Cash Advance;**

- Select the "Apply Cash Advance link.
- Enter the advance ID #.
- Enter the total amount of the cash advance you will apply to this claim in the "Total Applied" field.
- Click "OK".

Reference:

The screenshot shows the "Apply Cash Advance(s)" dialog box. The "Apply Cash Advance(s)" link is highlighted with a red box. A callout box says: "See It! If the Claimant has a related Cash Advance it has to be applied to the Claim. Click the Apply Cash Advance(s) link." In the "Cash Advance Information" table, the "Total Applied" field is highlighted with a red circle. A callout box says: "See It! Click the Look up Advance ID (Alt+5) graphic." Below the table, there are buttons for "Add Cash Advance", "Update Totals", and "OK", with the "OK" button also highlighted with a red circle. The table shows columns for *Advance ID, Advance Amount, Balance, Exchange Rate, and Total Applied. The "Total Applied" value is 0.00 CAD.

- If you are confident the expense report is complete click "Save".

- Once you have saved the report you will want to print a copy off. Select the "Print Detailed Report" link in the overview tab. It will pop up in a new window which you will print.

- Once you have a printed copy, **click “submit” and then click “Ok”**.
 - Email your ALES Finance Administrator to let them know you have submitted expense report # “XXXX”.
 - Check that the status of your claim does not say “pending”. If it does, click “submit” and “ok” again.

Important Notes;

Required Supporting Documents;

- **Minimum amount** for expense claims is **\$ 100**.
 - Wait until you have receipts totaling \$ 100 before submitting your claim or 90 days has past, whichever is first.
 - Talk to your Finance Administrator to discuss alternative options for payment (ie: Petty Cash).
- **Maximum amount** for individual receipts is **\$ 500 per receipted item**.
- Detailed receipts are required for all expenses except where an allowance rate (ie: Km’s) is used.
- Proof of payment is also required on the receipts and supporting documents. Receipts must indicate how it was paid (ie: credit card, debit, etc.). If the receipt does not show the payment method, attach a copy of your bank or cc statement (you can block out details not pertinent to the specific purchase). Statement should include your name and last 4 digits of card #.

Entering Receipts on Claims;

- Receipted expenses should not be combined and should each be **entered on their own line**.
- KM allowances are the only charges that can be combined on one line. Include the dates you are claiming in the details section of the claim.

All questions and expense claim inquiries can be directed at your ALES Finance Administrator. Contact information can be found on the following link; <https://www.ualberta.ca/agriculture-life-environment-sciences/about-us/for-faculty-and-staff/finance>