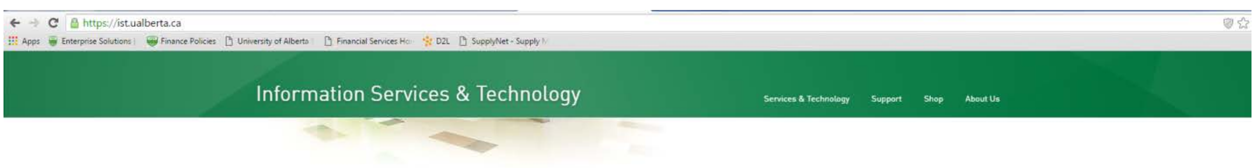
Employee Expense Claim Reimbursement Instructions

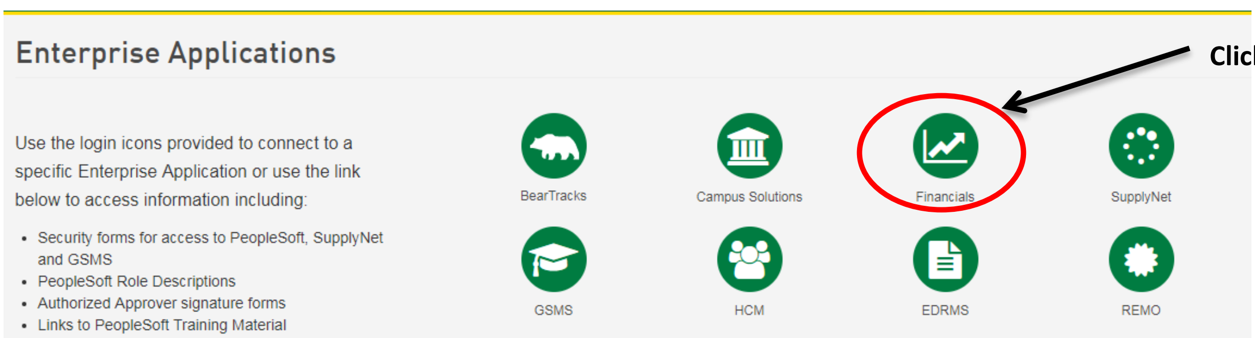
Note: All **original receipts** must be electronically attached to support expense claim items.

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

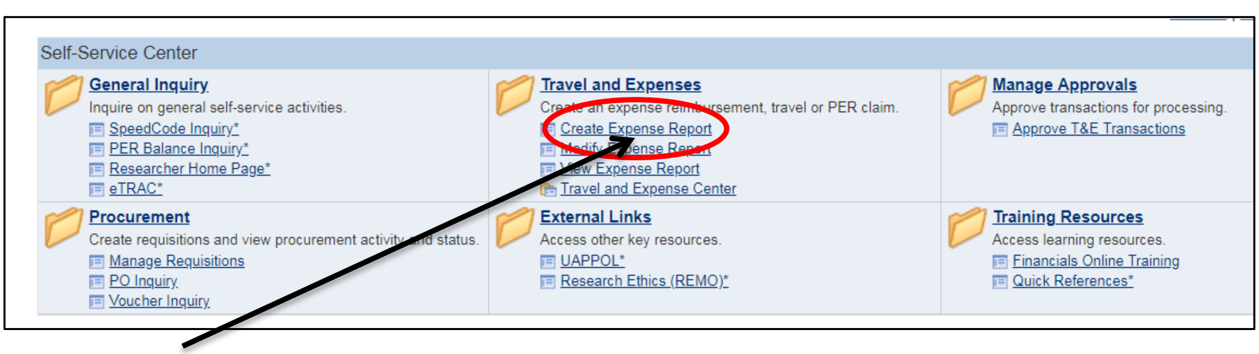


Click on the “Financials” icon.



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”.



Click on “Create Expense Report”

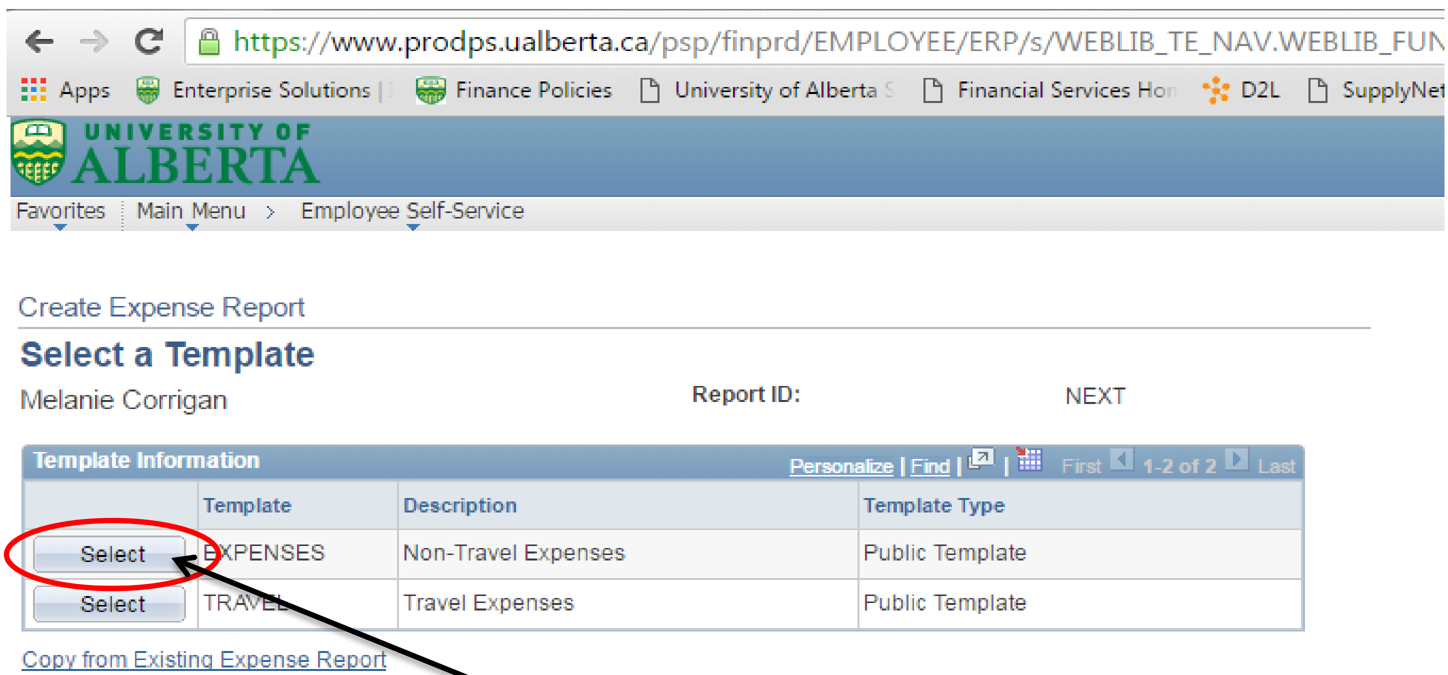
Create - Creates a new report.

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.

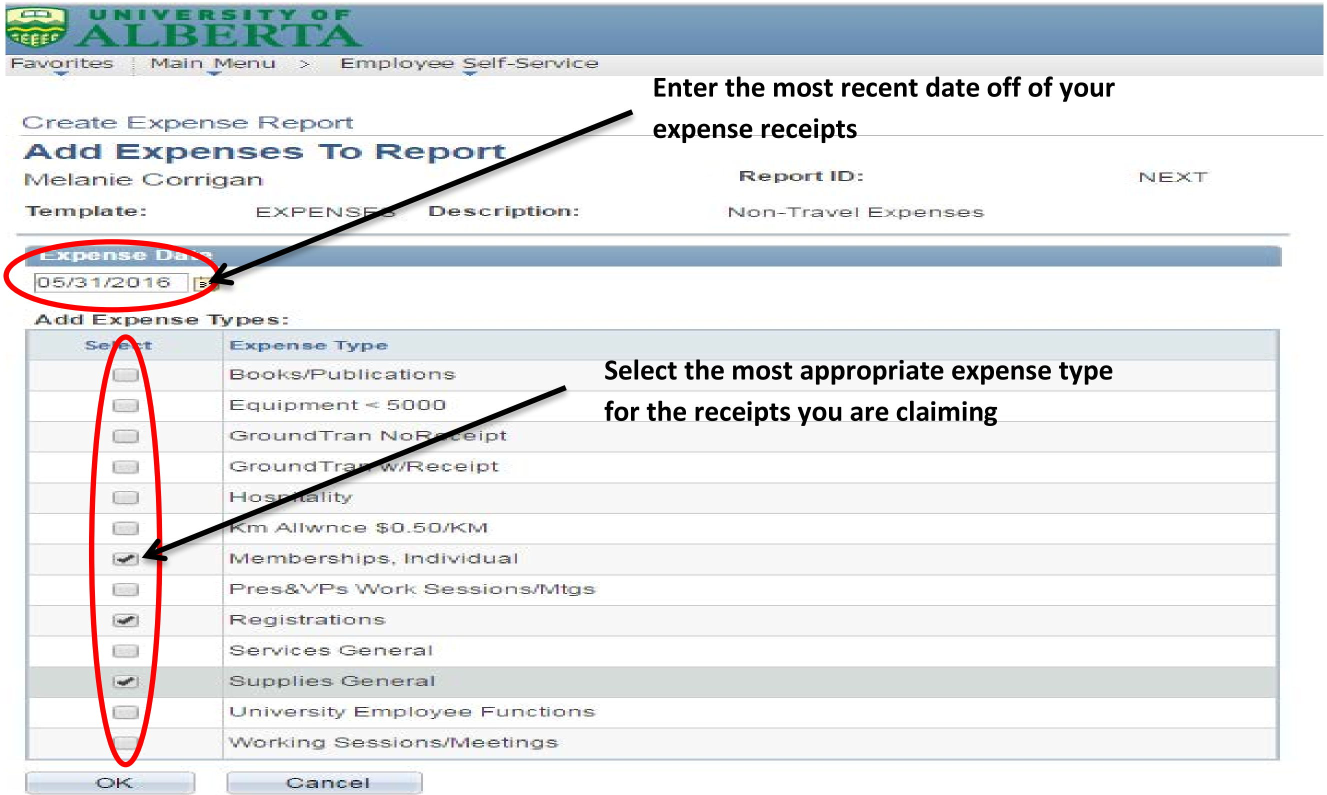
3. There are two separate forms for creating an expense report. This demonstration is for **Non-Travel Expenses**. Click "Select" to choose the form for **Non-Travel Expenses**.



Click on "Select" next to the Non-Travel Expenses

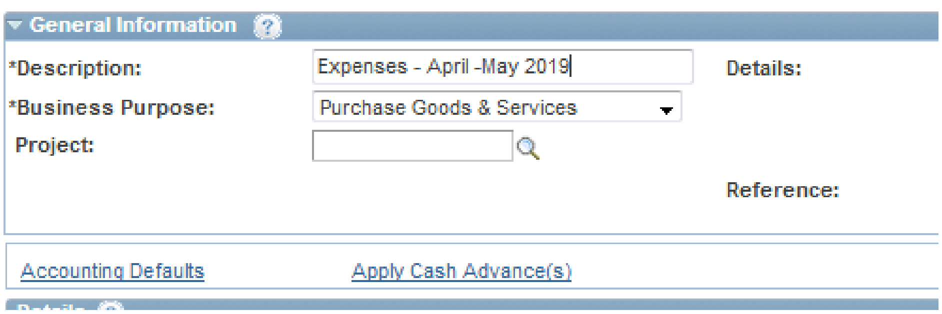
4. Under the Expense Date, you will enter the date for the most recent expense item. **Note**; you will revise that date for specific individual receipts in the next screen.

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**.



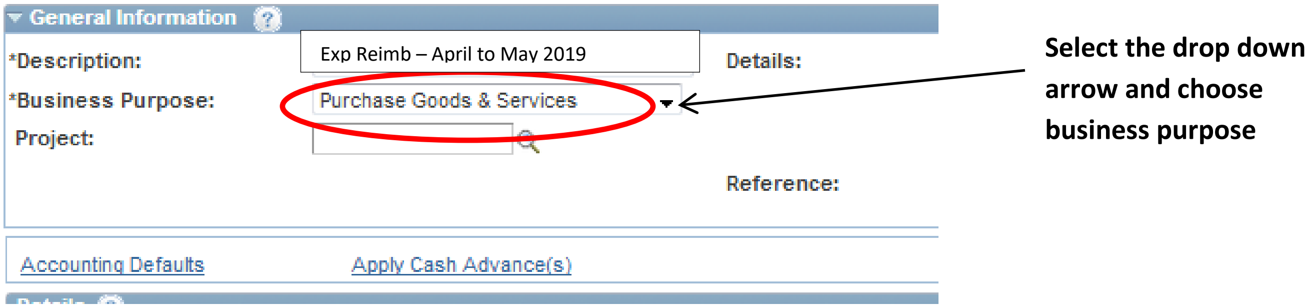
5. The "Expense Report Entry" screen will pop up. You will need to enter the following information on this report;

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



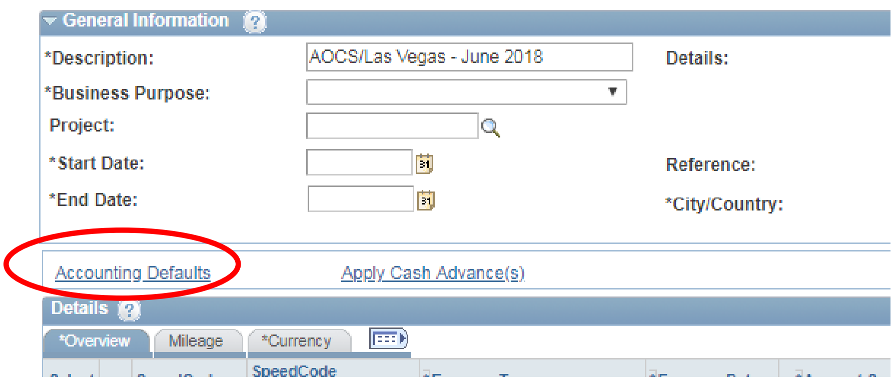
- **Business purpose**;

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

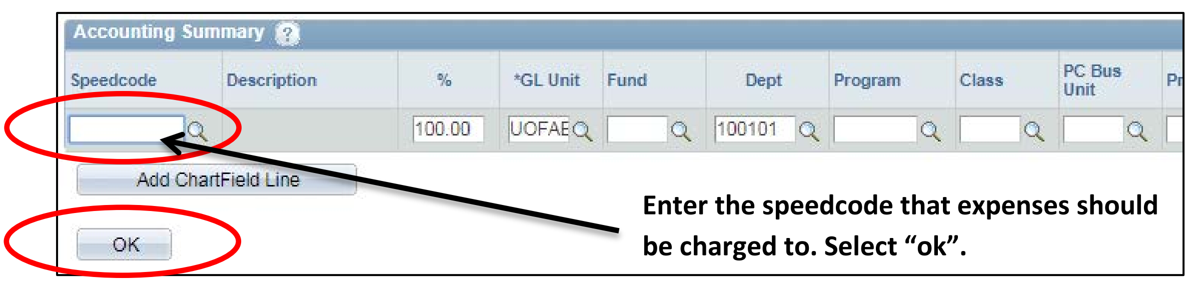


- **Project**;
  - Leave as is.

- **Enter the speed code**;
  - Click on the "Accounting Defaults" link.

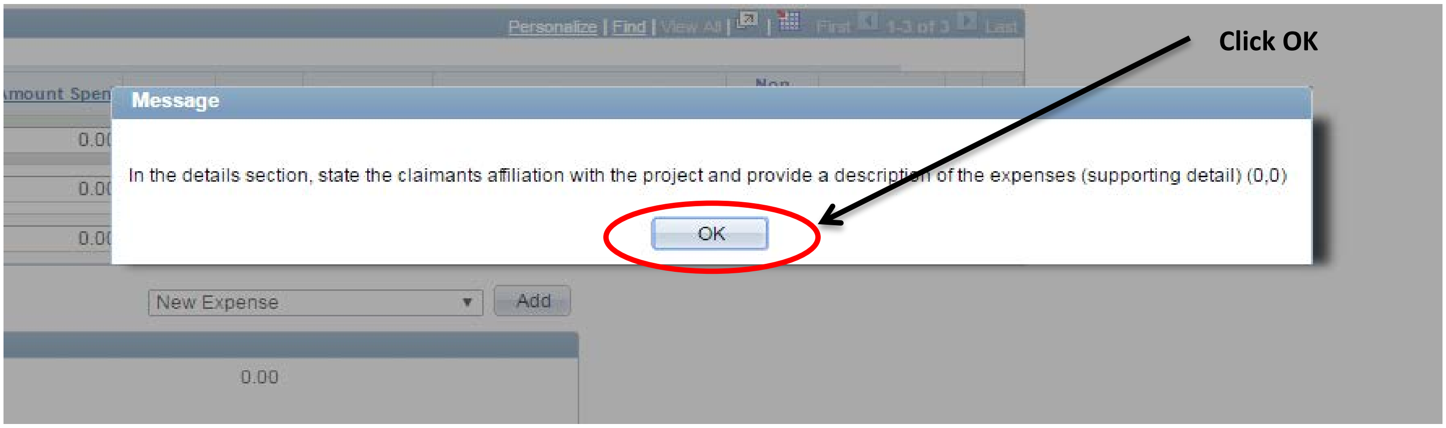


  - Click ``OK`` to accept the speed code. **<u>If you do not enter a speed code, you cannot submit your claim.</u>**



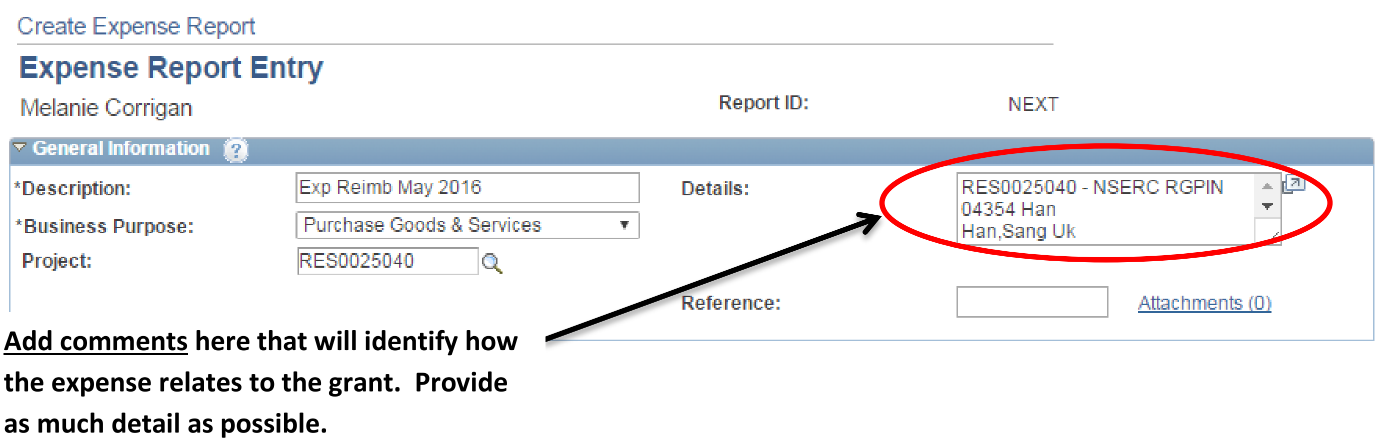
  - Note: To change a speed code for a specific line click on the Magnifying glass link on the expense form.

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



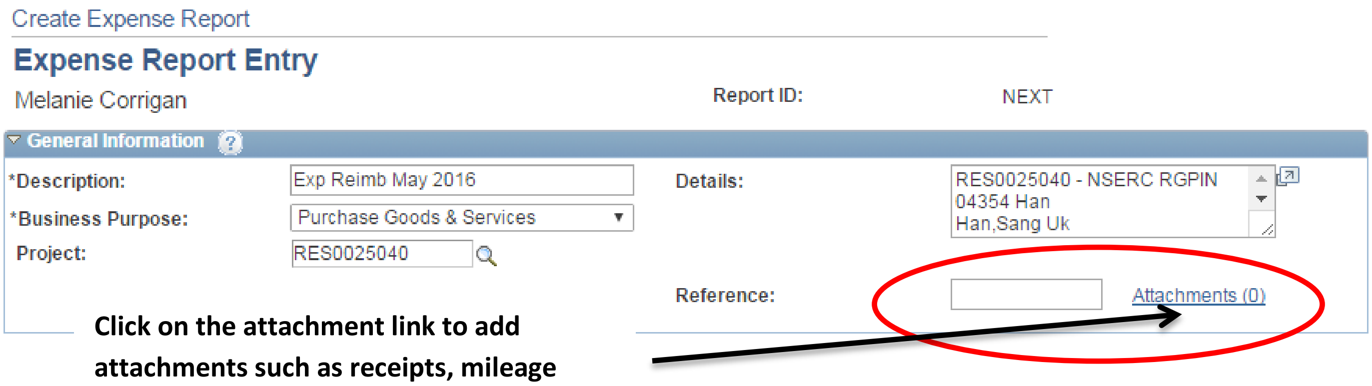
- **Details;**
  - In the ``Details`` section you should provide the following;
    - Project Holder (Field automatically populated – DO NOT CHANGE).
    - Number (Field automatically populated – DO NOT CHANGE).
    - Title (Field automatically populated – DO NOT CHANGE).
    - Add - What was reason 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.

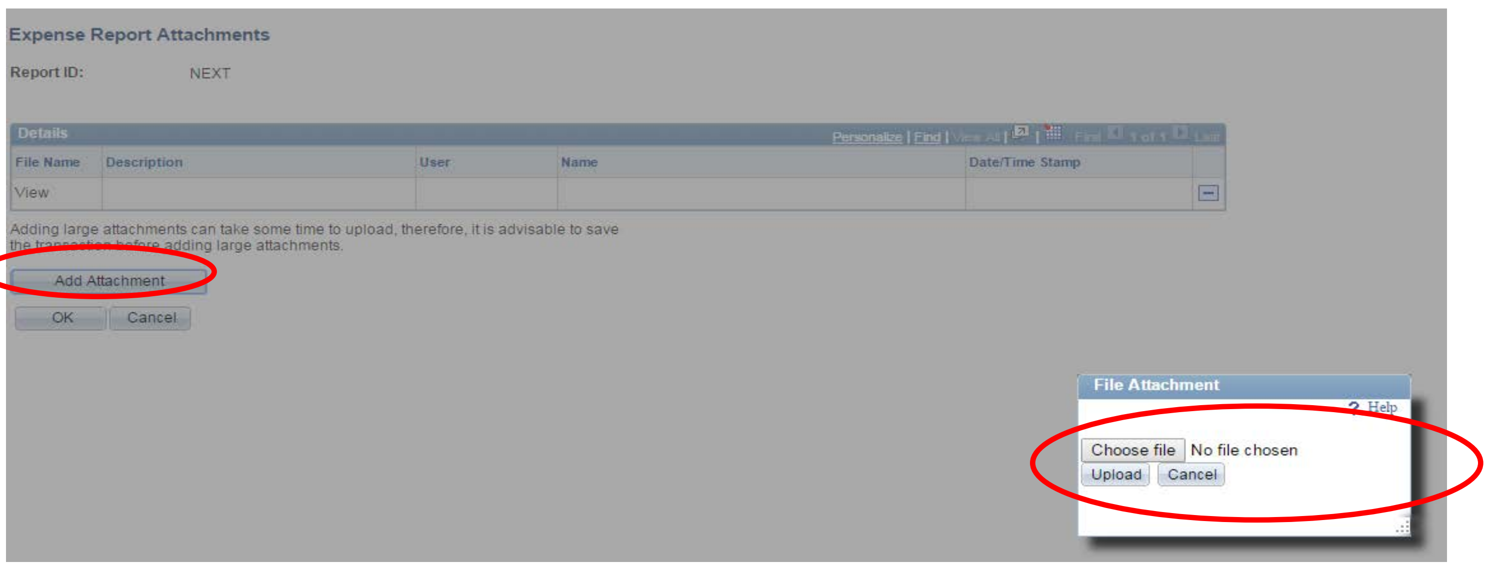


- Attachments;
  - This field is used for attachment of receipts. **Pictures of receipts, scan copies, and electronic copies must be attached for all items being claimed.** Proof of payment must be evident on the attachments (including credit card statements if necessary).

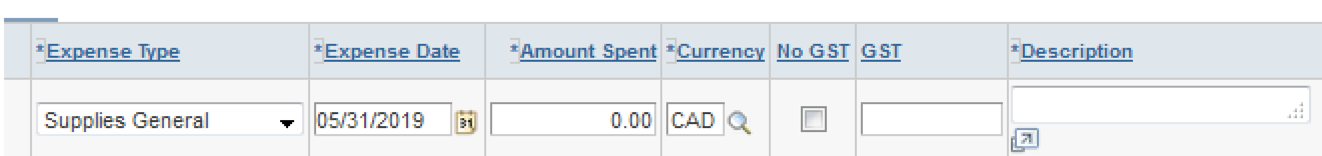
- o You can also use this link to attach mileage reports in Excel or any other documents including more detail on the purchases made.



- o 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``.



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



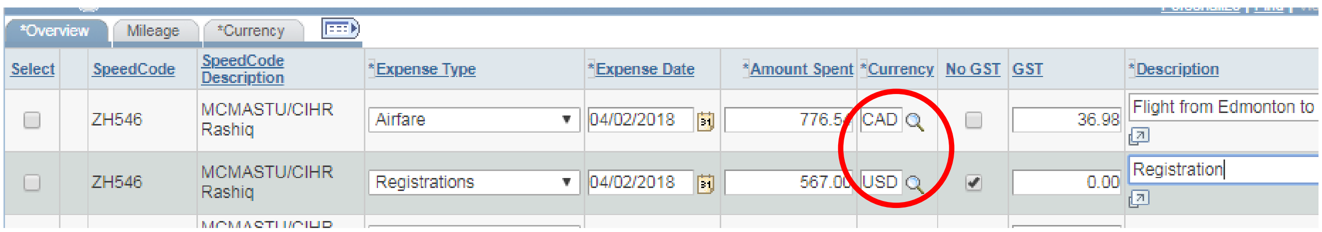
- **Expense Date;**
  - o Should be changed to match the date on the actual receipt.

- **Amount Spent;**
  - o 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.



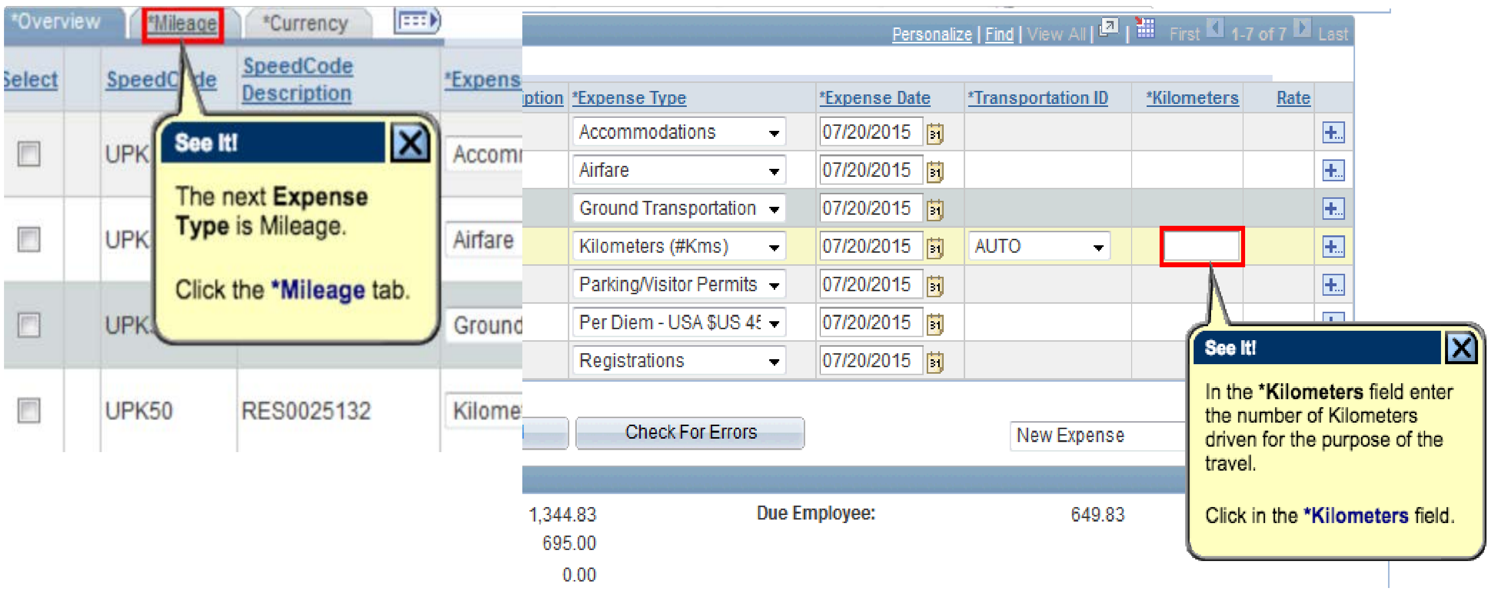
- **GST;**
  - Will populate once you enter the amount spent. This automatically calculates however if the GST has calculated a different amount than that which is on the actual receipt, you will want to <u>edit the GST amount to reflect the amount identified on the receipt</u>.
  - If there is no GST 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).

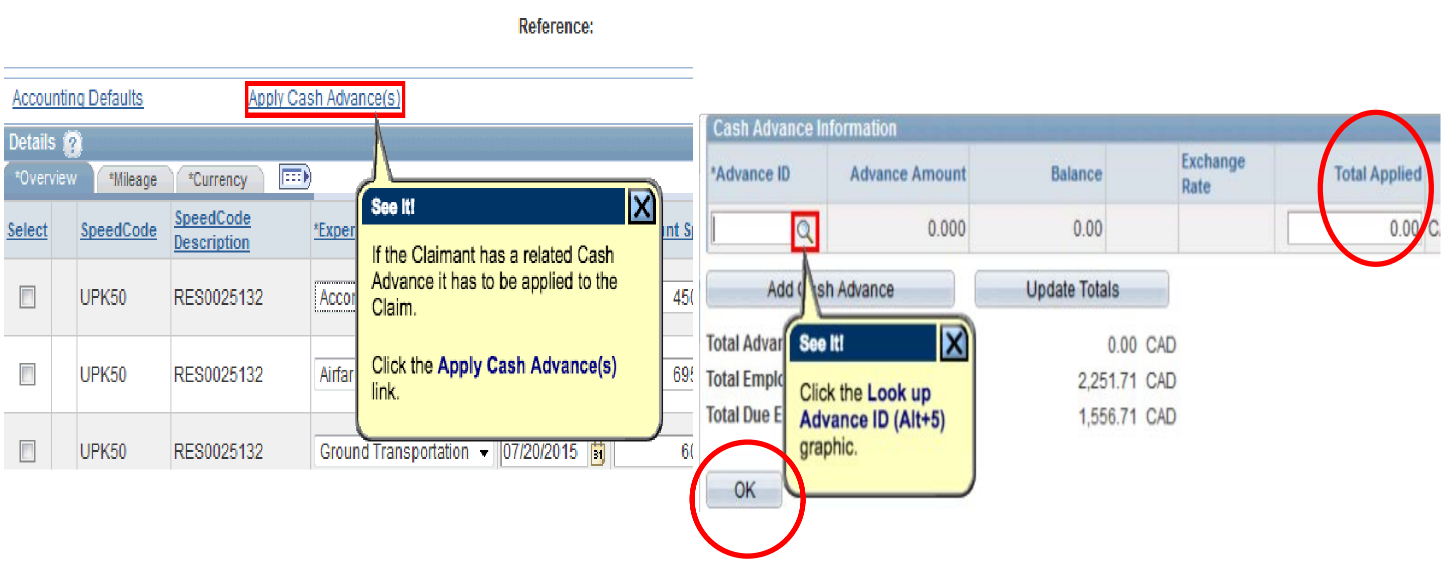
- **Non Reimb;**
  - Most expense items are paid for out of pocked and are reimbursable. This field should not be needed.

- **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.



- **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".



- 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