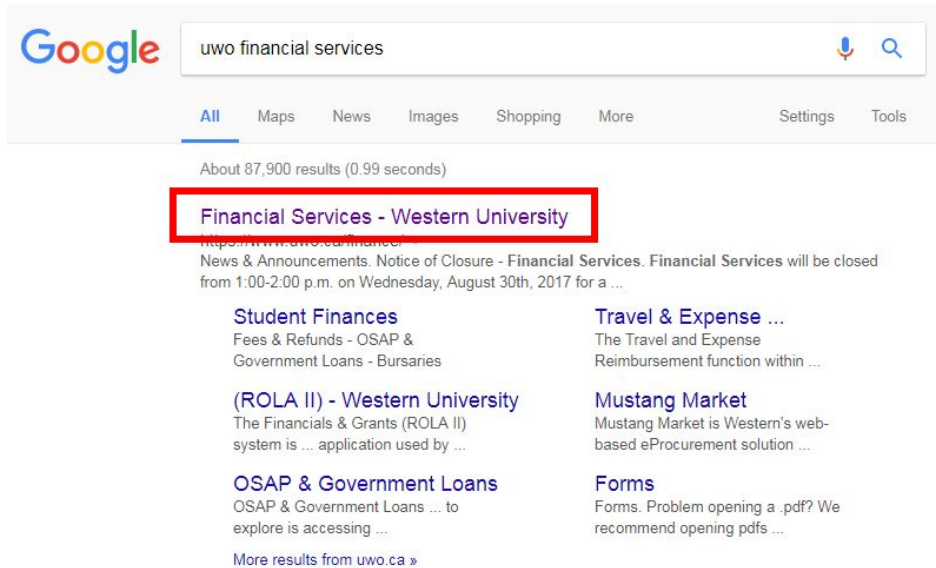


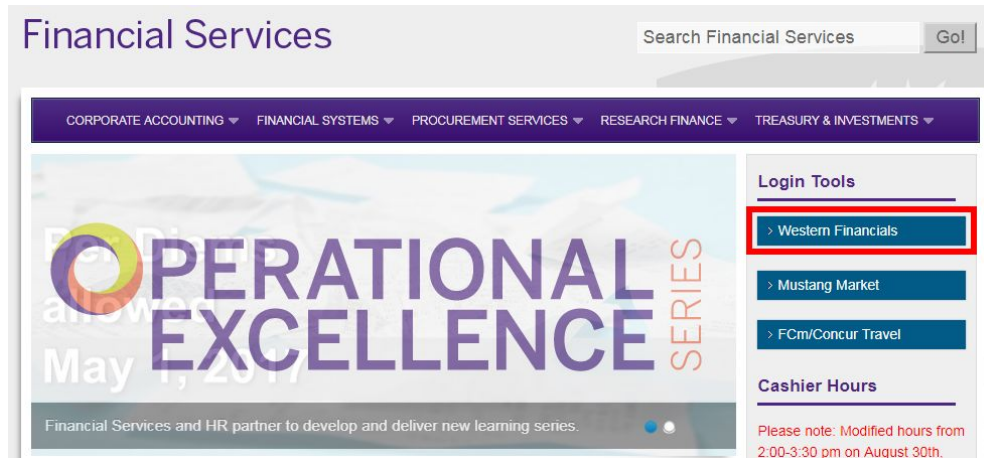
How to File an Expense Report

This document was updated Thursday, July 19, 2018.
If there are any errors, please contact robartsrats@gmail.com. For additional information on travel and expense reimbursement, please visit:
http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html.

1. Google “uwo financial services”, and click “Financial Services - Western University”.



2. Click “Western Financials” on the right-hand side of the page.



3. Login to “Financials & Grants” (PeopleSoft).

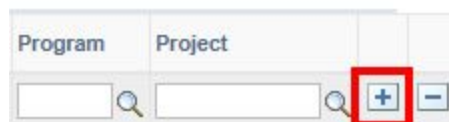
4. Main Menu > Employee Self-Service > Travel and Expense Centre.



5. Expense Report > Create and then click “Add”.



6. Fill out the top few boxes.
- Under “Report Description”, you can provide the name of the conference/event you attended.
 - If you will be using one speed-code for the entire expense report, under “Accounting Defaults”, enter in the speed-code to which the expenses will be charged.
7. Under “Expenses”, you can begin to enter the information for each of your expense claims.
- “Date” is in reference to when you made the expense.
 - Be detailed in the “Description” box. What was the expense for? Where was the money spent? Is the receipt missing? If you are only claiming a portion of the bill, explain why here (i.e. splitting receipt between multiple people, splitting receipt between multiple speed-codes).
 - If the receipt is missing, check the “No Receipt” box in addition to writing it in the description box.
 - Under “Accounting Details”, the speed-code you entered previously should be shown here.
 - If multiple speed-codes are being used for the single expense, click the “+” button.



- e. Once the expense information has been entered, you can click “+” to add another expense line.

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		254 characters remaining	Personal Payment	0.00	CAD

IMPORTANT NOTE REGARDING FOOD

Option 1: Claim treasury board (TB) rate.

Breakfast: \$17.15

Lunch: \$18.05

Dinner: \$.45.95

For more information, please visit: <http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en>

Option 2: Claim per diem rate (If you are missing receipts for meals, you will have to use this option).

	Travel in Canada	Travel in the USA	Travel outside of North America
Breakfast	\$15 CAD	\$15 USD	\$17 CAD
Lunch	\$20 CAD	\$20 USD	\$28 CAD
Dinner	\$30 CAD	\$30 USD	\$40 CAD
Daily Maximum	\$65 CAD	\$65 USD	\$85 CAD

For more information, please visit:

https://www.uwo.ca/finance/news/2017/meal_allowances_and_per_diems_at_western.html

8. Click “Save for Later” at the top of the page just in case.
9. Once finished, click “Summary and Submit” at the top of the page.

10. Click on “Notes”. This is where you indicate who you are (i.e. graduate student, PDF, etc.) and in what lab you work. You may add any other necessary information.

View Expense Report Expense Details

Actions | ...Choose an Action GO

Business Purpose Description Reference	Report Created Last Updated Post State	Notes
Totals ? View Printable Version View Analytics		
Employee Expenses (4 Lines) CAD	Non-Reimbursable Expenses 0.00 CAD	Employee Credits 0.00 CAD
Cash Advances Applied 0.00 CAD	Prepaid Expenses 0.00 CAD	Supplier Credits 0.00 CAD
Amount Due to Employee		Amount Due to Supplier 0.00 CAD
<input checked="" type="checkbox"/> By checking this box, I certify that expenses submitted on this claim are for amounts paid by myself for University-related activities and are in accordance with Western's Travel and Expense Policy MAPP 2.16 and associated procedures, and that externally funded expenses comply with funding agency guidelines, and that I have not previously received nor will I receive separate reimbursement from another source for charges submitted on this claim.		
Submit Expense Report		
Refresh Approval Status		

11. Check the agree box and click “Submit Expense Report”.
12. Save and print out the form by clicking “View Printable Version”.
13. Neatly organize all of your receipts and bills. Attach all necessary documents (itemized receipts*, boarding passes, etc.) to the printed expense report. **Also ensure you have the bill statements to match each submitted receipt (new policy).**
14. Submit the documents to Janice Koenig (located on the first floor, beyond the “lunch room” to the left of the atrium. Her office is on the left).

* If you are missing an itemized receipt, an “attestation form” is required to be submitted at the same time as the other documents. They can be downloaded and printed out from here: <https://www.uwo.ca/finance/forms/>.