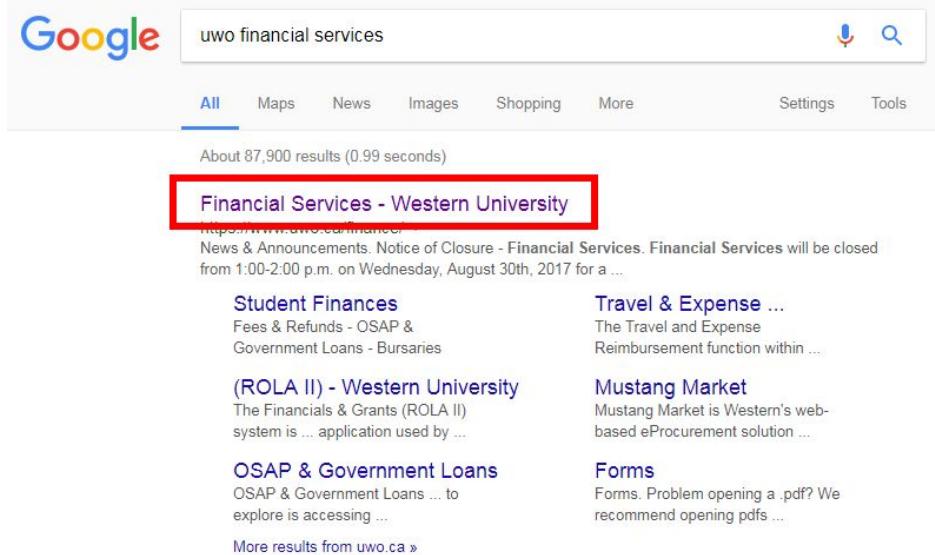


How to File an Expense Report

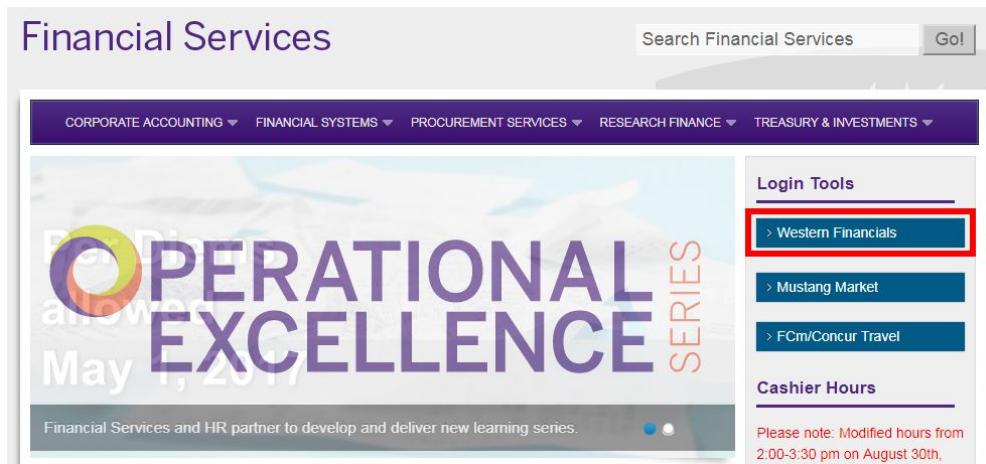
This document was updated Thursday, July 19, 2018.
If there are any errors, please contact robartsrats@gmail.com. For additional information on travel and expense reimbursement, please visit:
http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html.

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



Google search results for "uwo financial services". The top result, "Financial Services - Western University", is highlighted with a red box. The page title is "Financial Services - Western University" and the URL is "https://www.uwo.ca/finance/". The snippet below the title reads: "News & Announcements. Notice of Closure - Financial Services. Financial Services will be closed from 1:00-2:00 p.m. on Wednesday, August 30th, 2017 for a ...". Other results listed include "Student Finances", "Travel & Expense ...", "(ROLA II) - Western University", "Mustang Market", "OSAP & Government Loans", and "Forms".

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



Financial Services website. The top navigation bar includes links for "CORPORATE ACCOUNTING", "FINANCIAL SYSTEMS", "PROCUREMENT SERVICES", "RESEARCH FINANCE", and "TREASURY & INVESTMENTS". The main content area features a banner for "OPERATIONAL EXCELLENCE SERIES" and text about a learning series. On the right side, there is a "Login Tools" sidebar with a list of links: "Western Financials" (highlighted with a red box), "Mustang Market", and "FCm/Concur Travel". Below the sidebar, a note states: "Please note: Modified hours from 2:00-3:30 pm on August 30th, 2017".

3. Login to "Financials & Grants" (PeopleSoft).

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



5. Expense Report > Create and then click "Add".

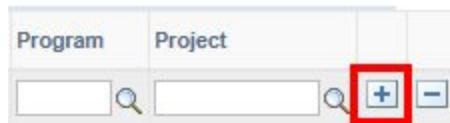


6. Fill out the top few boxes.

- a. Under "Report Description", you can provide the name of the conference/event you attended.
- b. 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.

- a. "Date" is in reference to when you made the expense.
- b. 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).
- c. If the receipt is missing, check the "No Receipt" box in addition to writing it in the description box.
- d. Under "Accounting Details", the speed-code you entered previously should be shown here.
 - i. 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						

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

Business Purpose	Report
Description	Created
Reference	Last Updated
Totals <small>(?)</small>	<small>View Printable Version</small>
<small>Employee Expenses (4 Lines)</small>	<small>CAD</small>
<small>Cash Advances Applied</small>	<small>0.00 CAD</small>
<small>Non-Reimbursable Expenses</small>	<small>0.00 CAD</small>
<small>Prepaid Expenses</small>	<small>0.00 CAD</small>
Amount Due to Employee	Amount Due to Supplier
	0.00 CAD

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.

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/>.