Submitting an Expense Claim

Purpose: This quick reference guide shows you how to submit a Sessional Travel Fund expense claim by going directly to the expense report entry.

What is a Sessional Travel Fund expense claim used for? The Sessional Travel Fund program is designed to enable eligible sessional instructors of the University of Calgary to access, in a tax-efficient manner, funding for expenditures that relate to their professional and scholarly activities.

Where can I find additional information?

- Procedures for Sessional Travel Fund access
- Travel and Expense Reimbursement Handbook for policies and per diem rates
- Allowable and non-allowable expenses can be found in the Travel and Expense Procedure

Audience: Sessional instructors or those that are assigned delegate access to create expense claims on behalf of other employees.

Prerequisites:

- Must be logged into MyUofC to access expense reports (Printer Guide).
- Must have original receipts scanned to computer.
- We strongly encourage you to submit your claim while you have an active sessional appointment, otherwise you will need to submit your claim through the manual process. (Manual Expense Process)

Step 1: Access Expense Report

1. From the myUofC portal, click My work.
2. Under the Finance & Supply Chain header, click Create expense report.

If you are a delegate, proceed to Step 1A.

If you do not have delegate access to another employee’s expenses, proceed to Step 2.

Dashboard ▼ All about me ▼ My work

Finance & Supply Chain
Payment Selector Tool
Create a Payment Request
Create expense report
Manage expenses
Create requisition
Manage requisitions
Pending approvals
Travel
Policy & procedures
Travel & expense card
International travel & risk
Team travel
Mobile phone roaming
Vehicle Rentals
Step 1A: Delegate
1. If you are a delegate and/or need to use an alternate employee ID to submit your expense claim, click the Look up Empl ID button (magnifying glass) next to the Empl ID field.
2. From the Look Up Empl ID pop-up window that appears, click the employee ID you will be using to submit this claim.
3. When you are returned to the Expense Report screen, the ID you selected will appear in the Empl ID field. Click Add to complete this step and move on to the Create Expense Report page.

Step 2: Complete Expense Report General Information
1. Use the dropdown menu in the Business Purpose field to select Travel Expense.
2. Write a short description for your report into the Report Description field (max. 30 characters).
   Ie. – STF Scott (Sessional Travel Fund for Dr. Scott)
3. Click the Look up Default Location button (magnifying glass) next to the Default Location field and use the pop-up window to select the location in which you are based (e.g. AB-Alberta).

Step 3: Add Attachments
Digital copies of all receipts being claimed must be included with your expense report.
1. Click Attachments.

The Expense Report Attachments pop-up window is displayed.
2. Click **Add Attachment**. Once clicked, browse your computer for the locally saved receipts file(s) and click **Upload**. You can repeat this process if you have multiple documents you wish to upload.

3. **(Optional)** You can view the contents of the attached file by clicking the filename.

4. **(Optional)** You can enter brief description of your attachment. This is especially helpful if you are attaching more than one document.

5. Once you have completed attaching your files, click **OK**.

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**Step 4: Add Expenses**

Use your receipt and purchase information to complete the following fields in the **Expenses** section:

1. Use the **Choose a Date button (calendar icon)** next to the **Date** field to select the date of the transaction you wish to claim.

2. From the **Expense Type** dropdown, select an expense type that aligns most closely to your claim (example: meals per diem, air travel, conference registration fees, etc).

**Note:** Once you choose an **Expense Type**, the Expenses item you are entering will expand to include **Billing Type**, **Location** and **Accounting Details**. Before choosing an **Expense Type**, the lower half of your item will not be visible.

3. In the **Description** field, write a description of the purchase being claimed. This can be, or can include the description on the receipt for ease of reconciliation.

4. The **Payment Type** field defaults to **Employee Paid Expense**. As you are making a general claim for expenses you paid for, leave this field on the default.

5. Enter the amount for the claim including taxes in the **Amount** field.

6. The **Currency** field defaults to CAD (Canadian dollar). If required, modify the currency using the **Look up Currency button (magnifying glass)**.
   a. If the expense was paid by a personal credit card, you can enter the Canadian amount charged on the credit card statements. Attach a copy of the credit card statement showing the foreign currency charge and the Canadian dollar amount charged on the credit card, as well as the purchase receipt showing the amount in the foreign currency.
b. If the expense was paid by cash and the foreign currency is GBP (Sterling Pound), Euro, US Dollar, you can use the PeopleSoft exchange rate built into the expense claim by entering the foreign currency amount on the expense claim. Include a copy of the receipt as one of the expense report attachments.

c. If the expense was paid by cash and foreign currency is not GBP, Euro or USD, the exchange rate must be obtained from the Bank of Canada website or www.oanda.com. Enter the amount in Canadian dollars using the conversion rate and include the conversion rate and original receipt as expense report attachments.

7. In the event that there is no accompanying receipt, check the box next to No Receipt. You will be asked to justify the claim prior to submitting your expense report. The maximum amount that the university may reimburse for an expense that is not supported by an original receipt and proof of payment is $100CAD.

Note: The Location field will automatically populate with your entry in the Default Location field at the start of your expense report. The location of each line item should always match the receipt for that line item.

In the event that there is a personal expense included on one of the receipts you are submitting, ensure that the Non-Reimbursable box is checked. If you have a non-reimbursable item, a personal cheque made out to the university must be accompanied by a copy of the expense report containing pertinent details (first page containing expense report number, employee name, UCID, etc...). Complete paper copies of the claim package are not required to be submitted (online attachment process only for full submission). Submit your cheque and expense claim details to the 4th floor of MLT or to Research Accounting, 5th floor of TRW.
Step 5: Confirm Accounting Details

Accounting Details appear individually for each item on your expense report, with the Amount field pulled from the Amount of the line item and the ChartField information coming from the default Sessional accounting information associated with your employee ID. The accounting string to be used is 10-63045-64030.

1. Confirm that all default information in the Accounting Details section is correct. Note that you are unable to modify accounting details in a sessional travel expense. If there are any concerns, please contact scmhelp@ucalgary.ca.

Step 6: Add Additional Line Items

1. To add additional line items to your expense report, click the + button at the end of an expense line item.
2. Fill in the required information for the new line item.

Repeat this process for any and all line items you wish to add to your expense report.

Note: The view in this screenshot was achieved by using the Collapse All button to hide line item details.

Step 7: Submitting Your Expense Report

Once you have entered in each of the line items that match your submitted receipts, you’ll need to progress to the Summary and Submit page.

1. Click the Summary and Submit link in the top right corner of your expense report.
2. (Optional) Click Save for Later to continue at another time.
The **Summary and Submit** page is displayed.

From this page, you can perform the following actions:

3. Click **View Printable Version** after an expense report has been saved to view and print a copy of the completed claim.
4. Click **View Analytics** to look at statistical information regarding the report you are submitting.
5. Click **Notes** to add additional comments you wish to include to provide context for your claim, or to reference an additional expense report number that applies to this new claim.
6. Click **Attachments** to view the documents/receipts/invoices that you’ve attached to this report, or to attach additional items.

Once you are satisfied that the correct notes have been included, all attachments are present and that there are no concerns:

7. **Click Submit Expense Report.**

**Note:** If there are any errors, or if you are missing attachments, a prompt will appear asking you to resolve the error. Once you have resolved the error(s), click **Submit Expense Report** again to continue the submission process.

Upon Submission, you will be presented with the Expense Report Submit Confirm page, summarizing your claim and asking for your confirmation.

8. To confirm your desire to submit the claim, click **OK**.
Next Steps

- Once your expense report has been submitted, you can click on the Refresh Approval Status button to see where it will be routed for approval. Once the worklist is displayed, the button disappears.
- Ensure you keep a copy of the expense report and receipts until the expense has been paid. You can do this using the View Printable Version and clicking Print Expense Report.
  - Please note that on the printable view, the top row will contain all of the line item headers and each row thereafter will only have the line item information with no accompanying headers.

- On the Expense Summary page, you are able to click Withdraw Expense Report to pull back a submitted report. This allows you to make corrections or additions if any mistakes were made that weren’t caught prior to submission.
  - This button will appear only after the Refresh Approval Status button has been clicked and the approval workflow is displayed.

Need help? Contact the Integrated Service Centre (ISC) at 403-220-5611 or via email at scmhelp@ucalgary.ca.