

### Submitting a General Expense Claim

**Purpose:** This quick reference guide shows you how to submit a general expense claim by going directly to the expense report entry, for expenses paid with personal funds.

**What is a general expense claim used for?**

General expenses include, but are not limited to, hospitality, social events, special events and meeting or working sessions. Expense claims can include more than one claim amount to more than one department ID per submission.

Expense claims are submitted using PeopleSoft. All employees (and grad students with a job code) are able to create expense reports. Reimbursement to the employee takes place after the expense claim is created in PeopleSoft, and the expense report has been submitted (with the original receipts included as attachments), reviewed and approved.

**Audience:** All University of Calgary employees who perform expense reconciliation, or those that are assigned delegate access to create expense claims on behalf of other employees.

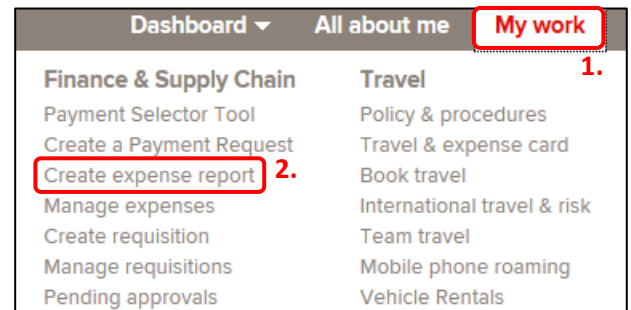
- Prerequisites:**
- Must be logged into MyUofC to access expense reports.
  - Must have original receipts scanned to computer.
  - Must have checked with your department approver(s) for any additional, department specific requirements for each expense (e.g. project number).

**Step 1: Access Expense Report**

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

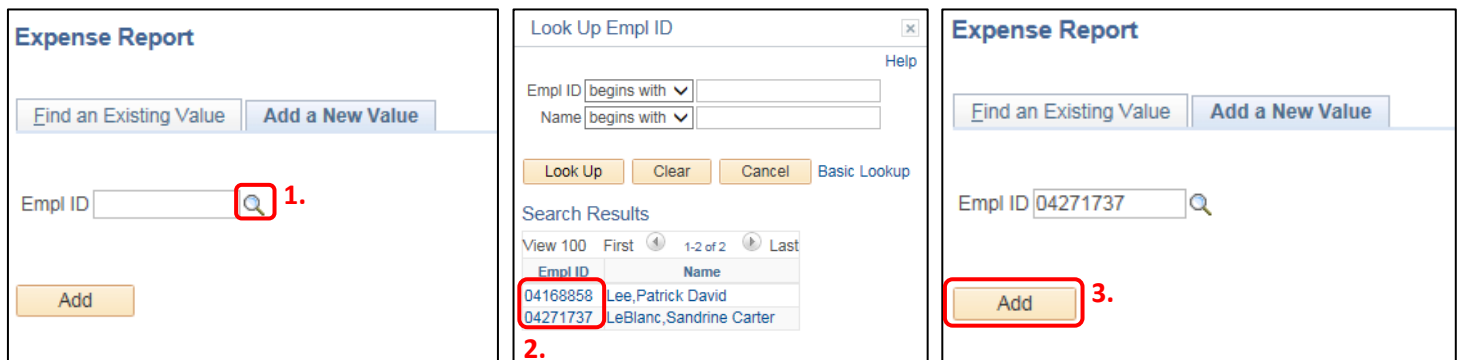
If you are a **delegate**, proceed to **Step 1A**.

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



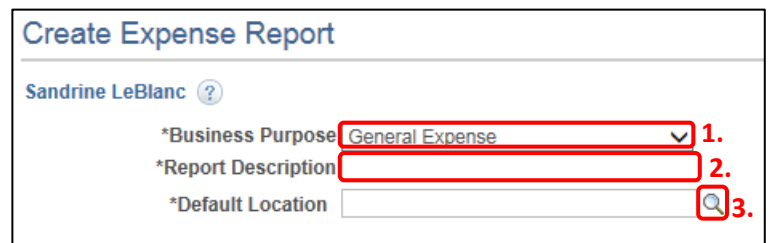
### Step 1A: Delegate

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 to use for submitting this claim.
3. When you return to the Expense Report screen, the ID you selected appears 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 drop down menu in the **Business Purpose** field to select **General Expense**.
2. Enter a short description for your report in the **Report Description** field (max. 30 characters).
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 displays.



2. Click **Add Attachment**. Once clicked, browse your computer for the locally saved receipts file(s) and click **Upload**. Repeat this process if you have multiple documents you wish to upload.
3. **(Optional)** Click the file name to view the contents of the attached file.
4. **(Optional)** Enter a 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**.

Expense Report Attachments

Report ID NEXT

Details

| File Name     | Description | User | Name | Date/Time Stamp |
|---------------|-------------|------|------|-----------------|
| Receipts.docx |             |      |      |                 |

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

Add Attachment

OK Cancel

### 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 are claiming.
2. From the **Expense Type** drop down menu, select an expense type that aligns most closely to your claim (e.g. parking, meals, transportation).

**Note:** Once you choose an **Expense Type**, the Expenses item you are entering expands to include **Billing Type, Location and Accounting Details**. Before choosing an **Expense Type**, the lower half of your item is not 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 or 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](http://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 \$100 CAD.

The screenshot shows the 'Expenses' form with several fields highlighted by red boxes and numbered 1 through 7. Field 1 is the Date field. Field 2 is the Expense Type dropdown menu. Field 3 is the Description text area. Field 4 is the Payment Type dropdown menu. Field 5 is the Amount field. Field 6 is the Currency dropdown menu. Field 7 is the 'No Receipt' checkbox.

**Note:** The **Location** field automatically populates 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.

### 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 **GL Unit, Account, Fund** and **Dept** fields coming from the default accounting information associated with your employee ID.

1. Confirm that all default information in the **Accounting Details** section is correct. Modify if required for an individual line item.

The screenshot shows the 'Accounting Details' section with a table of chartfields. A red box highlights the first row of the table, and a '1.' callout points to it. The table has columns for Amount, \*GL Unit, Monetary Amount, Currency Code, Exchange Rate, Account, Fund, Dept, Program, PC Bus Unit, and Project.

| Amount | *GL Unit | Monetary Amount | Currency Code | Exchange Rate | Account | Fund | Dept  | Program | PC Bus Unit | Project |
|--------|----------|-----------------|---------------|---------------|---------|------|-------|---------|-------------|---------|
| 20.00  | UCALG    | 20.00 CAD       | CAD           | 1.00000000    | 00000   | 00   | 00000 |         |             |         |

If you would like to modify the accounting defaults, proceed to **Step 5A**.

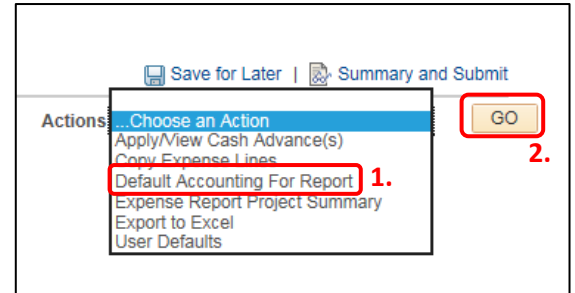
To continue with expense report entry, proceed to **Step 6**.



### Step 5A: Modify Accounting Defaults

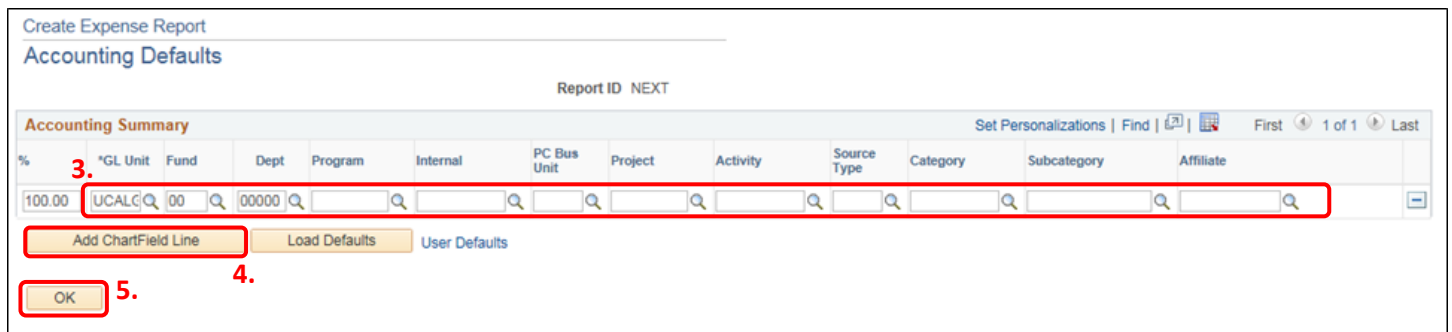
To modify your default accounting information for the entirety of your expense report, perform the following:

1. From the **Actions** drop down menu in the top right corner of your expense report, select **Default Accounting for Report**.
2. Click **GO**.



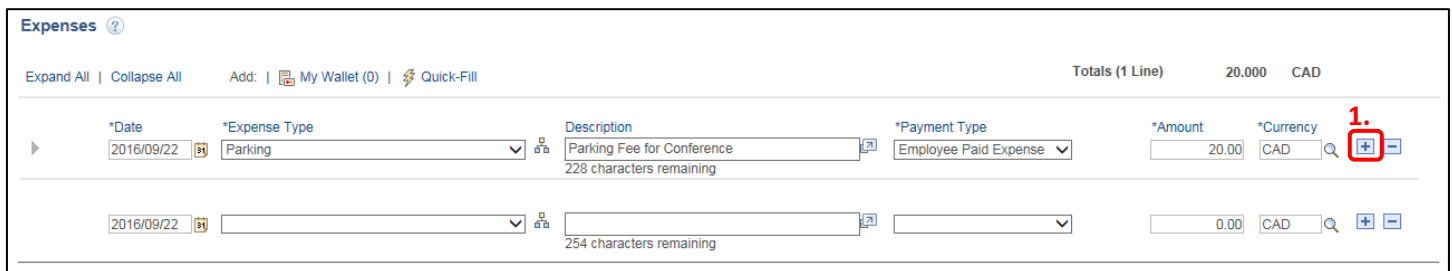
The **Accounting Defaults** page displays.

3. Modify any of the fields to include the information required by your department approver(s).
4. To split your accounting across more than one set of ChartField information, click **Add ChartField Line**. This splits each of the items on your expense report across multiple accounting areas. Ensure that the % field is split correctly across each of the ChartField Lines (must add up to 100).
5. Click **OK** to return to your expense report.



### 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 all line items you wish to add to your expense report.

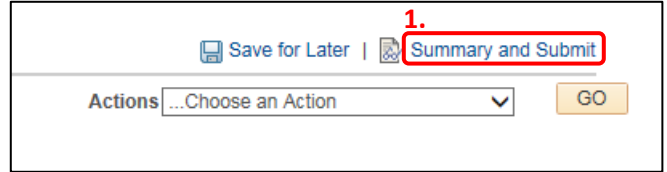
**Note:** The view in this screenshot was achieved by using the **Collapse All** button to hide line item details.



### Step 7: Submitting Your Expense Report

Once you have entered in each of the line items that match your submitted receipts, 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.



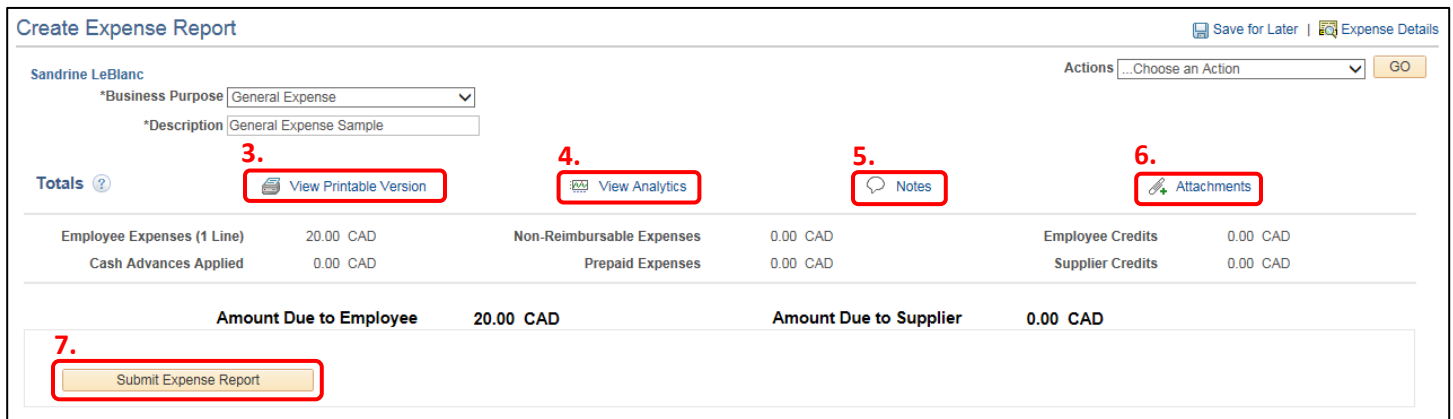
The **Summary and Submit** page displays.

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 there are no concerns:

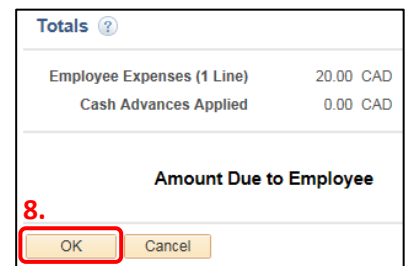
7. **Click Submit Expense Report.**



**Note:** If there are any errors, or if you are missing attachments, a prompt appears 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, the Expense Report Submit Confirm page displays, 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, click 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**.
  - Note that on the printable view, the top row contains all of the line item headers and each row thereafter only has the line item information with no accompanying headers.

| Expense Report                     |              |                          |                          |                                     |                       |                 |                      |                        | Print Expense Report |
|------------------------------------|--------------|--------------------------|--------------------------|-------------------------------------|-----------------------|-----------------|----------------------|------------------------|----------------------|
| Sandrine LeBlanc                   |              |                          |                          |                                     |                       |                 |                      |                        |                      |
| Description General Expense Sample |              |                          | Report 0000346577        |                                     | Pending               |                 | Employee ID 04271737 |                        |                      |
| Business Purpose General Expense   |              |                          |                          |                                     |                       |                 |                      |                        |                      |
| Date                               | Expense Type | Non-Reimbursable         | No Receipt               | Receipt Required                    | Payment Type          | Transaction Amt | Exchange Rate        | Amount                 |                      |
| Description                        |              |                          | Additional Information   |                                     |                       | Merchant        | Location             |                        |                      |
| 2016/09/22                         | Parking      | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Employee Paid Expense | 20.00 CAD       | 1.00000000           | 20.00 CAD              |                      |
| Parking Fee for Conference         |              |                          |                          |                                     |                       |                 | Alberta, Canada      |                        |                      |
| Employee Expenses                  |              | 20.00 CAD                |                          | Non-Reimbursable Expenses           |                       | 0.00 CAD        |                      | Amount Due to Supplier |                      |
| Cash Advances Applied              |              | 0.00 CAD                 |                          | Prepaid Expenses                    |                       | 0.00 CAD        |                      | Amount Due to Employee |                      |
|                                    |              |                          |                          |                                     |                       |                 |                      | 20.00 CAD              |                      |

- 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 appears only after the **Refresh Approval Status** button has been clicked and the approval workflow is displayed.

| Totals                        |            |                                |          | View Printable Version        | View Analytics | Notes                     |
|-------------------------------|------------|--------------------------------|----------|-------------------------------|----------------|---------------------------|
| Employee Expenses (4 Lines)   | 380.00 CAD | Non-Reimbursable Expenses      | 0.00 CAD |                               |                |                           |
| Cash Advances Applied         | 0.00 CAD   | Prepaid Expenses               | 0.00 CAD |                               |                |                           |
| <b>Amount Due to Employee</b> |            | <b>380.00 CAD</b>              |          | <b>Amount Due to Supplier</b> |                |                           |
| Submit Expense Report         |            | <b>Withdraw Expense Report</b> |          | Submitted On 06/10/2016       |                | Submitted By Cheryl Hoang |
| ▼ Approval History            |            |                                |          |                               |                |                           |

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