



Travel Expense Claims – Using the System

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Welcome & Session Overview

1. Online Expense Overview
2. Online Review/Approvals Overview
3. Online Expense Case Study
4. Question and Answer Period



Learning Objectives

Participants will be able to:

- Understand how to create/modify/submit expense
- Identify and correct common errors
- Understand how to review and approve expense claims



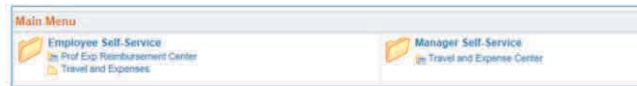
1. Online Expense Overview

- Create new expense claim
- Add expense lines
- Save expense claim
- Error checking
- Submit expense claim

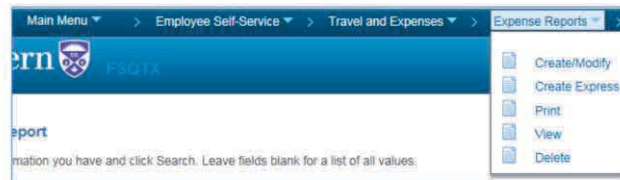


Expense Report Navigation

1. Travel and Expense Centre



2. Breadcrumb Navigation



There are now two ways to access Travel and Expense menu items:

Create an Online Expense Report

Create a New Claim:

Expense Report

Find an Existing Value Add a New Value

Empl ID 012345678

Name Marsh, Taylor-012345678

Add

Find an Existing Value Add a New Value

Modify a Pending Claim:

Expense Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Report ID begins with

Report Description begins with

Name begins with

Empl ID begins with

Creation Date

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value Add a New Value



To create a new claim, navigate to...

- Add a new value here from the tab or
 - here.... From the link at the bottom

If you have a report that you started that needs to be edited or submitted, you can find it by clicking

- modify a pending claim here from the tab or
 - here... from the link at the bottom

Create Online Expense Report

Enter Accounting (Speed Code) **before** entering lines

Western University Expense Report creation interface. The top section shows the 'Create Expense Report' form with fields for Business Purpose, Report Description, Reference, and Default Location. A red box highlights the 'Default Location' field with the text '*Enter Speed Code Here (before entering receipts)'. A red arrow points down to the 'Accounting Defaults' section, which includes an 'Accounting Summary' table with columns for %, *GL Unit, Speed Code, Fund, Dept, Program, PC Bus Unit, Project, and Activity. The 'Speed Code' field in the table is highlighted with a red box. Below the table are buttons for 'Add ChartField Line', 'Load Defaults', and 'User Defaults'. At the bottom of the 'Accounting Defaults' section is an 'OK' button, also highlighted with a red box. The Western University logo and 'PERATIONAL EXCELLENCE SERIES' are visible at the bottom of the page.

CLICK Accounting Defaults

CLICK Account Default Fields display and SpeedCode Highlights

CLICK Ok

Create Online Expense Report

- Enter expense lines (receipts)

Expenses ⓘ

Expand All | Collapse All Add | My Wallet (0) | Quick-Fill | Existing Report

Date	Expense Type	Description	Payment Type	Amount	Currency
01/01/2018	Accom - hotel Accom - other's home allowance Airfare-Canada (not US) Airfare-Canada-Canada/US Airfare-Non-Canadian Departure Long Term Accommodation Rental Meal - Breakfast (TB Rate) Meal - Dinner (TB Rate) Meal - Lunch (TB Rate)	254 characters remaining	Personal Payment	0.00	CAD

Total 0.00 CAD



- CLICK** Date
- CLICK** Expense Type
- CLICK** Description
- CLICK** Amount and Currency
- CLICK** Add / subtract a line

Save Online Expense Report

Save your expense report **often !!!**

Western University
Create Expense Report
012345678 Taylor Marsh
*Business Purpose
*Report Description
Reference
*Default Location
*Enter Speed Code Here (before entering receipts)
Actions: Choose an Action
Save for Later
Summaries and Submit

Once saved, errors **must** be corrected before claim will submit:

Western University
Modify Expense Report
012345678 Taylor Marsh
*Business Purpose: Conference
*Report Description: AUSOD 2018
Reference
Expenses
Expand All | Collapse All | Add | My Wallet (0) | Quick-Fill
*Date: 5/2/2018
*Expense Type: Airfare:Canada-Canada/US

- As you enter the header information on your expense claim, BEFORE adding your receipts, you MUST enter your accounting information in the Accounting Defaults link – this is where you enter your speed code. Does everyone know what a speed code is? If you enter your speed code here, you do not need to do it on every line. This will save you lots of time and likely avoid errors that will prevent you from submitting your claim.
- To ensure that you don't lose all your hard work - be sure to save often by clicking on the Save for Later button in the top right hand corner.

By saving your work, you will also see any errors that will prevent you from completing your claim

- A red flag next to the expense line indicates an error. Common errors are:
 - Missing required information (indicated by a *) next to the field.
 - Missing accounting information

DON'T FORGET – you MUST save and correct ALL errors BEFORE submitting your report. If you try to submit your expense claim and exit without saving, you may lose your entire claim if there is an error.

Most Common Error

Expenses
Expense Report Line Errors

Please enter or update the following information:

Combo error for fields FUND_CODE/ ACCOUNT/ DEPTID/ PROGRAM_CODE/ PROJECT_ID in group UWOFUNDS.

Return

Accounting Details

Chartfields | VAT Amounts | IP

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedCode	Fund	Dept	Program	Project
120.00	UWO	120.00	CAD	1.000000000	645000	FS16	1	421030	00000	



5/2/2018



Summary/Submit Online Expense Report

Add notes to explain any additional details related to the expense claim (dates of travel, conference name, location, etc.)

0123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100

Business Purpose: Conference
Report: E0201223 Pending
Actions: Choose an Action

Description: AUDIO 2018
Reference: [Search]

Totals: [View Prototype Report] [View Analytics] [Notes]

Employee Expenses (1 Line)	30.00 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: 30.00 CAD
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 MAPD 2.16 and associated procedures, and that externally funded expenses comply with funding agency guidelines, and that I have not previously received nor will receive separate reimbursement from another source for charges submitted on this claim.

Submit Expense Report

Be sure to click **Add Notes** or your comments will be lost!

Expense Notes

Click Add Notes once you are done typing. This will stamp & save the note to the expense claim.

Add Notes

Notes

Notes	Name	Role	Action	Date/Time
Click Add Notes once you are done typing. This will stamp & save the note to the expense claim.	Taylor Marsch	Employee		5/3/2018 11:47:30AM

OK Cancel



Before submitting your expense report, add additional information and explanations to assist your Reviewers and Approvers, click on the Notes link located in the header of the claim.

Another window will pop up where you can enter details such as documenting your relationship to the PI for research grants, or noting the dates and location of your conference.

Note – you must click Add Notes for your note to be saved. Once you click Add Notes, you will see your note saved in this box, along with your name, role, and the date and time you created the Note.

Click OK to get back to the main page of your expense report.

Submit Online Expense Report

012345678 Taylor Marsh | Actions: Choose an Action | GO

*Business Purpose: Conference | Report: E0201270 | Pending

*Description: AUSOD 2018 | Reference: |

Totals | View Analytics | Notes

Employee Expenses (1 Line)	30.00 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: 30.00 CAD | 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 MAP 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

012345678 Taylor Marsh | Actions: Choose an Action | GO

Your expense report E0201270 has been submitted for approval.

*Business Purpose: Conference | Report: E0201270 | Submission in Process

Description: AUSOD 2018 | Created: 01/26/2018 | Jessica Claeys

Reference: | Last Updated: 01/26/2018 | Jessica Claeys

Totals | View Printable Version | View Analytics | Notes

Employee Expenses (1 Line)	30.00 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: 30.00 CAD | 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 MAP 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



To submit your expense claim, **CLICK** on the checkbox on the Summary and Submit page, and then **CLICK** on the submit expense report button.

If your expense report was actually submitted, you will see this confirmation in the top left corner of the screen. If you don't see this, your report hasn't been submitted. If you are kicked back to your expense details instead, you have an error that has to be fixed before submitting. If you're unable to correct the error without assistance, save your report and exit until you can get assistance. You will not lose any of your work unless you fail to SAVE!!!

2. Online Review/Approval

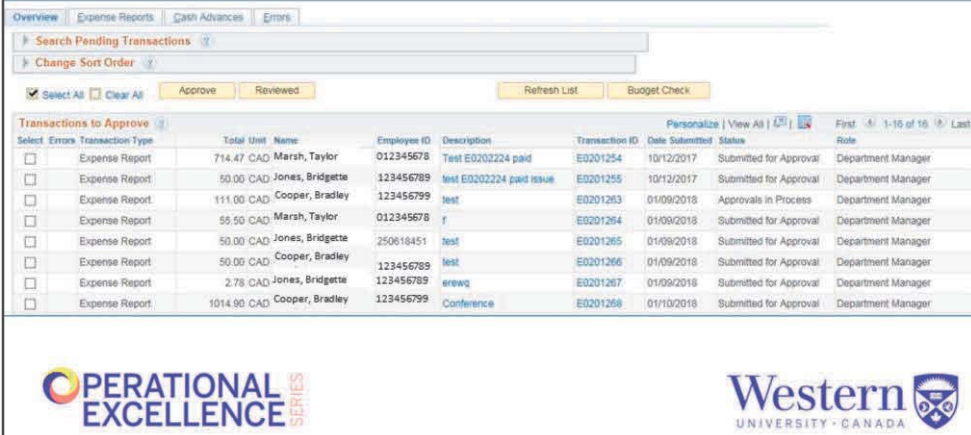
- Finding items in your approval queue
- Identify information on the Approval pages
 - Summary vs. Details
- Identify information on the expense cover page



Review/Approval Queue

Navigation:

Main Menu → Manager Self Service → Travel and Expense Centre → Approve Transactions
- TIP - Save this page in your FAVOURITES!



The screenshot displays a web interface for reviewing and approving transactions. At the top, there are navigation tabs: Overview, Expense Reports, Cash Advances, and Errors. Below these is a search bar for pending transactions and a dropdown for changing sort order. Action buttons include 'Select All', 'Clear All', 'Approve', 'Reviewed', 'Refresh List', and 'Budget Check'. The main content is a table titled 'Transactions to Approve' with columns for Select, Errors, Transaction Type, Total, Unit, Name, Employee ID, Description, Transaction ID, Date Submitted, Status, and Role. The table lists several expense reports with various amounts and descriptions, all submitted for approval.

Select	Errors	Transaction Type	Total	Unit	Name	Employee ID	Description	Transaction ID	Date Submitted	Status	Role
<input type="checkbox"/>		Expense Report	714.47	CAD	Marsh, Taylor	012345678	Test E0202224 paid	E0201254	10/12/2017	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	50.00	CAD	Jones, Bridgette	123456789	test E0202224 paid issue	E0201255	10/12/2017	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	111.00	CAD	Cooper, Bradley	123456799	test	E0201263	01/09/2018	Approvals in Process	Department Manager
<input type="checkbox"/>		Expense Report	55.50	CAD	Marsh, Taylor	012345678	r	E0201264	01/09/2018	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	50.00	CAD	Jones, Bridgette	250618451	test	E0201265	01/09/2018	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	50.00	CAD	Cooper, Bradley	123456789	test	E0201266	01/09/2018	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	2.78	CAD	Jones, Bridgette	123456789	erewq	E0201267	01/09/2018	Submitted for Approval	Department Manager
<input type="checkbox"/>		Expense Report	1014.90	CAD	Cooper, Bradley	123456799	Conference	E0201268	01/10/2018	Submitted for Approval	Department Manager

- You can also find the claims awaiting your review of approval by navigating Main Menu > Manager Self Service > Travel and Expense Centre > Approve Transactions. For quick access, save this to your Favourites.
- You can click on the expense link to go into the report to review the information and approve, deny, or send back for revision

Review/Approve - Summary

- View the following on Summary page:

Approve Expense Report - Expense Summary

012345678 Taylor Marsh

Business Purpose: Conference
Description: AUSOD 2018
Reference: Accounting Date: 01/10/2018
Budget Status: Not Budget Checked

Report: E0201222 Submitted for Approval
Created: 01/10/2018 Taylor Marsh
Last Updated: 01/10/2018 Taylor Marsh
Accounting Template: CANADIAN

Totals

Employee Expenses (7 Lines)	1,014.90 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	1,014.90 CAD	Amount Due to Supplier	0.00 CAD		

Approval History

Submitted: Taylor Marsh
Departmental Approver: Jamie Jones
Payment

Action	Role	Name	Date/Time
Submitted	Employee	Taylor Marsh	01/10/2018 11:20:54AM

Approve Send Back Hold Deny Save Changes

When you click on the expense claim from your Approval List, you will be taken to the Summary Page when you will see this information:

1. Claimant
2. Summary information
3. Total of all expense lines
4. Cash advances applied to claim
5. Total to be reimbursed to employee
6. Notes
7. Link to print expense cover page
8. Approval history
9. Approval actions
10. Link to toggle between Summary and Details pages

Review/Approve - Details

- View the following on Details page:

The screenshot displays the 'Approve Expense Report - Expense Details' page. At the top, the report number is 12345678 and the claimant is Taylor Marsh. The page is divided into several sections:

- Summary Information:** Business Purpose: Conference; Description: AUSCO 2015; Reference: 01/10/2018; Accounting Date: 01/10/2018; Report: 0201222 Submitted for Approval; Created: 01/10/2018; Last Updated: 01/10/2018; Accounting Template: CANADIAN.
- Expenses Table:** A table with columns: *Date, *Expense Type, *Description, *Amount, *Currency, and Approve. The first row shows a date of 06/11/2017, Expense Type of Accom - hotel, Description of 'June 11 - 14', Amount of 855.48, and Currency of CAD. It also includes fields for Payment Type, Billing Type, Location, Number of Nights, and Merchant.
- Accounting Details Table:** A table with columns: Amount, GL Unit, Monetary Amount, Currency, Exchange Rate, Account, SpeedType, Key, Fund, Dept, Program, and Project. The first row shows an amount of 855.48, GL Unit of LWV, Monetary Amount of 855.48 CAD, Exchange Rate of 1.00000000, Account of 645500, and Dept of 421540.

You can view the receipts claimed by navigating to the Expense Details page where you can view ...

1. Claimant
2. Summary information
3. Notes
4. Link to print expense cover page
5. Total of all expense lines
6. Expand or Collapse all expense lines
7. Expand or Collapse all expense lines and accounting information
8. Expense line details
9. Accounting information
10. Link to toggle between Summary and Details pages

Online Expense Cover Page


E0201222

Expense Report				Business Purpose	
Name	Taylor Marsh			AUSOD 2018	
Employee ID	012345678			Description	Conference
Submission Date	2016-11-14			Reference	
				Originator	Taylor Marsh

Expense Details						
Reimbursable Expenses						
Line	Date	Expense Type	Loc	Merchant	Receipt Amount	Amount in CAD
1	2016-11-04	Accom - hotel	CAN	Holiday Inn	183.44	183.44
2	2016-11-04	Transport - auto -km allowance	CAN		124.20	124.20
Total Reimbursable Expenses						307.64
Total Expenses						307.64
Cash Advances Applied						0.00
Total Due to Employee						307.64

Accounting Information							
Business Unit	Fund	Department	Program	Project	Account	Speedcode	Amount
UWO	1	421040	00000		645000	FS18	307.64
Total							307.64

Approval Routing and Report Distribution	
Approval Type	Name
Departmental Approver	Jamie Jones

Notes	
AUSOD, Toronto	Taylor Marsh



This is the printable expense cover page that pops up when you click the View Printable Version link shown on the last slide. It will show you...

1. Claimant and summary information
2. Claim number
3. Expense line details
4. Expense line amount in original currency
5. Expense line amount in CAD equivalent
6. Total expense lines, advance applied, due to employee
7. Accounting information summarized by speed code/account
8. Approval routing – caveat!! This queue is not 100% accurate and is being worked on by Financial Systems. Use information in PeopleSoft to see approval queue
9. Notes entered on expense claim

3. Online Expense Case Study



4. Questions

1. What do you find challenging about the claims you work on?
2. What have you done to simplify or streamline your process?
3. Other questions?



Useful Links and Resources

- Preparing To Travel
http://uwo.ca/finance/procurement/preparing_to_travel/index.html
- Creating a Travel or Expense Claim User Guide
http://uwo.ca/finance/training_reference/content/accounting/documents/creating-a-travel-and-expense-claim-user-guide.pdf
- Online Expense Claim Frequently Asked Questions (FAQs)
http://uwo.ca/finance/training_reference/content/accounting/documents/FAQs.pdf
- Creating a Cash Advance Video
http://uwo.ca/finance/training_reference/content/accounting/creating_cash_advance/story.html



- These next couple of slides provide links to useful information, including the step by step video I mentioned about how to submit an online expense report.

Useful Links and Resources

- MAPP 2.16 Policy & Procedures for Travel and Expenses

http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216.pdf
http://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf

- Broader Public Sector Expenses Directive

<http://www.ontario.ca/document/broader-public-sector-expenses-directive>

<http://www.ontario.ca/document/expense-rules-broader-public-sector>

- Campus Alcohol Policy

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp133.pdf

- Safe Disclosure Policy

http://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp143.pdf



Other Links and Resources

- From uwo.ca/finance



In addition to the links we just looked at, I want to show you where you can find other links that might be useful to you: from our home financial services homepage, if you scroll down to the bottom you will find links to

- forms,
- training materials, and
- policies and procedures

Take some time to explore each on your own.

Quiz Information

- Instructions will be emailed to you
- 10 questions in OWL
- Successful completion requires 7/10 correct responses
- Completion will be noted in your Human Resources Electronic Training Record (updated monthly)



After the session, you will receive an email requesting that you join the this course in OWL and complete the quiz.

Thank you & Evaluation

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