

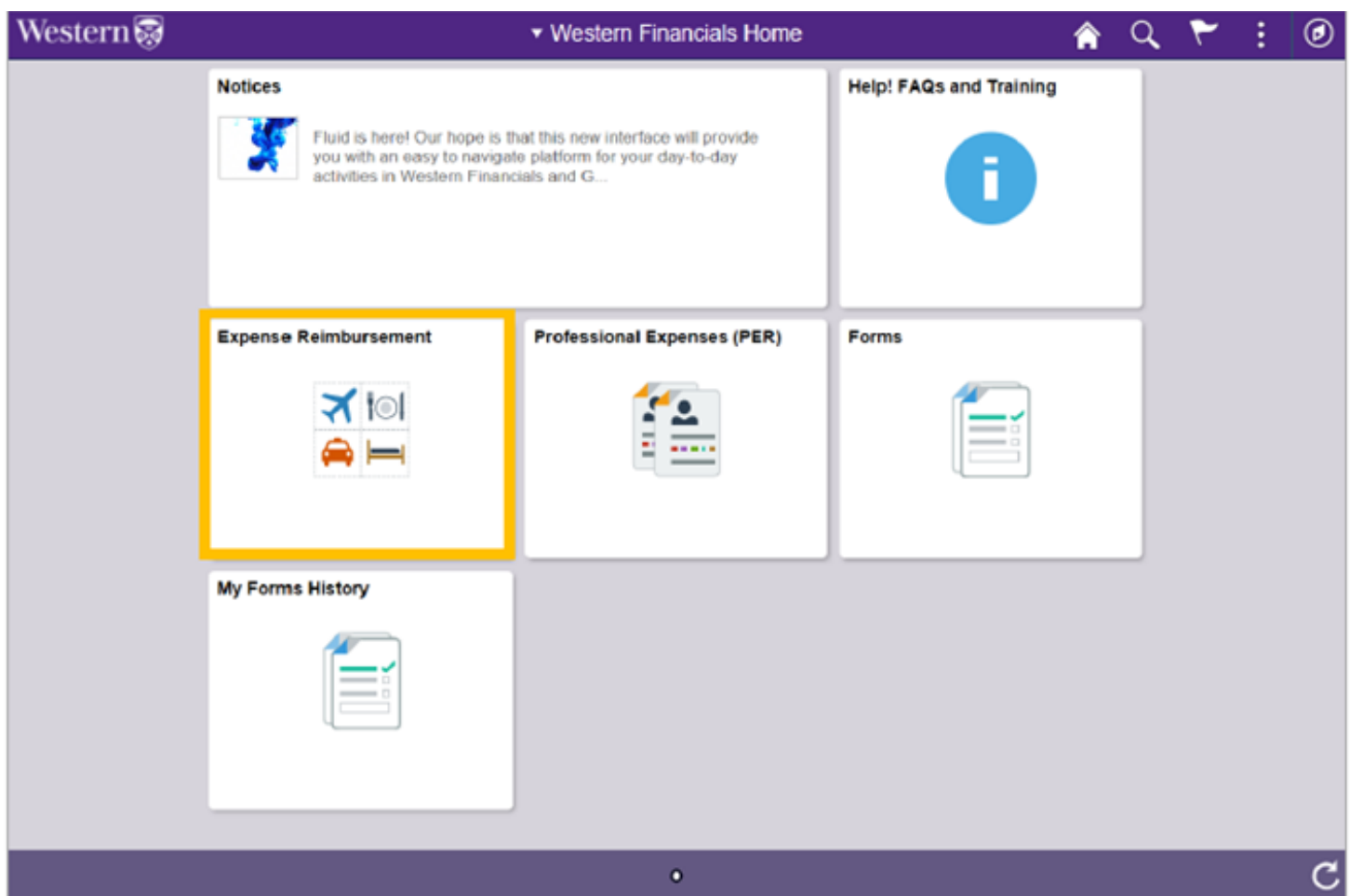
Expense Reimbursement Module

The following FAQs/process relates to the **Western Financials Expense Reimbursement module** *modified* for Physiology and Pharmacology.

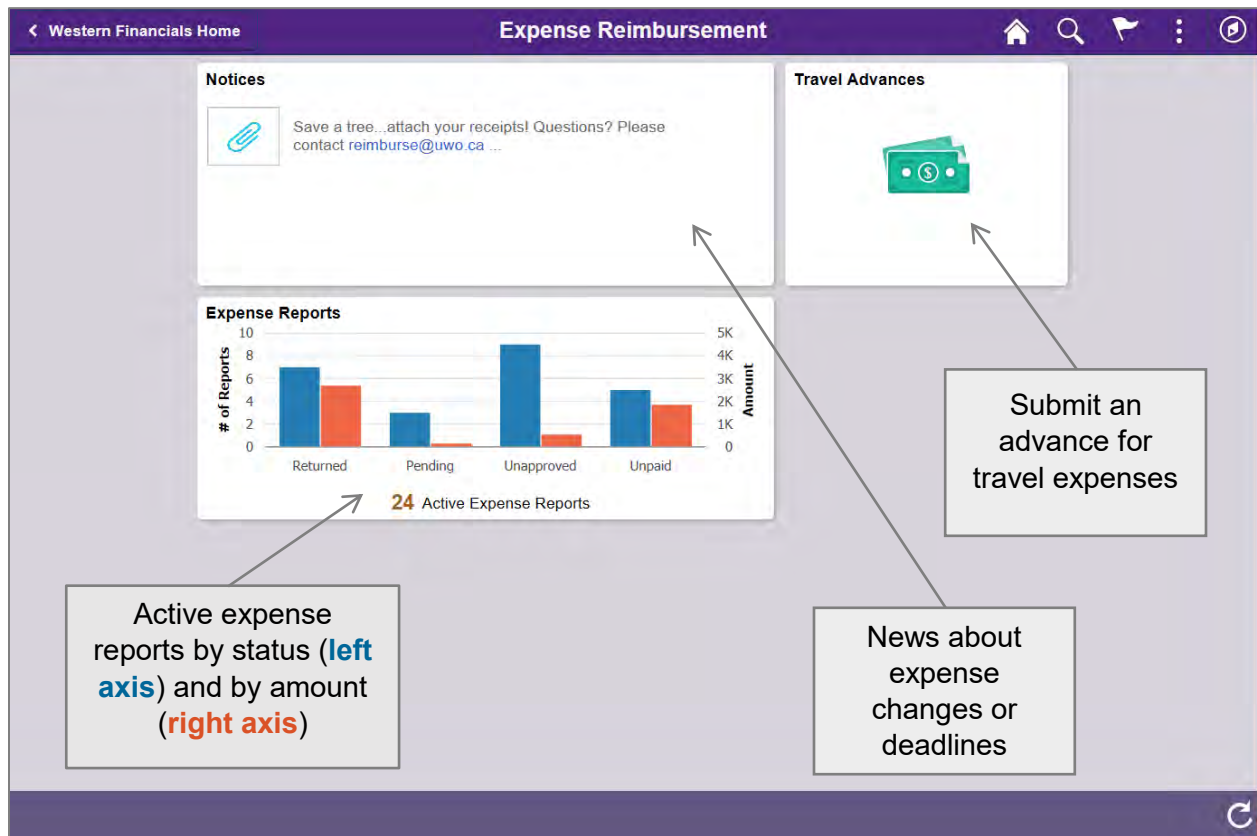
The images assume that the user is viewing the module on a desktop computer; however, this module uses a fluid user interface and will therefore adapt to the device you are using - give it a try on your tablet or phone!

The Expense Reimbursement dashboard is located on the Western Financials Home homepage:

<https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG&>

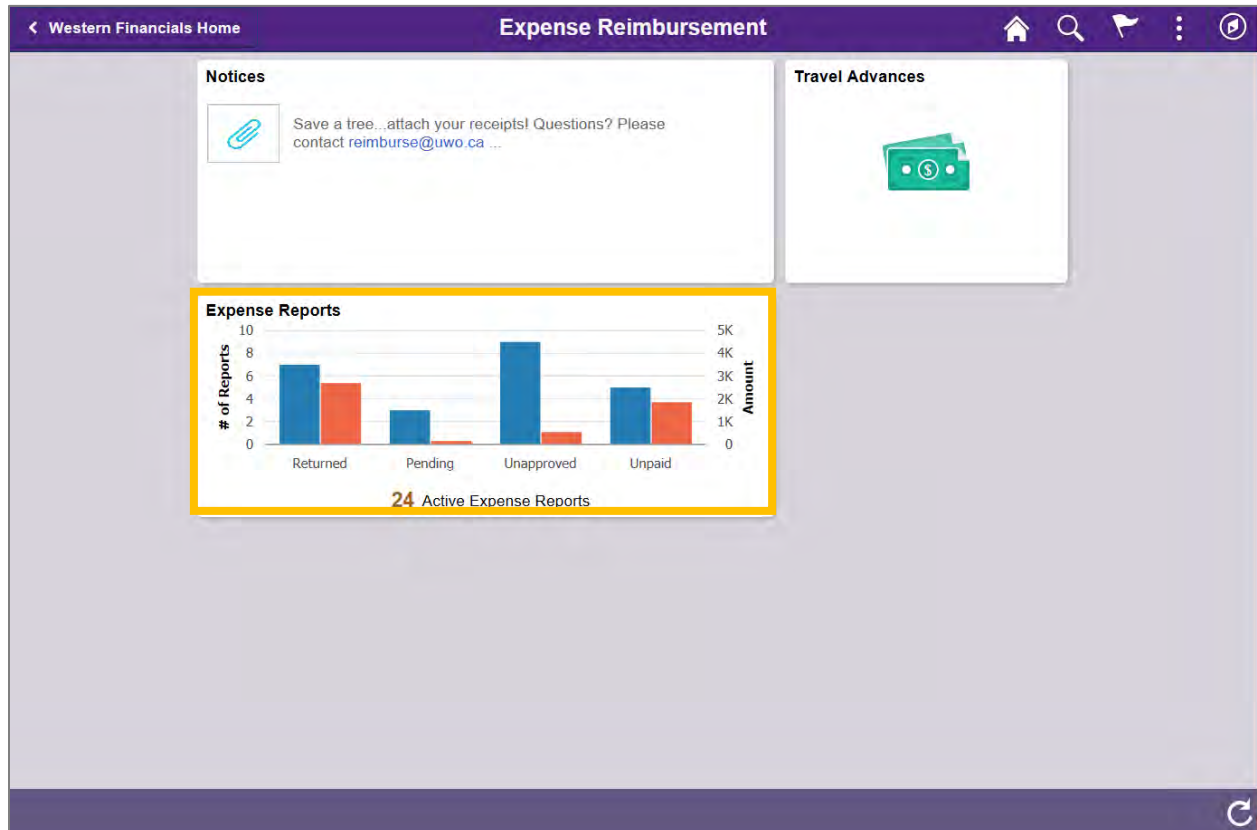


What will I see on the Expense Reimbursement Dashboard?



How do I submit an expense report?

Click on the **Expense Reports** tile in the Expense Reimbursement dashboard:



Click on the **Create Expense Report** button:

The screenshot shows the 'Expense Reports' page for Lillianne Ross. On the left, there is a list of report statuses with counts: Returned (0), Not Submitted (0), Awaiting Approval (0), Pending Payment (0), View All Active (0), Denied (0), and Paid (8). The 'Not Submitted' status is highlighted in green. On the right, under the 'Not Submitted' heading, there is a message: 'There are currently no Expense Reports with this status.' Below this message, the 'Create Expense Report' button is highlighted with a yellow border.

Complete the **General Information** ("Header") section:

The screenshot displays the 'Expense Report' form. The top navigation bar includes a back arrow, 'Expense Reports', the title 'Expense Report', and icons for home, search, flag, and user profile. Below the navigation bar, the report is identified as 'Report NEXT' by 'Lillianne Ross' with a status icon. The 'General Information' section is highlighted with a yellow border and contains the following fields: '*Business Purpose' (dropdown menu with 'Training' selected), '*Description' (text input with 'Expense Report Training'), '*Default Location' (dropdown menu with 'CAN' selected and a search icon), and 'Reference' (empty text input). To the right of these fields are two expandable sections: 'Add Header Attachment' and 'Default SpeedCode to Charge Expenses', both with expand/collapse arrows. Below these fields, the 'Creation Date' is '11/01/2020' and the user is 'Lillianne Ross'. The 'Updated on' date is also '11/01/2020'. The 'Expense Details' section below shows a message 'No expenses have been entered.' and a green '+ Add Expense' button. A grey warning box with red exclamation marks states: '! Business Purpose, Description, and Default Location are required before adding attachments, speedcodes, or expense receipts !'.

Select the **Business Purpose** from the drop down menu.

Enter an applicable **Description**.

Select the **Default Location** – this should be the location where most of your purchases were made (you can update the location on a particular line if needed in the Expense Details section).

If desired, add a **Reference** for internal purposes – this field is not mandatory.

Add attachments to the **Add Header Attachment** section. There is also an option to attach receipts to each expense line in the Expense Details section.

Enter the **Default SpeedCode to Charge Expenses** – this should be the speedcode where most of your purchases will be charged (you can update the speedcode on a particular line if needed in the Expense Details section). Entering the speedcode will automatically populate the Fund, Department, and Program or Project chart fields.

Cancel

Expense Report Defaults

Done

Description Expense Training

Accounting Details

GL ChartFields

Show All

	%	*GL Unit	Speed Code	Fund	Dept	Program	Project
+ -	100.00	UWO		1		00000	

! You must enter a speedcode before submitting your expense report as this information is required to route your claim for approval !

Enter **Expense Details**:

Expense Reports

Expense Report

Home Search Flag Menu

Report NEXT

Lillianne Ross

General Information

*Business Purpose Training

*Description Expense Report Training

*Default Location CAN

Reference

Add Header Attachment

Default SpeedCode to Charge Expenses

Creation Date 11/01/2020 Lillianne Ross

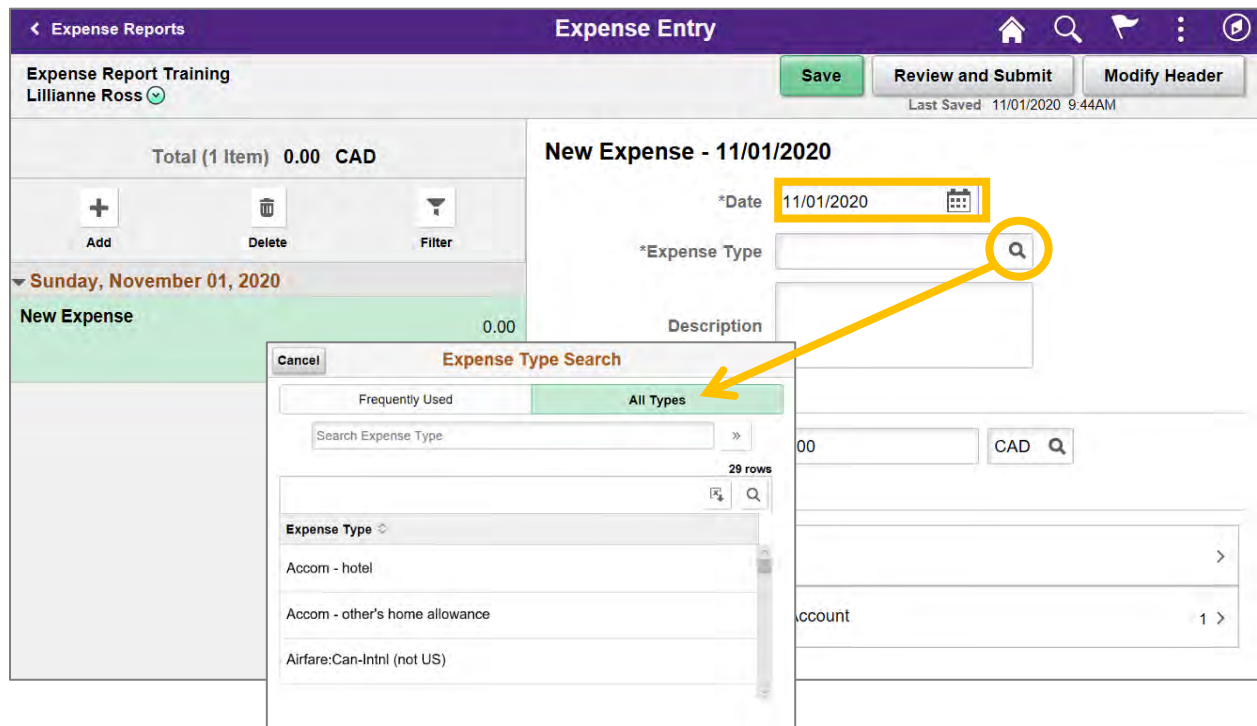
Updated on 11/01/2020

Expense Details

No expenses have been entered.

+ Add Expense

Enter the receipt **Date** and select the **Expense Type** using the magnifying glass  icon:



Expense Entry

Expense Report Training
Lillianne Ross

Save Review and Submit Modify Header
Last Saved 11/01/2020 9:44AM

Total (1 Item) 0.00 CAD

Add Delete Filter

Sunday, November 01, 2020

New Expense 0.00

New Expense - 11/01/2020

*Date 11/01/2020

*Expense Type

Description

Expense Type Search

Cancel

Frequently Used All Types

Search Expense Type

29 rows

Expense Type

- Accom - hotel
- Accom - other's home allowance
- Airfare:Can-Intl (not US)

00 CAD

account 1

The expense detail field will be populated based on the Expense Type selected:

Expense Reports **Expense Entry**

Expense Report Training
Lillianne Ross

Save Review and Submit Modify Header
Last Saved 11/01/2020 9:44AM

Total (1 Item) 362.45 CAD

+ Add - Delete Filter

Wednesday, October 14, 2020

Accom - hotel 362.45 CAD
Conference hotel

Option to update the **Location** from the default entered on the expense report Header

Attach your receipt/
supporting documentation

Option to update the **SpeedCode** from the default entered on the expense report Header

Accom - hotel - 10/14/2020

*Date 10/14/2020

*Expense Type Accom - hotel

Description Conference hotel

*Number of Nights 3

Payment Details

*Amount 362.45 CAD

Merchant

*Merchant Marriot

Additional Information

Expense Location CAN

Attach Line Receipt

Update Line SpeedCode/Account 1

Expense Report

Expense Report Training
Lillianne Ross

Review and Submit Modify Header
Last Saved 11/01/2020 10:31AM

Total (5 Items) 920.60 CAD

+ Add - Delete Filter

Wednesday, October 14, 2020

Meal - Breakfast (TB Rate) 11.64 CAD
Breakfast at airport before return flight

Accom - hotel 362.45 CAD
Conference hotel

Tuesday, October 13, 2020

Meal - Dinner (TB Rate) 22.64 CAD
Dinner (not provided by conference)

Monday, October 12, 2020

Meal - Dinner (TB Rate) 34.22 CAD
Dinner (not provided by conference)

Sunday, October 11, 2020

Airfare: Canada-Canada/US 489.65
Flight to conference

Use the action buttons to Add, Delete, or Filter expense lines

Meal - Breakfast (TB Rate) - 10/14/2020

*Date 10/14/2020

*Expense Type Meal - Breakfast (TB Rate)

*Description Breakfast at airport before return

Payment Details

*Amount 11.64 CAD

Merchant

*Merchant Tim Horton's

Additional Information

Expense Location CAN

Attach Line Receipt

Update Line SpeedCode/Account 1

Save

Click **Save** on a regular basis and review your claim for errors.

The screenshot shows the 'Expense Entry' form for 'Expense Report Training' by Lillian Ross. The form is divided into two main sections: a list of expenses on the left and a detailed view of a selected expense on the right. The total for 5 items is 886.38 CAD. The selected expense is 'Meal - Breakfast (TB Rate)' for 10/14/2020. A red box highlights an 'Expense Entry Errors' message: 'Correct the following errors prior to submission: - Enter the Merchant name below.' The form includes buttons for 'Save', 'Review and Submit', and 'Modify Header'. The 'Merchant' field is currently empty, which is the source of the error.

Date	Description	Amount	Unit
Wednesday, October 14, 2020			
10/14/2020	Meal - Breakfast (TB Rate)	11.64	CAD
Tuesday, October 13, 2020			
10/13/2020	Meal - Dinner (TB Rate)	22.64	CAD
Monday, October 12, 2020			
10/12/2020	Meal - Dinner (TB Rate)	0.00	CAD
Sunday, October 11, 2020			
10/11/2020	Airfare:Canada-Canada/US	489.65	CAD

Meal - Breakfast (TB Rate) - 10/14/2020

Expense Entry Errors

Correct the following errors prior to submission:

- Enter the Merchant name below.

*Date: 10/14/2020

*Expense Type: Meal - Breakfast (TB Rate)

*Description: Breakfast at airport before return

Payment Details

*Amount: 11.64 CAD

Merchant

*Merchant: [Redacted]

Additional Information

Expense Location: CAN

Attach Line Receipt

Update Line SpeedCode/Account

Notes and Research Documentation

Where do I add a note or explain how my expenses support research (for reports charged to a research project)?

On the **Expense Summary** page, click on Notes and Research Documentation:

The screenshot shows the 'Expense Summary' page for 'Expense Report Training' by Lillian Ross. The page has a purple header with navigation icons. Below the header, there are buttons for 'Update Details', 'Update Header', and 'Submit'. The 'Expense Report Summary' section shows a total of 920.60 CAD for 5 items, with 920.60 CAD due to the employee. The 'Approval Status' section shows a report ID of E0246424 and a status of 'Pending'. The 'Additional Information' section contains a list of links, with 'Notes and Research Documentation' highlighted by a yellow box. Other links include 'View Summary (PDF)'.

The screenshot shows the 'Notes' section of the 'Expense Summary' page. It features a table with columns for Date/Time, Name, Role, and Notes. A single note is listed, dated 11/02/2020 7:13 PM, by Lillian Ross, an Employee. The note text is: 'This is a note to my expense claim where I could provide additional information or explanations that may be useful to expense reviewers, approvers, and auditors. The more information I provide, the easier it will be to review and approve my claim, and therefore get reimbursed faster!'. Above the table, there are buttons for 'Add Notes' and 'Edit', both highlighted with yellow boxes. A callout box points to the 'Add Notes' button with the text 'Add a new note'. Another callout box points to the 'Edit' button with the text 'Delete a note I created'. The 'Add Notes' button is also highlighted with a yellow box.

Can I edit a Note on my expense report?

Unfortunately, once a note has been added it cannot be modified. The only option is to delete the unwanted note and add a new one.

The screenshot shows the 'Notes' section of the 'Expense Summary' page. It features a table with columns for Date/Time, Name, Role, and Notes. A single note is listed, dated 11/02/2020 7:13 PM, by Lillian Ross, an Employee. The note text is: 'This is a note to my expense claim where I could provide additional information or explanations that may be useful to expense reviewers, approvers, and auditors. The more information I provide, the easier it will be to review and approve my claim, and therefore get reimbursed faster!'. Above the table, there are buttons for 'Add Notes' and 'Edit', both highlighted with yellow boxes. A callout box points to the 'Add Notes' button with the text 'Add a new note'. Another callout box points to the 'Edit' button with the text 'Delete a note I created'. The 'Add Notes' button is also highlighted with a yellow box.

The screenshot shows the 'Notes' section of the 'Expense Summary' page. It features a table with columns for Date/Time, Name, Role, and Notes. A single note is listed, dated 11/02/2020 7:13 PM, by Lillian Ross, an Employee. The note text is: 'This is a note to my expense claim where I could provide additional information or explanations that may be useful to expense reviewers, approvers, and auditors. The more information I provide, the easier it will be to review and approve my claim, and therefore get reimbursed faster!'. Above the table, there are buttons for 'Add Notes' and 'Edit', both highlighted with yellow boxes. A callout box points to the 'Add Notes' button with the text 'Add a new note'. Another callout box points to the 'Edit' button with the text 'Delete a note I created'. The 'Add Notes' button is also highlighted with a yellow box.

Notes and Research Documentation

Add required information and/or documentation, for Research and auditing purposes, in Notes and Research Documentation and then click Submit:

The screenshot shows the 'Expense Summary' form for 'Expense Report Training' by Lillianne Ross. The form includes sections for 'Expense Report Summary', 'Approval Status', and 'Additional Information'. The 'Expense Report Summary' section shows a total of 920.60 CAD. The 'Approval Status' section shows a report ID of E0246424 and a status of Pending. The 'Additional Information' section has three expandable items: 'Notes and Research Documentation', 'View Summary (PDF)', and an unlabeled item. Annotations include a box labeled 'Printable PDF summary report' pointing to the 'View Summary (PDF)' item, and a box labeled 'Add additional information and required research documentation' pointing to the 'Notes and Research Documentation' item. A 'Please Note:' label is also present.

Please Note:

Printable PDF summary report

Add additional information and required research documentation

In the Notes and Research Documentation, you must [add details to your claim](#).

- ✓ Include a description of: travel OR description of the purchase of supplies/equipment OR Research
*Participants -Subject Fees

Example:

- name of conference/research meeting
- start/end date of conference
- location of conference
- web Link to conference
- reason for attending and how it relates to the research being charged
- if supplies/equipment, how it relates to the research being charged
- working relationship to account holder
- "I am a Graduate Student, Postdoc Fellow, etc, in Dr. XX's lab"

If any information is missing on expense claim, the expense claim will be returned back to you for update and resubmission.

✓ ***Participants-Subject Fees**

Subject Fees, in other words small payments to individuals made as a thank you for participating in a research project. The expense must be eligible according to the protocols of the research project, reviewer and/or approver to confirm.

NOTE: When payments to subjects have been made, this should be documented with a receipt including their name, signature, and amount. For participant confidentiality reasons most studies choose to keep this backup and receipts in a secure area.

When claiming for Participant - Subject Fees, you must include a description in the [Notes and Research Documentation](#).

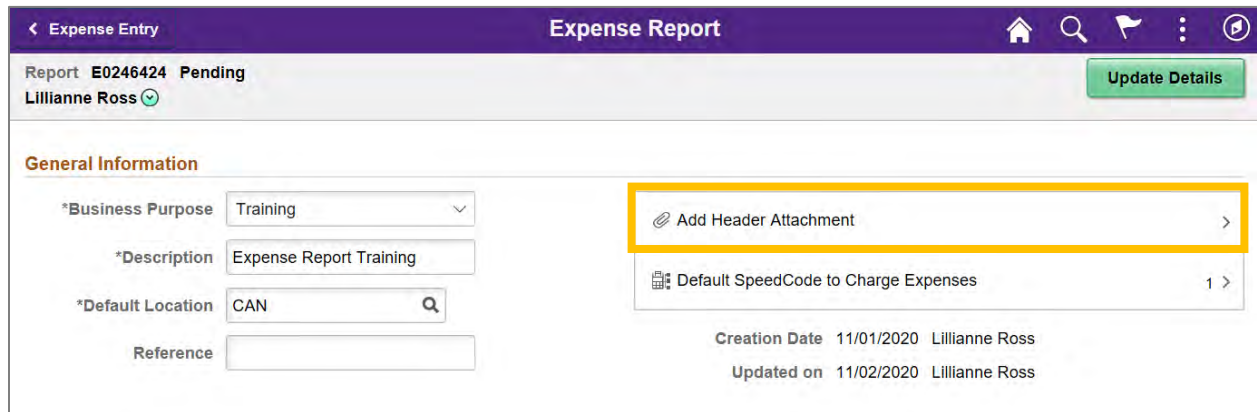
✓ Example:

- "I am a Graduate Student, Postdoc Fellow, etc, in Dr. XX's lab"
- "Claim is for Ethics/REB # xxxxx research from Speedcode xxxx. "
- "We are testing participants using fMRI, EEG EEG-fMRI experiment, by completing various stimuli that include but are not limited to median nerve stimulation, listening to auditory narratives, resting state observations, evoked potential tasks, command-following tasks." (What participants are doing.)
- "The XXX lab (name of lab) - has receipts from:
 - 33 participants
 - \$20 (amount each participant is paid)
 - totaling \$660."
- "In order to preserve the confidentiality of the participants, these receipts are kept in xxx (i.e. a locked cabinet), Room xxx, (STATE LOCATION)."

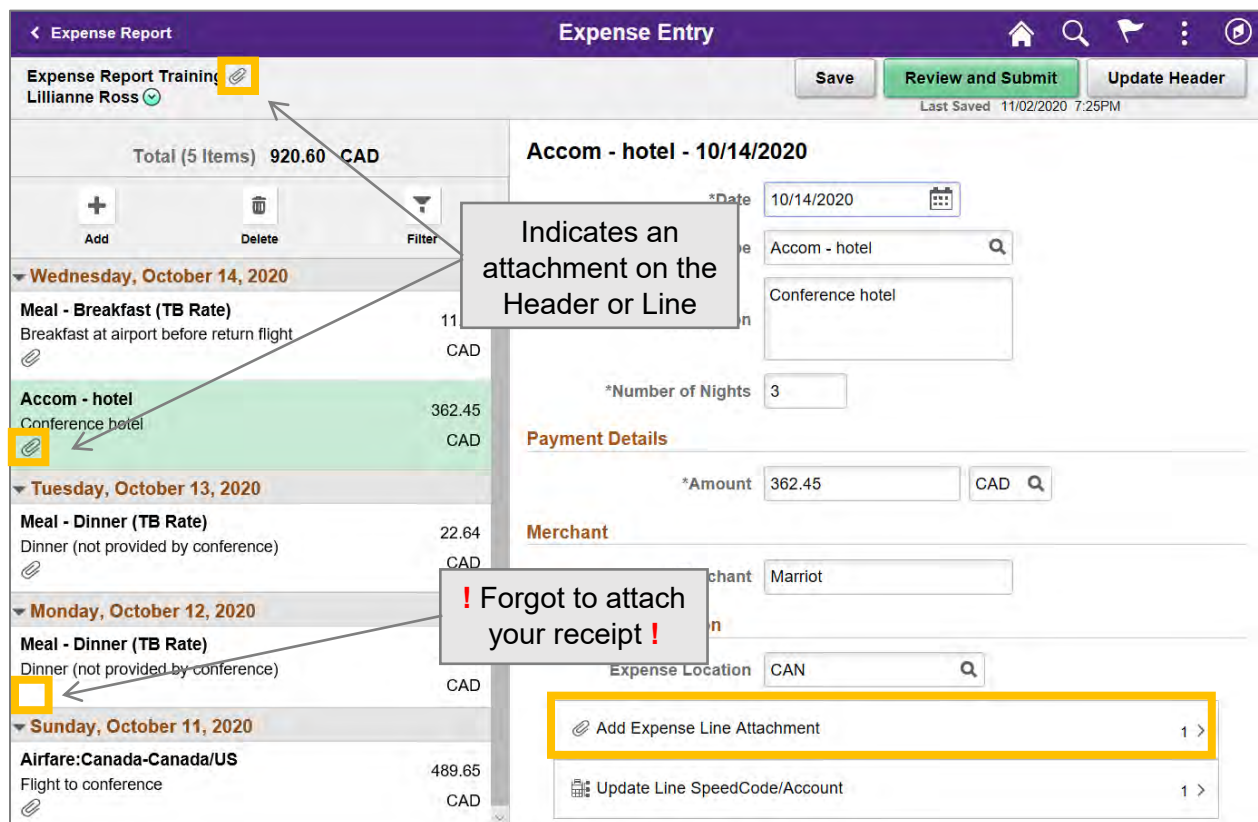
This expense claim description is sufficient for finance purposes. Note, an auditor may ask to see the detailed information and it's the LABS responsibility to comply at that time. Records to be kept in a secured location and are to be kept for auditing purposes.

Where do I attach receipts and other supporting documentation to my expense report?

Attachments of any type (pdf, image, Word, Excel, etc.) may be added to your expense report at the **Header (General Information)** level or at the **Line (Expense Details)** level:



This screenshot shows the 'Expense Entry' header for a report titled 'Expense Report Training' by Lillianne Ross. The report status is 'Pending'. The 'General Information' section includes fields for Business Purpose (Training), Description (Expense Report Training), Default Location (CAN), and a Reference field. On the right, there are two attachment options: 'Add Header Attachment' and 'Default SpeedCode to Charge Expenses' (set to 1). At the bottom right, the creation and update dates are listed as 11/01/2020 and 11/02/2020, both by Lillianne Ross. An 'Update Details' button is in the top right corner.



This screenshot displays the 'Expense Entry' line items for the same report. The total for 5 items is 920.60 CAD. The items are listed by date: Wednesday, October 14, 2020 (Meal - Breakfast, Accom - hotel), Tuesday, October 13, 2020 (Meal - Dinner), Monday, October 12, 2020 (Meal - Dinner), and Sunday, October 11, 2020 (Airfare: Canada-Canada/US). Annotations include: a box around the report title with a note 'Indicates an attachment on the Header or Line'; a box around the 'Accom - hotel' line item with the same note; a box around the 'Meal - Dinner' line item with the note '! Forgot to attach your receipt !'; and a box around the 'Add Expense Line Attachment' button at the bottom right.

Please note, you must attach your detailed receipts and a snapshot of credit card charge.

Retaining your Original Receipts

If I attach my receipts to my expense claim, what do I do with my “originals”?

If you choose to attach receipts and other supporting documentation to your online claim, the expense report Reviewers and Approvers will view the supporting documentation online. Please **retain your “originals”** of attachments for **one full year after** the end of the fiscal year your expense report was paid.

At that time, the attachments will constitute the original documentation for your expense claim.

For questions about these requirements or timeline, please contact reimburse@uwo.ca or x85499.

Cash Advance

I have an outstanding cash advance, how do I apply ?

Before submitting your expense report, click on **Cash Advance** from the Expense Report Summary page:

Expense Summary

My Conference
Jessica Claeys

Update Details Update Header Submit

Last Saved 11/09/2020 2:46PM

Expense Report Summary

Total (1 Item)	500.00 CAD
Due to Employee	500.00 CAD

Approval Status

Report ID E0246431	Pending
--------------------	---------

Additional Information

Cash Advance

Outstanding Cash Advance 300.00 CAD >

>

Notes and Research Documentation >

View Summary (PDF) >

Enter the amount to apply to your expense report and click **Apply**:

Apply Cash Advance

Cancel

Apply

Total (1 Item)

500.00 CAD

Advance Applied

300.00 CAD

Due to Employee

200.00 CAD

Cash Advance Information

Description	Advance ID	Advance Amount	Balance	Total Applied
Test	A0015071	1000.00	0.00 CAD	300.00 CAD

The amount of the **Advance Applied** will be deducted from the Total to arrive at the amount **Due to Employee**:

Expense Entry

Expense Summary

My Conference
Jessica Claeys

Update Details

Update Header

Submit

Last Saved 11/09/2020 2:51PM

Expense Report Summary

Total (1 Item)

500.00 CAD

Advance Applied

300.00 CAD

Due to Employee

200.00 CAD

Approval Status

Report ID E0246431

Pending

Additional Information

Cash Advance

Applied Amount 300.00 CAD

Outstanding Cash Advance 0.00 CAD

Notes and Research Documentation

View Summary (PDF)

Is there a summary page where I can see all expense lines, accounting information, notes, and attachments in one place?

On the Expense Summary page, click on **View Summary (PDF)**:

[Expense Entry](#)

Expense Summary

Expense Report Training
Lillianne Ross

Update Details

Update Header

Submit

Last Saved 11/02/2020 7:00PM

Expense Report Summary

Total (5 Items)	920.60 CAD
Due to Employee	920.60 CAD

Approval Status

Report ID E0246424	Pending
--------------------	---------


Additional Information

>

Notes and Research Documentation >

View Summary (PDF) >

The following PDF report will be generated that will list all expense lines, accounting information (speedcode), approvers, notes, and attachments:



Expense Report

Name Lillianne Ross

Employee ID [REDACTED]

Submission Date 2020-11-05

Submitted By Lillianne Ross

E0246424

Description Expense Report Training

Business Purpose Training

Reference

Expense Details

Reimbursable Expenses

Line	Date	Expense Type	Loc	Merchant	Amount	Currency	Amount (CAD)
1	2020-10-14	Accom - hotel	CAN	Marriot	362.45	CAD	362.45
2	2020-10-11	Airfare: Canada-Canada/US	CAN	Air Canada	489.65	CAD	489.65
3	2020-10-12	Meal - Dinner (TB Rate)	CAN	McKelvie's	34.22	CAD	34.22
4	2020-10-13	Meal - Dinner (TB Rate)	CAN	Darrell's	22.64	CAD	22.64
5	2020-10-14	Meal - Breakfast (TB Rate)	CAN	Marriott	11.64	CAD	11.64
Total Reimbursable Expenses							920.60
Total Expenses							920.60
Cash Advances Applied							0.00
Total Due to Employee							920.60

Expenses will be Charged to the Following:

Business Unit	Fund	Department	Program	Project	Account	SpeedCode	Amount (CAD)
UWO	1	[REDACTED]	00000		645000	[REDACTED]	920.60
Total							920.60

Approval Workflow

Your claim has not been submitted!
Please contact x85499 or reimbuser@uwo.ca if you require assistance.

Notes and Research Documentation

This is a note to my expense claim where I could provide additional information or explanations that may be useful to expense reviewers, approvers, and auditors. The more information I provide, the easier it will be to review and approve my claim, and therefore get reimbursed faster!

Thanks for the explanation, Lilly!

Please update speedcode to [REDACTED]

Please update speedcode to [REDACTED]

Lillianne Ross

Albert Birch

Jessica Claeys

Jessica Claeys

Attachments

Using Attachments?
Attach receipts and other supporting documentation to your online claim. Once submitted, the individuals in the Approval Workflow will review documentation online. Please destroy any other paper or electronic copies of attachments one full year *after* the end of the current fiscal year. At this time, the attachments will constitute original documentation for your expense claim.

Submitting Paper Documentation?
Attach receipts and other supporting documentation to this cover page and forward to the first individual in the Approval Workflow above. Once the expense claim is fully approved, please forward all original receipts to Financial Services Reimbursements, Support Services Building, Suite 6100.

E0246424

Page 1 of 2

Expense Report

E0246424

Name	Lillianne Ross	Description	Expense Report Training
Employee ID	██████████	Business Purpose	Training
Submission Date	2020-11-05	Reference	
Submitted By	Lillianne Ross		

Attachments

Header	Authorization to attend conference.pdf
Line 1	Marriot Receipt and Proof of Payment.pdf
Line 2	Airline receipt (received electronically by email).pdf
Line 4	Dinner receipt (photo taken with my phone).PNG
Line 5	Breakfast receipt.PNG

! Click on an attachment to open (requires Western user name and password) !

Using Attachments?

Attach receipts and other supporting documentation to your online claim. Once submitted, the individuals in the Approval Workflow will review documentation online. Please destroy any other paper or electronic copies of attachments one full year after the end of the current fiscal year. At this time, the attachments will constitute original documentation for your expense claim.

Submitting Paper Documentation?

Attach receipts and other supporting documentation to this cover page and forward to the first individual in the Approval Workflow above. Once the expense claim is fully approved, please forward all original receipts to Financial Services Reimbursements, Support Services Building, Suite 6100.

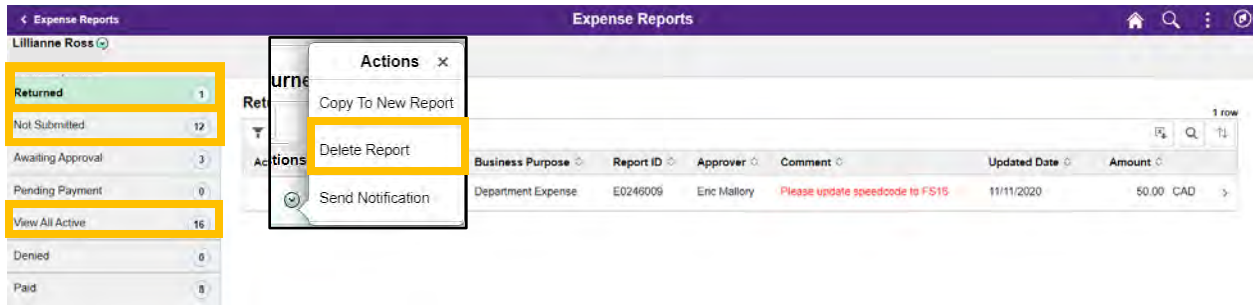
E0246424

Deleting An Expense Report

How do I delete an expense report?

Please note, you can only delete a PER claim that has an *unsubmitted/pending* status. Unsubmitted/pending claims will sit in the **Returned** and **Not Submitted** (or View All Active) rows in the My Expense Reports module.

To delete your report, click on the green arrow button sitting under the Action column to the left of your claim to open the **Actions** menu. Click **Delete PER Claim** to delete your report:



How are expense reports routed for approval?

Expense reports are routed based on **where** the claim is charged. The Department portion of the speedcode will determine the workflow in the below order:

1. Reviewer (optional based on Department)
2. Grant Holder (required for expenses charged to Fund 2 – Research)
3. Department Approver (required)

Are there any exceptions to the workflow?

There are certain Western and Broader Public Sector directives which will alter the approval workflow of your expense report:

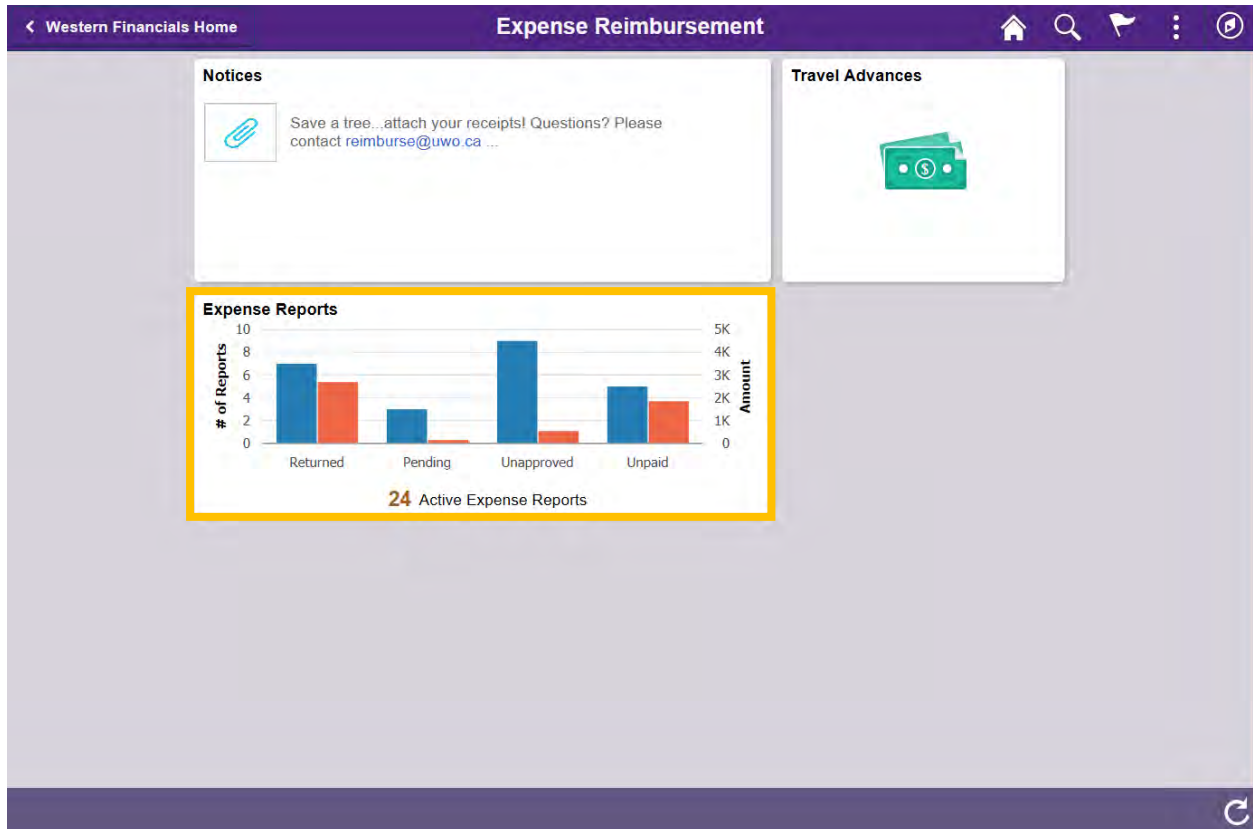
Q. Do you have a Supervisor added to your profile?

A. Yes:

Regardless of where your expenses are charged, your claim will also route to the Supervisor on your profile. This is an additional level of approval based on who you are and is required in certain circumstances.

How do I view the status of my Expense Claim? What about my past Expense Claims?

Click on **Expense Reports** tile on the **Expense Reimbursement** dashboard:



The **Expense Reports** page will sort your claims by status and default on the row of your pending expense report (Returned/Not Submitted). Click on another row to view your active or past expense reports.

The screenshot shows the 'Expense Reports' page. The left sidebar has a list of status filters, with 'Not Submitted' selected. The main content area shows a table of expense reports under the 'Not Submitted' status.

Returned	Not Submitted	Awaiting Approval	Pending Payment	View All Active	Denied	Paid
0	1	1	0	2	0	8

Not Submitted

Create Expense Report

Actions	Description	Business Purpose	Report ID	Updated Date	Amount
	Expense Report Training	Training	E0246424	11/01/2020	920.60 CAD