

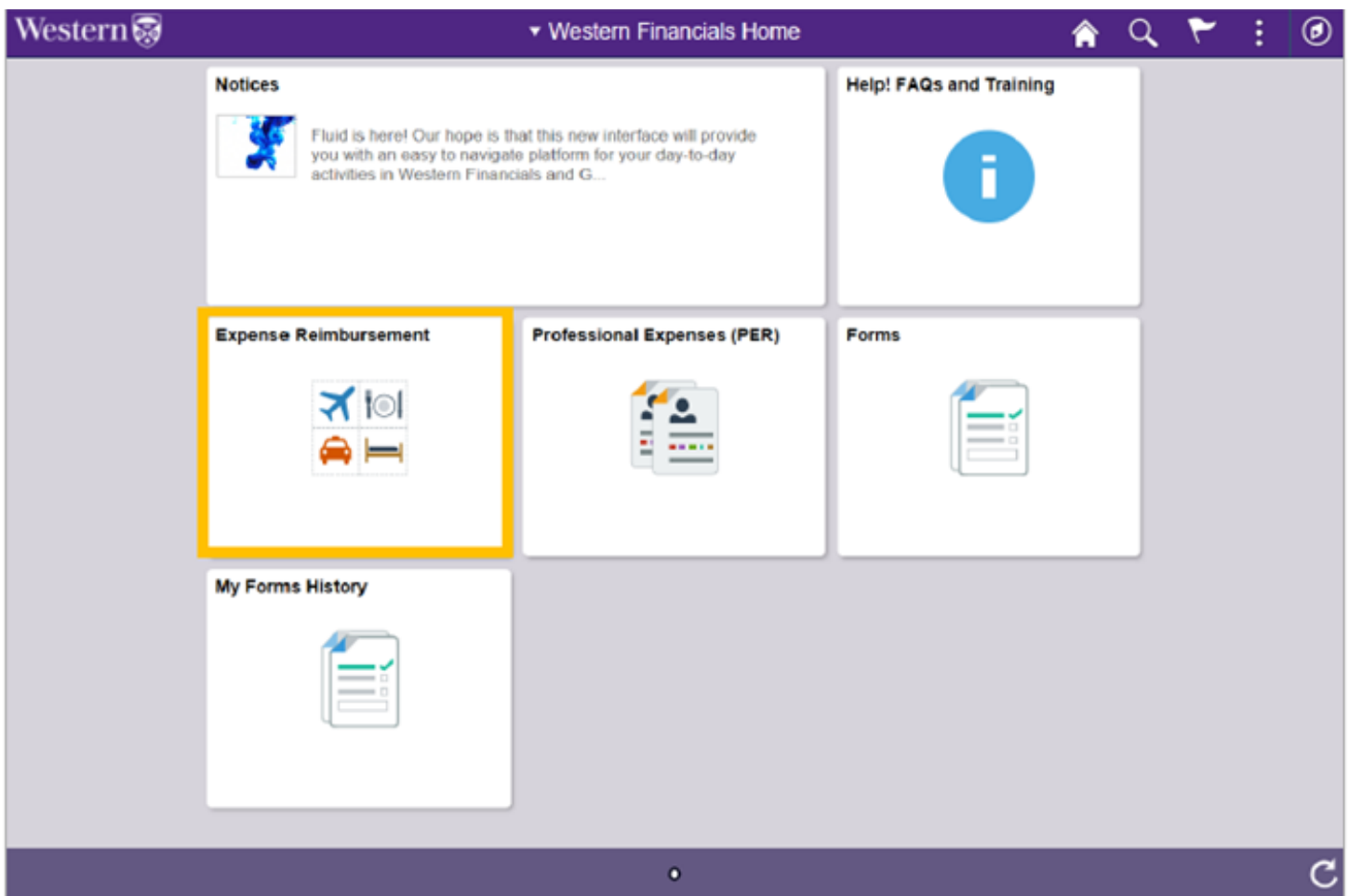
Expense Reimbursement Module

The following FAQs/process relates to the **Western Financials Expense Reimbursement module**.

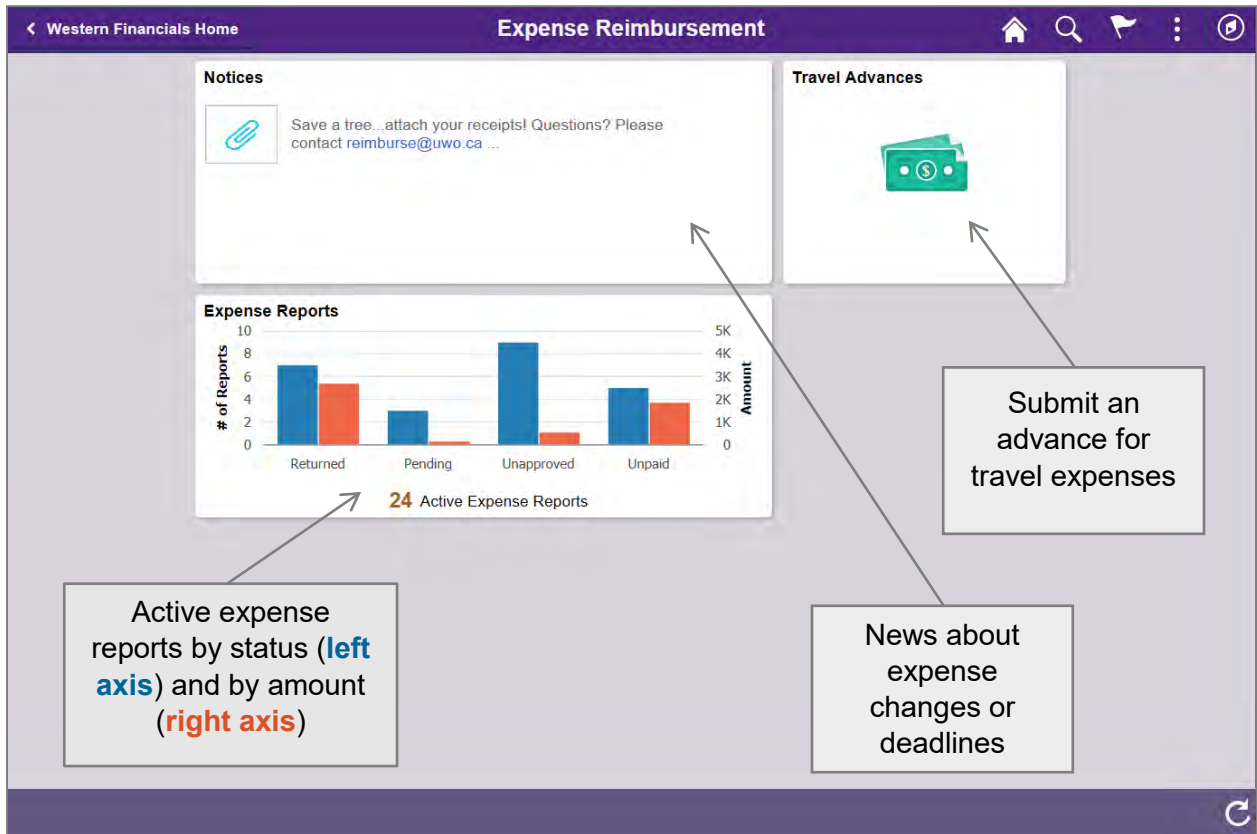
The images assume that the user is viewing the module on a desktop computer; however, this module uses a fluid user interface and will therefore adapt to the device you are using - give it a try on your tablet or phone!

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

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

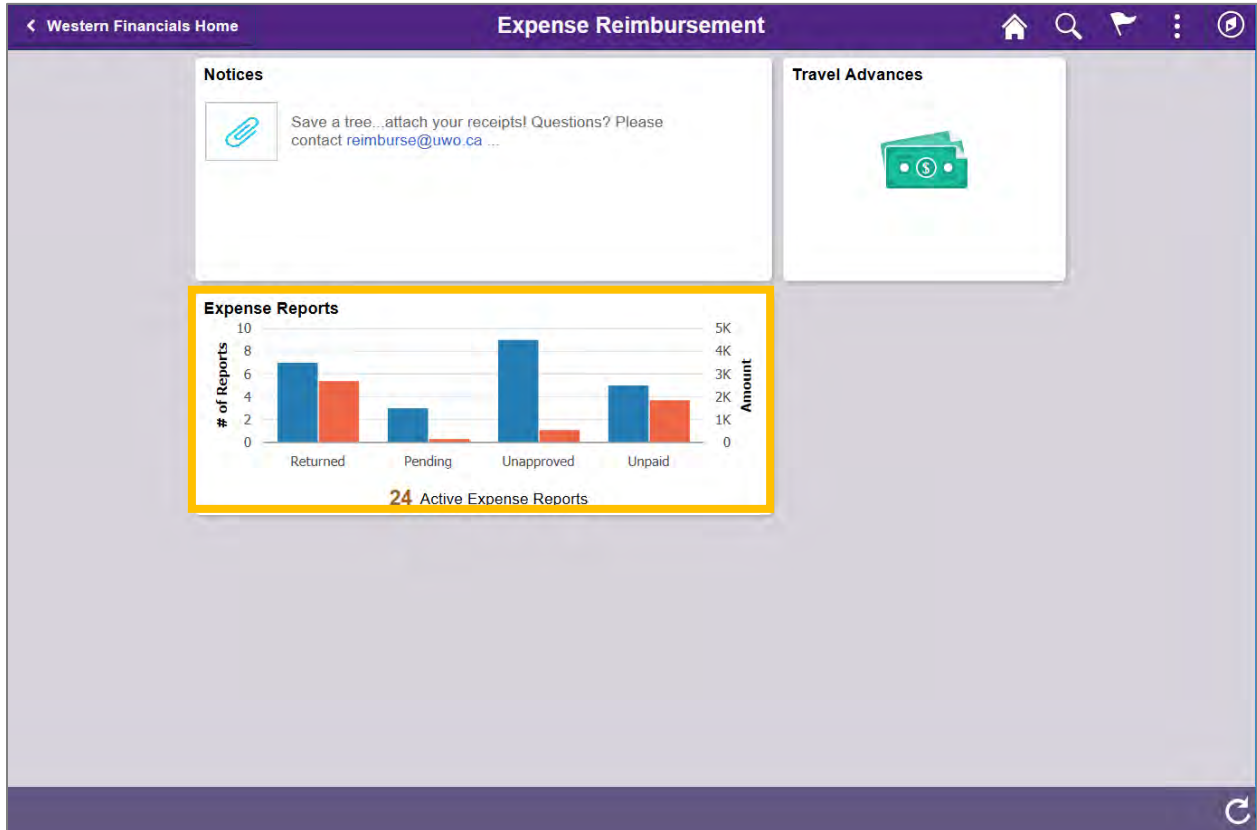


What will I see on the Expense Reimbursement Dashboard?



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 user Lillianne Ross. On the left is a navigation menu with status filters: Returned (0), Not Submitted (0), Awaiting Approval (0), Pending Payment (0), View All Active (0), Denied (0), and Paid (8). The 'Not Submitted' filter is selected. The main content area shows 'Not Submitted' with the message 'There are currently no Expense Reports with this status.' and a yellow-bordered 'Create Expense Report' button.

Complete the **General Information** (“Header”) section:

The screenshot shows the 'Expense Report' form. The 'General Information' section is highlighted with a yellow border. It contains the following fields and options:

- *Business Purpose: Training (dropdown menu)
- *Description: Expense Report Training (text input)
- *Default Location: CAN (text input with search icon)
- Reference: (empty text input)
- Add Header Attachment (button with right arrow)
- Default SpeedCode to Charge Expenses (button with right arrow)
- Creation Date: 11/01/2020 Lillianne Ross
- Updated on: 11/01/2020

The 'Expense Details' section below shows 'No expenses have been entered.' and an 'Add Expense' button. A grey warning box contains the text: '! 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 Refresh

Report NEXT
Lillianne Ross

General Information

*Business Purpose	Training	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> 📎 Add Header Attachment > </div> <div style="border: 1px solid gray; padding: 5px;"> 📄 Default SpeedCode to Charge Expenses > </div>
*Description	Expense Report Training	
*Default Location	CAN	
Reference		

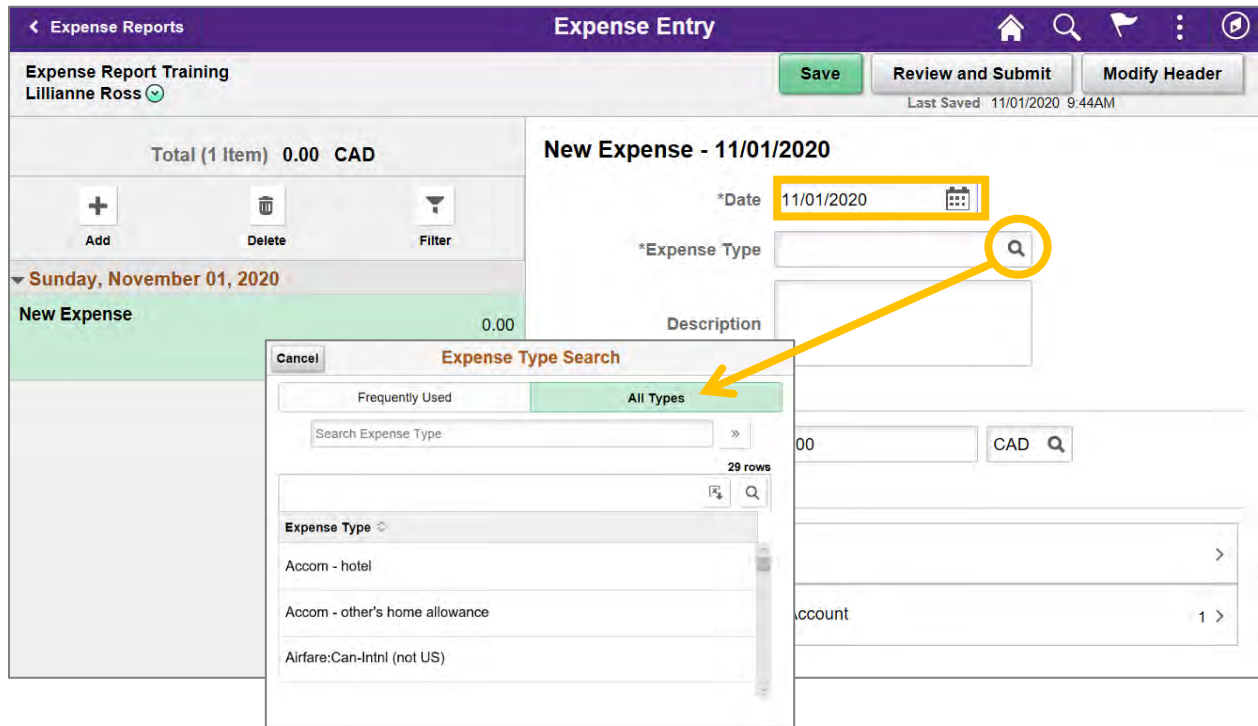
Creation Date 11/01/2020 Lillianne Ross
Updated on 11/01/2020

Expense Details

No expenses have been entered.

+ Add Expense

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



The screenshot shows the 'Expense Entry' form in a mobile application. The top navigation bar is purple with the text 'Expense Reports' and 'Expense Entry'. Below the navigation bar, there are buttons for 'Save', 'Review and Submit', and 'Modify Header'. The main content area is divided into two sections: 'Expense Report Training' on the left and 'New Expense - 11/01/2020' on the right. The 'New Expense' section has a date field set to '11/01/2020' and an 'Expense Type' field. A yellow box highlights the date field, and a yellow circle highlights the magnifying glass icon next to the 'Expense Type' field. A yellow arrow points from the magnifying glass icon to the 'Expense Type Search' dialog box. The dialog box is titled 'Expense Type Search' and has a 'Cancel' button. It shows a search bar and a list of expense types: 'Accom - hotel', 'Accom - other's home allowance', and 'Airfare:Can-Intl (not US)'. The dialog box also shows '29 rows' and a search icon.

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

Expense Entry

Expense Report Training
Lillianne Ross

Total (1 Item) 362.45 CAD

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

Total (5 Items) 920.60 CAD

Wednesday, October 14, 2020

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

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 CAD
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.

Expense Reports Expense Entry

Expense Report Training
Lillianne Ross

Total (5 Items) 886.38 CAD

Save Review and Submit Modify Header

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

Additional Information
Expense Location CAN

Attach Line Receipt >

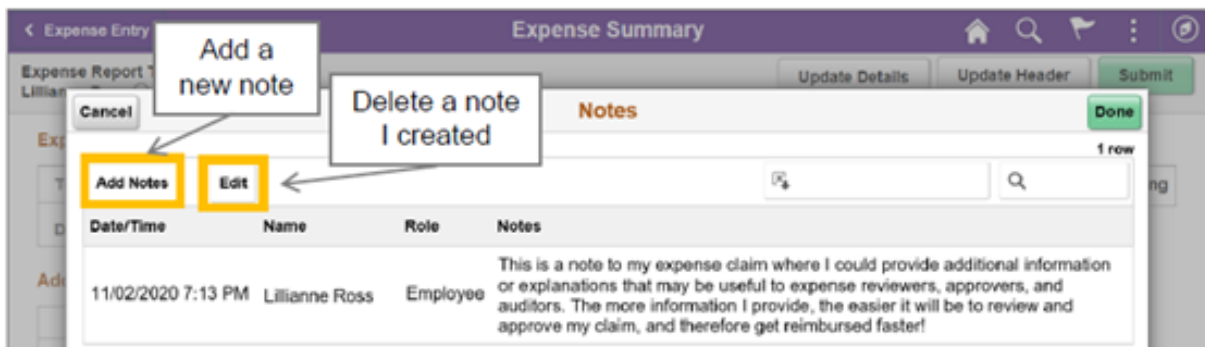
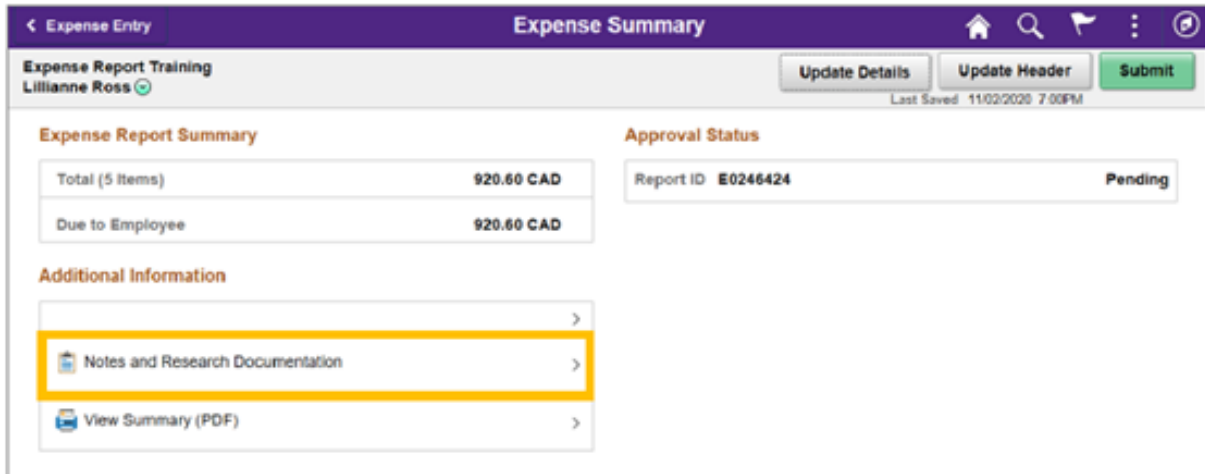
Update Line SpeedCode/Account 1 >

Date	Description	Amount	Unit
Wednesday, October 14, 2020			
Meal - Breakfast (TB Rate)	Breakfast at airport before return flight	11.64	CAD
Tuesday, October 13, 2020			
Meal - Dinner (TB Rate)	Dinner (not provided by conference)	22.64	CAD
Monday, October 12, 2020			
Meal - Dinner (TB Rate)	Dinner (not provided by conference)	0.00	CAD
Sunday, October 11, 2020			
Airfare:Canada-Canada/US	Flight to conference	489.65	CAD

Notes and Research Documentation

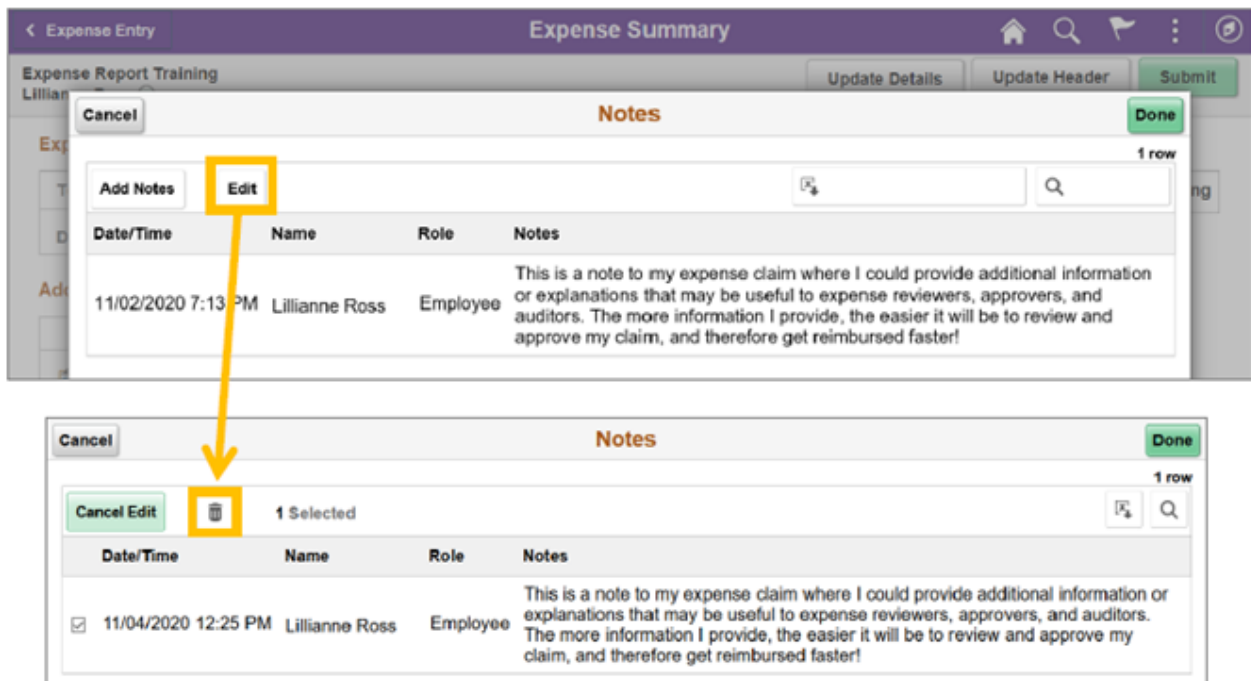
Where do I add a note or explain how my expenses support research (for reports charged to a research project)?

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



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.



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' page for 'Expense Report Training' by Lillianne Ross. The page includes a navigation bar with 'Expense Entry', 'Expense Summary', and a 'Submit' button. Below the navigation bar, there are sections for 'Expense Report Summary' and 'Approval Status'. The 'Expense Report Summary' section shows a total of 920.60 CAD and is due to the employee. The 'Approval Status' section shows a report ID of E0246424 and a status of Pending. The 'Additional Information' section has three items: 'Notes and Research Documentation', 'View Summary (PDF)', and an empty field. A box labeled 'Printable PDF summary report' has an arrow pointing to the 'View Summary (PDF)' item. Another box labeled 'Add additional information and required research documentation' has an arrow pointing to the 'Notes and Research Documentation' item. A 'Please Note:' label is positioned to the left of the second box.

Please Note:

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:

The screenshot shows the 'Expense Report' header section. At the top, it displays 'Expense Entry' and 'Expense Report'. Below this, the report details are shown: 'Report E0246424 Pending' and 'Lillianne Ross'. A green 'Update Details' button is visible. The 'General Information' section includes fields for '*Business Purpose' (Training), '*Description' (Expense Report Training), '*Default Location' (CAN), and 'Reference'. On the right side, there are two attachment options: 'Add Header Attachment' (highlighted with a yellow box) and 'Default SpeedCode to Charge Expenses' (1). At the bottom right, the 'Creation Date' is 11/01/2020 and 'Updated on' is 11/02/2020, both by Lillianne Ross.

The screenshot shows the 'Expense Entry' section for 'Expense Report Training' by Lillianne Ross. The total amount is 920.60 CAD. The report is broken down by date: Wednesday, October 14, 2020; Tuesday, October 13, 2020; Monday, October 12, 2020; and Sunday, October 11, 2020. The 'Accom - hotel' line for October 14, 2020, is highlighted in green and has a yellow box around its attachment icon. A callout box points to this icon with the text 'Indicates an attachment on the Header or Line'. Another callout box points to the attachment icon on the 'Meal - Dinner (TB Rate)' line for October 12, 2020, with the text '! Forgot to attach your receipt !'. The right side of the screen shows the details for the 'Accom - hotel' line, including the date (10/14/2020), description (Conference hotel), and amount (362.45 CAD). At the bottom right, there are two attachment options: 'Add Expense Line Attachment' (1, highlighted with a yellow box) and 'Update Line SpeedCode/Account' (1).

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

Total (1 Item) 500.00 CAD

Advance Applied 300.00 CAD

Due to Employee 200.00 CAD

[Cancel](#) [Apply](#)

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 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)**:

The screenshot displays the 'Expense Summary' page. At the top, there is a navigation bar with a back arrow, 'Expense Entry', and the page title 'Expense Summary'. On the right side of the header, there are icons for home, search, flag, and a menu. Below the header, the user's name 'Lillianne Ross' is shown with a status icon. Action buttons for 'Update Details', 'Update Header', and 'Submit' are present, along with a 'Last Saved' timestamp of 11/02/2020 7:00PM.

The main content area is divided into three sections:

- Expense Report Summary:** A table showing the total amount and the amount due to the employee.
- Approval Status:** A box indicating the report ID and its current status.
- Additional Information:** A list of links for further actions, with 'View Summary (PDF)' highlighted in yellow.

Expense Report Summary	
Total (5 Items)	920.60 CAD
Due to Employee	920.60 CAD

Approval Status	
Report ID	E0246424
Status	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:



E0246424

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

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	██████████	00000		645000	██████████	920.60
Total							920.60

Approval Workflow

Your claim has not been submitted!

Please contact x85489 or reimburse@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 ██████████

Please update speedcode to ██████████

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.

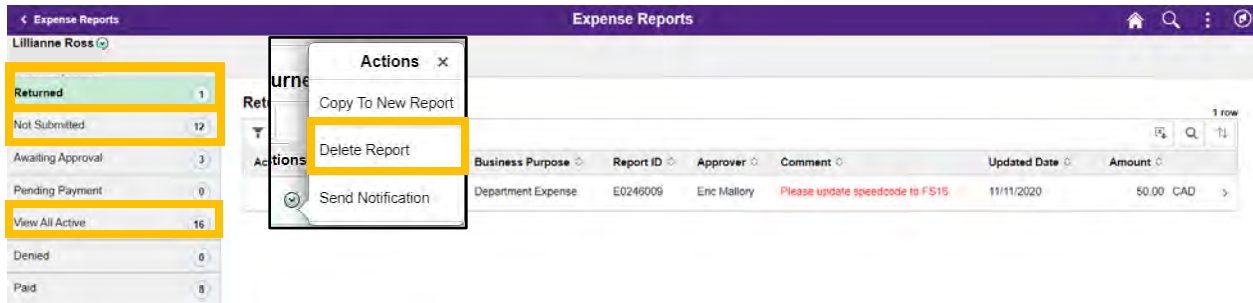
E0246424

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:

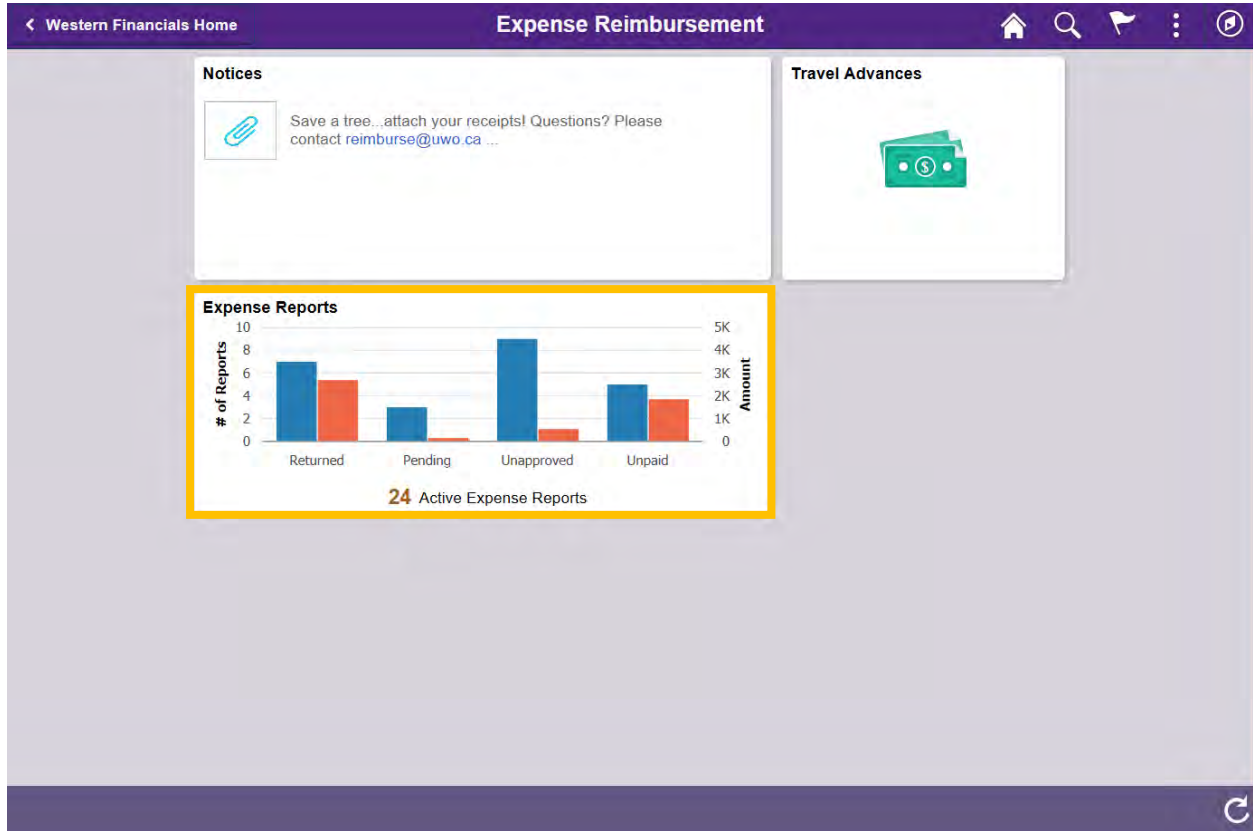
Q. Do you have a Supervisor added to your profile?

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 for user Lillianne Ross. A sidebar on the left lists status filters with counts, highlighted by a yellow box:

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

The main content area shows a table of reports under the 'Not Submitted' filter. The table has columns: Actions, Description, Business Purpose, Report ID, Updated Date, and Amount.

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