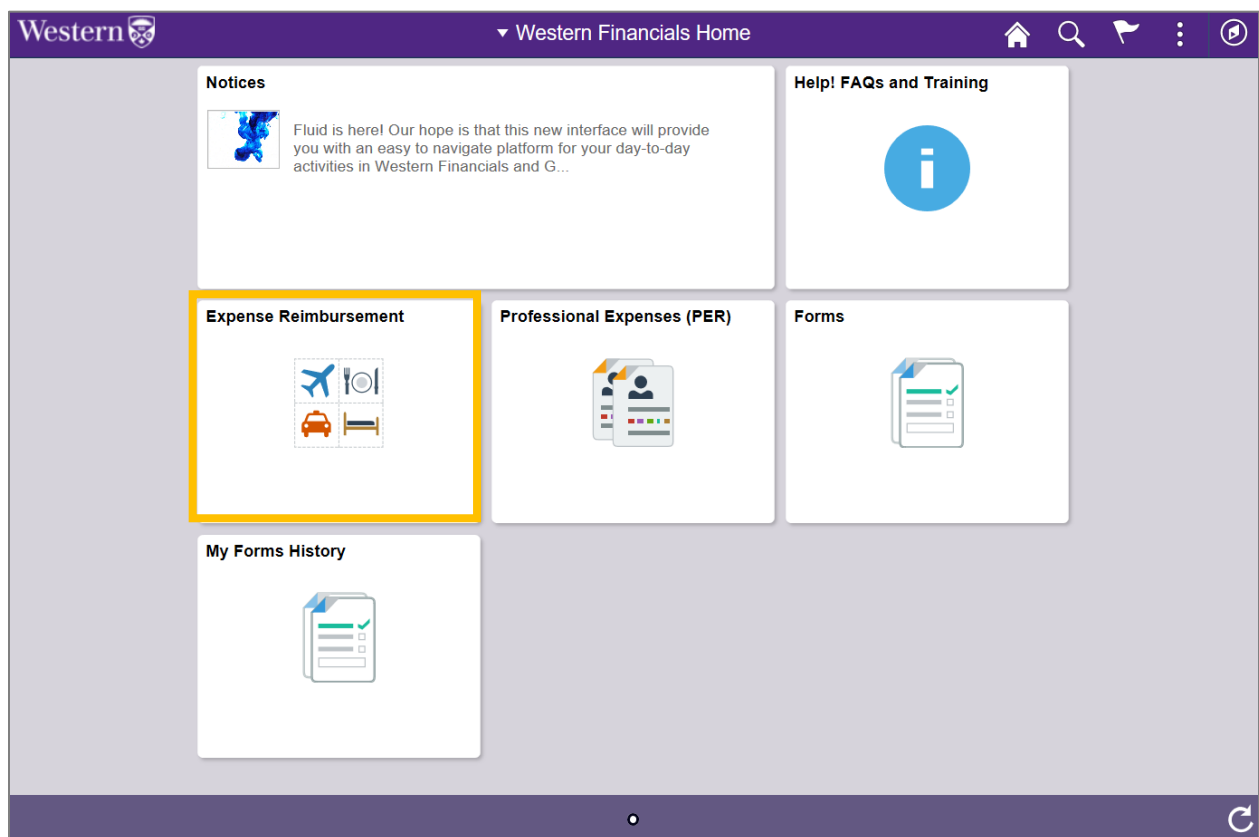


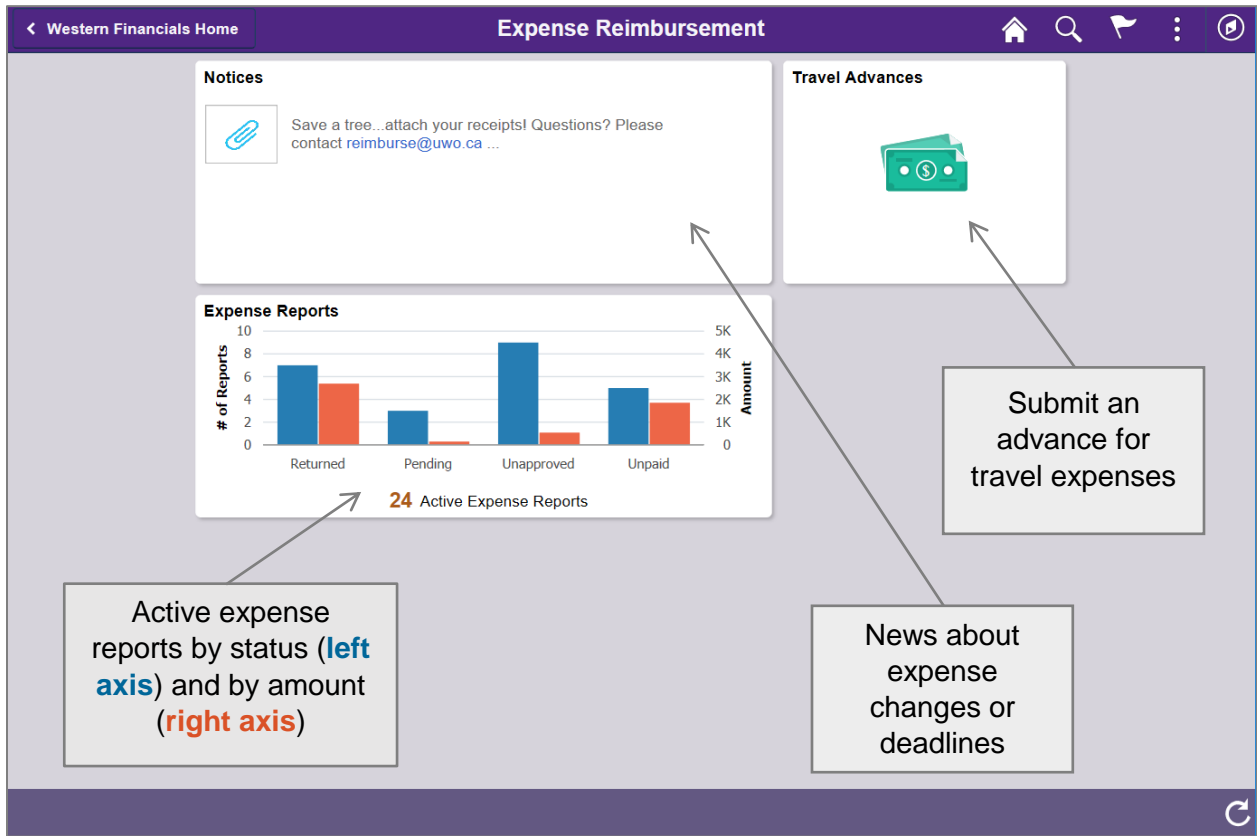
# Expense Reimbursement Module

The following FAQs relate 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:

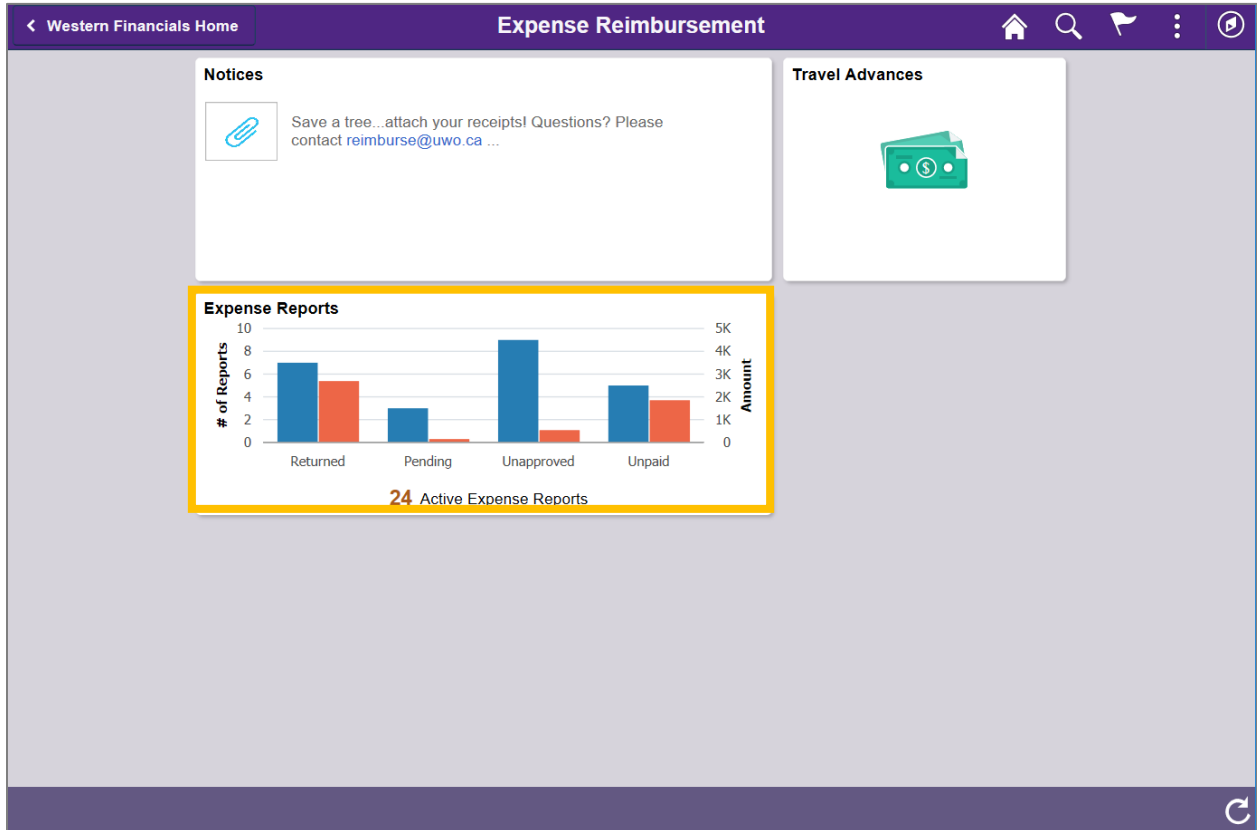


# What will I see on the Expense Reimbursement Dashboard?



# 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. A sidebar on the left lists 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. 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 a message: 'No expenses have been entered.' with 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 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

Report NEXT  
Lillianne Ross

**General Information**

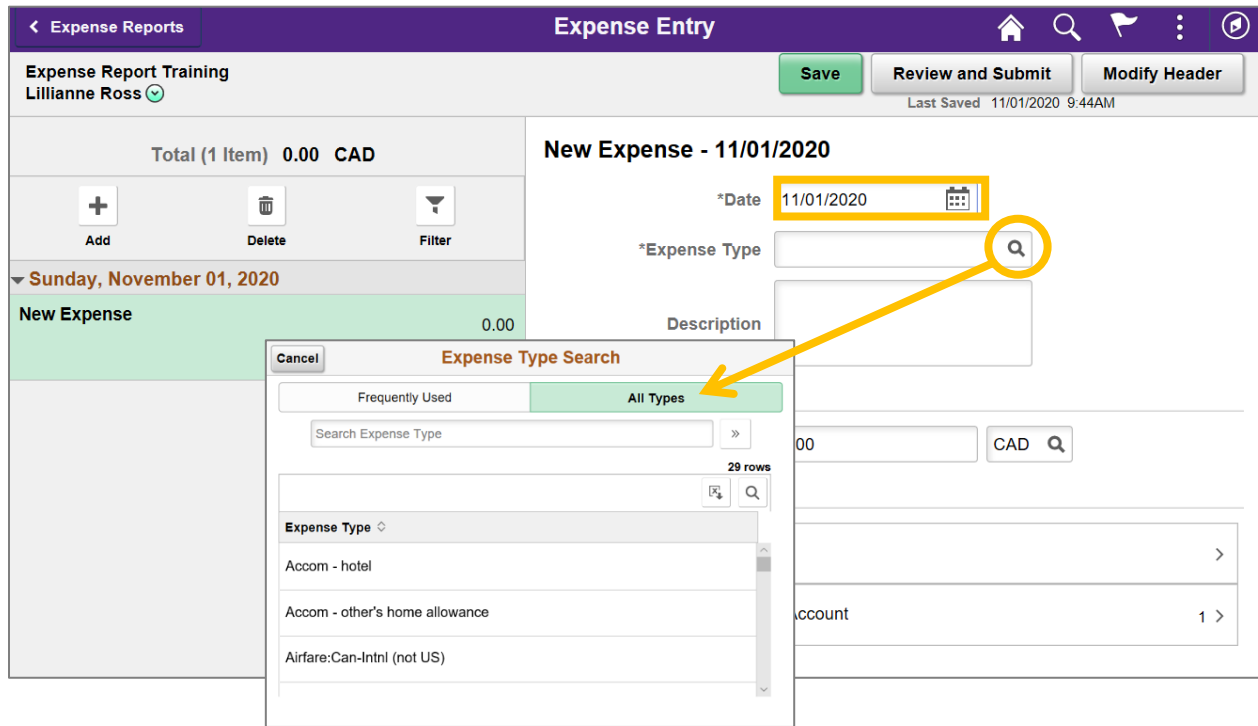
*Business Purpose	Training	<p>Add Header Attachment &gt;</p> <p>Default SpeedCode to Charge Expenses &gt;</p> <p>Creation Date 11/01/2020 Lillianne Ross</p> <p>Updated on 11/01/2020</p>
*Description	Expense Report Training	
*Default Location	CAN	
Reference		

**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 displays the 'Expense Entry' interface. At the top, there is a navigation bar with 'Expense Reports' and 'Expense Entry'. Below this, the user's name 'Lillianne Ross' and report title 'Expense Report Training' are visible. Action buttons for 'Save', 'Review and Submit', and 'Modify Header' are present, along with a 'Last Saved' timestamp of '11/01/2020 9:44AM'. The main area shows a summary of 'Total (1 Item) 0.00 CAD' and a 'New Expense - 11/01/2020' entry. The date field is highlighted with a yellow box and contains '11/01/2020'. The 'Expense Type' field is empty, and a magnifying glass icon is circled in yellow with an arrow pointing to the 'Expense Type Search' dialog box. This dialog box is open, showing 'All Types' selected and a list of expense types including 'Accom - hotel', 'Accom - other's home allowance', and 'Airfare:Can-Intl (not US)'. The dialog also includes a search bar and a '29 rows' indicator.

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

**Expense Entry**

Expense Report Training  
Lillianne Ross

Total (1 Item) 362.45 CAD

Buttons: 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

Total (5 Items) 920.60 CAD

Buttons: Add, Delete, Filter

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

## Review and Submit

Click **Save** and review your claim for errors. Once corrected, click on **Review and Submit**:

The screenshot shows the 'Expense Entry' form for 'Expense Report Training' by Lillianne Ross. The total amount is 886.38 CAD. The selected entry is 'Meal - Breakfast (TB Rate) - 10/14/2020' with an amount of 11.64 CAD. A red box highlights an 'Expense Entry Errors' message: 'Correct the following errors prior to submission: Enter the Merchant name below.' The form fields show the date as 10/14/2020, expense type as 'Meal - Breakfast (TB Rate)', and description as 'Breakfast at airport before return'. The merchant field is redacted. The 'Save' and 'Review and Submit' buttons are highlighted with yellow boxes and arrows.

Date	Description	Amount	Unit
10/14/2020	Meal - Breakfast (TB Rate)	11.64	CAD
	Breakfast at airport before return flight		
	Accom - hotel	362.45	CAD
	Conference hotel		
10/13/2020	Meal - Dinner (TB Rate)	22.64	CAD
	Dinner (not provided by conference)		
10/12/2020	Meal - Dinner (TB Rate)	0.00	CAD
	Dinner (not provided by conference)		
10/11/2020	Airfare:Canada-Canada/US	489.65	CAD
	Flight to conference		

Add any additional information or documentation required for Research purposes in **Notes and Research Documentation** and click **Submit**:

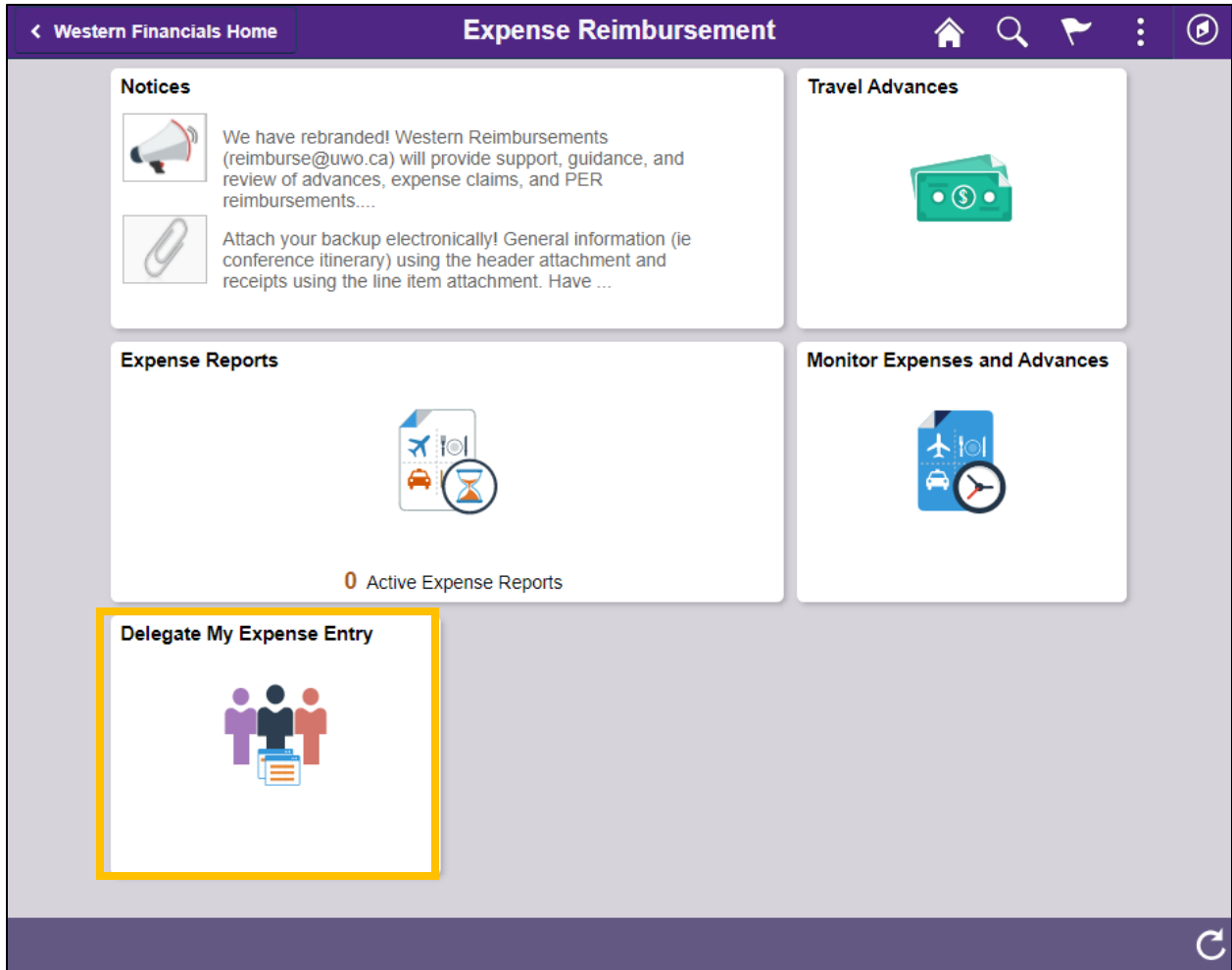
The screenshot shows the 'Expense Summary' form for the same report. The total amount is 920.60 CAD. The approval status is 'Pending' with Report ID E0246424. The 'Additional Information' section includes 'Notes and Research Documentation' and 'View Summary (PDF)'. Annotations with arrows point to these sections: 'Printable PDF summary report' points to 'View Summary (PDF)', and 'Add additional information and required research documentation' points to 'Notes and Research Documentation'. The 'Submit' button is highlighted with a yellow box.


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

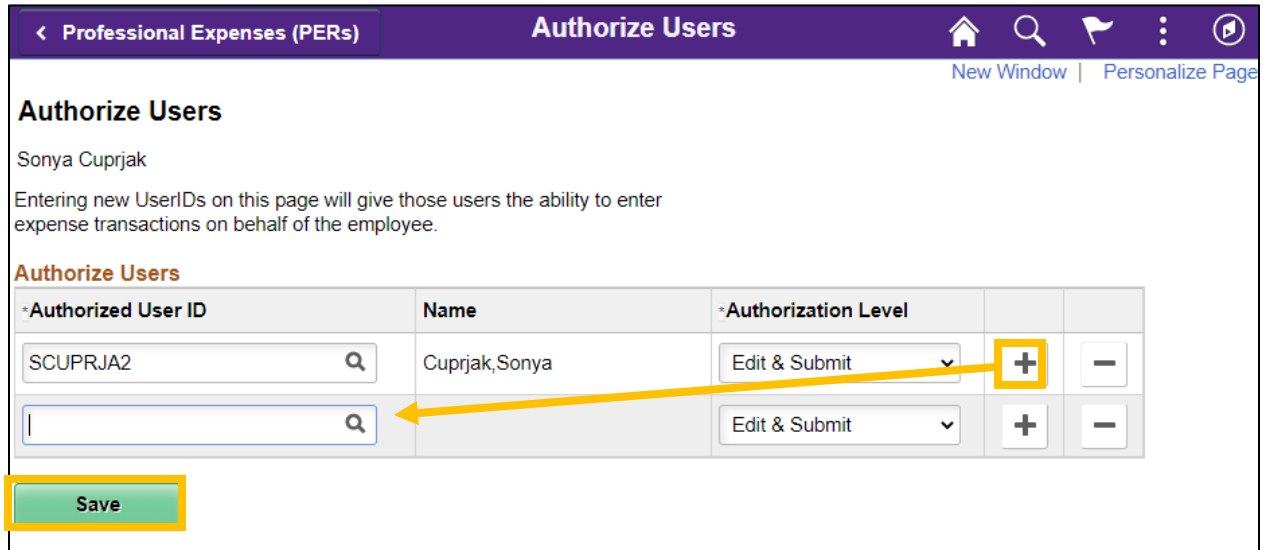


# How do I designate an Alternate Data Entry person to enter claims on my behalf?

Navigation: Western Financials Home Homepage → Expense Reimbursement Tile > Delegate My Expense Entry



Click on the  button to add a new row and enter the UserID (or search by clicking on the magnifying glass icon) of the employee you wish to give the ability to enter expense transactions on your behalf. Click **Save** to save.







**Authorize Users**

Sonya Cuprjak


Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

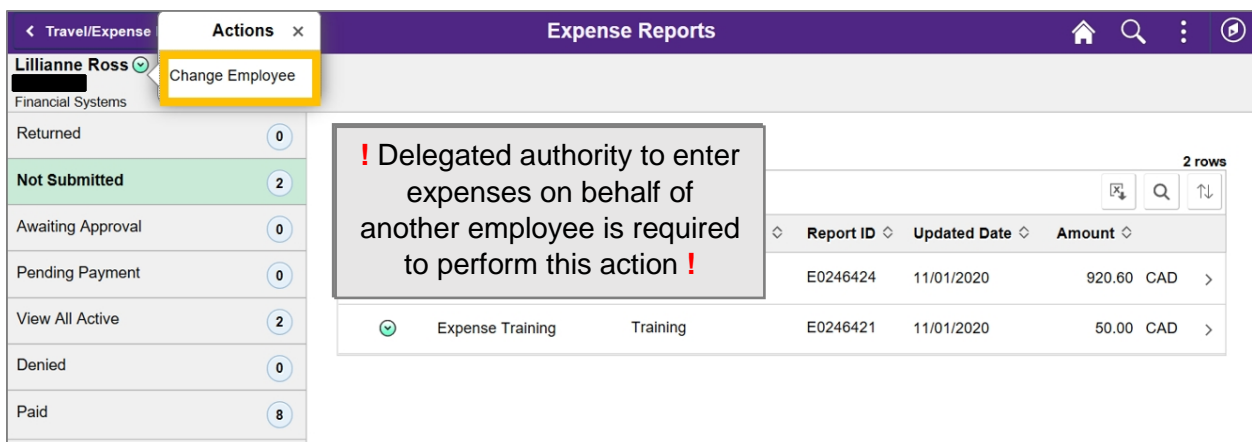
**Authorize Users**

Authorized User ID	Name	Authorization Level		
SCUPRJA2	Cuprjak, Sonya	Edit & Submit		
		Edit & Submit		


**Save**

## How do I submit an expense report on behalf of another employee?

On the **Expense Reimbursement** dashboard, click on the **Expense Reports** tile. Click on the green dropdown arrow  located next to your name and select the **Change Employee** action:



**Expense Reports**

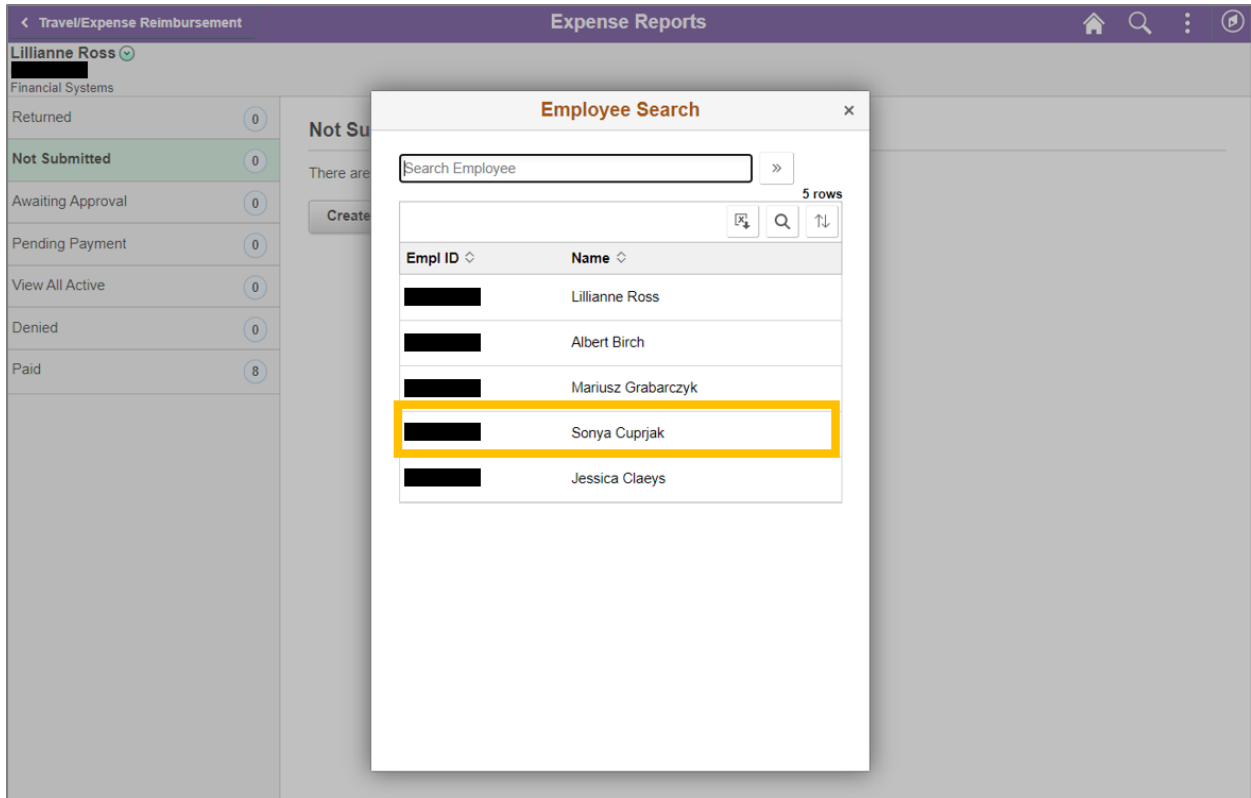
Lillian Ross 

Change Employee

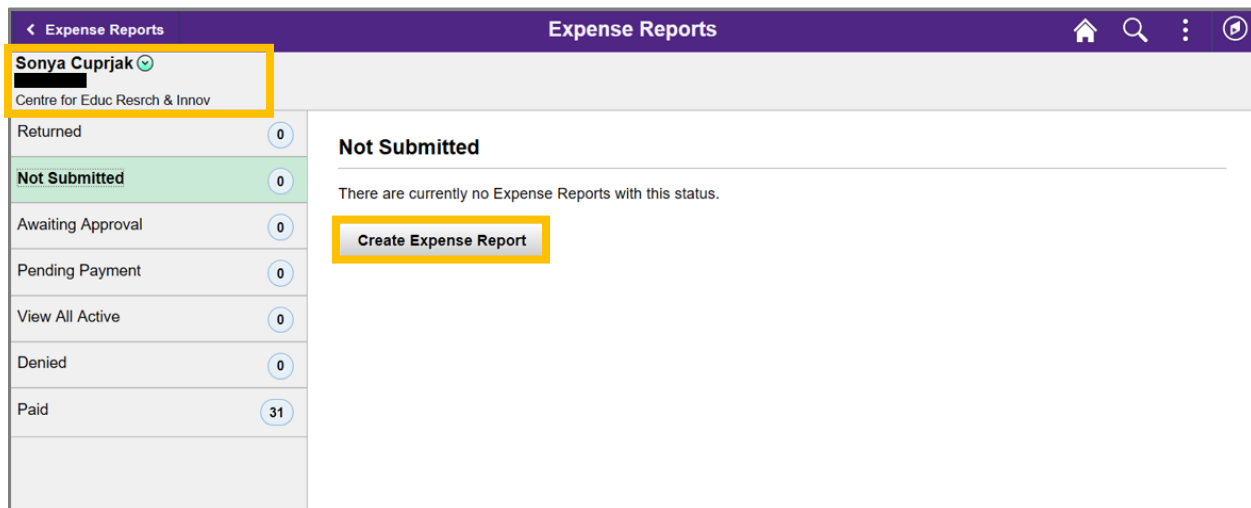
**! Delegated authority to enter expenses on behalf of another employee is required to perform this action !**

Report ID	Updated Date	Amount
E0246424	11/01/2020	920.60 CAD
E0246421	11/01/2020	50.00 CAD

Select the employee from the listing of users for which you have been delegated entry authority. You may either create a new claim or view a claim in process on behalf of that employee.

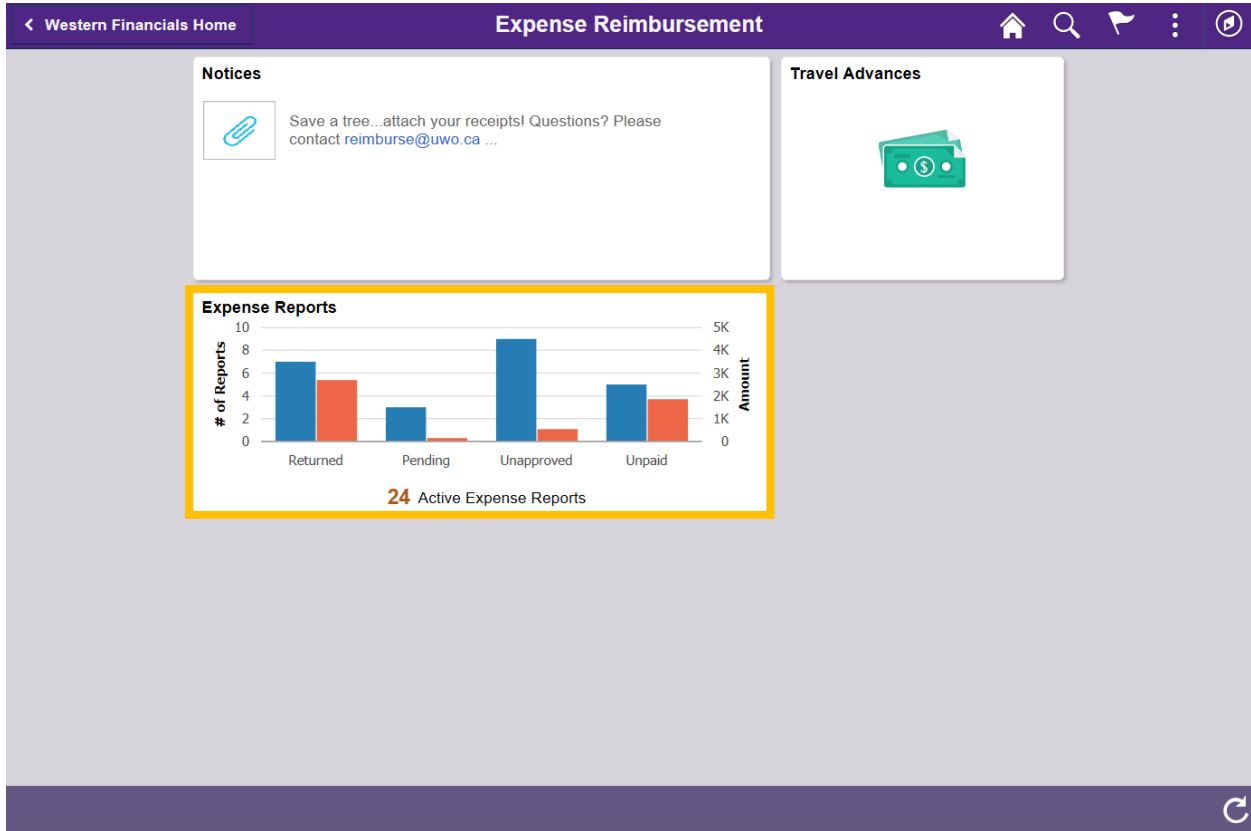


Click **Create Expense Report** to create an expense report on behalf of the other employee:



# 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 'Expense Reports' page shows the following status counts:

Status	Count
Returned	0
<b>Not Submitted</b>	<b>1</b>
Awaiting Approval	1
Pending Payment	0
View All Active	2
Denied	0
Paid	8

The 'Not Submitted' report details are as follows:

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

# 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 Report' header page. The report is titled 'Expense Report Training' and is in a 'Pending' status. The user is Lillianne Ross. 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' and 'Default SpeedCode to Charge Expenses'. The 'Add Header Attachment' option is highlighted with a yellow box. Below the attachment options, the creation and update dates are listed as 11/01/2020 and 11/02/2020, both by Lillianne Ross. An 'Update Details' button is located in the top right corner.

This screenshot shows the 'Expense Entry' page for a specific expense report. The report is titled 'Expense Report Training' and is in a 'Review and Submit' status. The user is Lillianne Ross. The page shows a list of expense items with a total of 920.60 CAD. The items are categorized by date: Wednesday, October 14, 2020; Tuesday, October 13, 2020; Monday, October 12, 2020; and Sunday, October 11, 2020. The items include 'Meal - Breakfast (TB Rate)', 'Accom - hotel', 'Meal - Dinner (TB Rate)', and 'Airfare: Canada-Canada/US'. The 'Accom - hotel' item is highlighted in green and has a yellow box around its attachment icon. A callout box points to the attachment icon on the 'Accom - hotel' line item 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)' item on Monday, October 12, 2020, with the text '! Forgot to attach your receipt !'. The right side of the page shows details for the selected 'Accom - hotel' item, including the date (10/14/2020), description (Accom - hotel), number of nights (3), amount (362.45 CAD), and merchant (Marriot). At the bottom, there are two attachment options: 'Add Expense Line Attachment' and 'Update Line SpeedCode/Account'. The 'Add Expense Line Attachment' option is highlighted with a yellow box. Buttons for 'Save', 'Review and Submit', and 'Update Header' are located at the top right. The last saved date and time are 11/02/2020 7:25PM.

## 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 includes sections for 'Expense Report Summary' (Total: 920.60 CAD, Due to Employee: 920.60 CAD) and 'Approval Status' (Report ID: E0246424, Pending). Under 'Additional Information', the 'Notes and Research Documentation' option is highlighted with a yellow box.

The screenshot shows the 'Notes' modal open on the 'Expense Summary' page. The modal has a table with one row of notes. The 'Add Notes' button is highlighted in yellow, and a callout box points to it with the text 'Add a new note'. Another callout box points to the 'Delete a note I created' button with the text 'Delete a note I created'. The table contains the following data:

Date/Time	Name	Role	Notes
11/02/2020 7:13 PM	Lillian Ross	Employee	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!

## 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 top screenshot shows the 'Notes' dialog box with the following data:

Date/Time	Name	Role	Notes
11/02/2020 7:13 PM	Lillianne Ross	Employee	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!

The bottom screenshot shows the 'Notes' dialog box with the following data:

Date/Time	Name	Role	Notes
<input checked="" type="checkbox"/> 11/04/2020 12:25 PM	Lillianne Ross	Employee	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!

## 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” and destroy all paper or electronic copies of attachments 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](mailto:reimburse@uwo.ca) or x85499.

## How do I apply a cash advance?

---

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

The screenshot displays the 'Expense Summary' page for a user named Jessica Claeys. The page is divided into several 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 (E0246431) and its current status (Pending).
- Additional Information:** A list of actions and information, with the 'Cash Advance' section highlighted in yellow. It shows an 'Outstanding Cash Advance' of 300.00 CAD.

Expense Report Summary	
Total (1 Item)	500.00 CAD
Due to Employee	500.00 CAD

Approval Status	
Report ID	E0246431
Status	Pending

Additional Information	
<b>Cash Advance</b>	
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
<hr/>	
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 Summary

Expense Entry | 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 purple navigation bar with a back arrow, 'Expense Entry', and 'Expense Summary'. On the right side of the bar are icons for home, search, flag, and a menu. Below the bar, the page title is 'Expense Report Training' by 'Lillianne Ross'. There are three buttons: 'Update Details', 'Update Header', and 'Submit'. A 'Last Saved' timestamp of '11/02/2020 7:00PM' is shown. The main content area is divided into three sections: 'Expense Report Summary', 'Approval Status', and 'Additional Information'. The 'Expense Report Summary' section contains a table with two rows: 'Total (5 Items)' and 'Due to Employee', both valued at '920.60 CAD'. The 'Approval Status' section shows 'Report ID E0246424' and 'Pending'. The 'Additional Information' section lists three items: an empty field, 'Notes and Research Documentation', and 'View Summary (PDF)'. The 'View Summary (PDF)' item is highlighted with a yellow border.


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:



**E0246424**

---

<b>Expense Report</b>		<b>Description</b>	Expense Report Training
<b>Name</b>	Lillianne Ross	<b>Business Purpose</b>	Training
<b>Employee ID</b>	██████████	<b>Reference</b>	
<b>Submission Date</b>	2020-11-05		
<b>Submitted By</b>	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
<b>Total Reimbursable Expenses</b>							<b>920.60</b>
<b>Total Expenses</b>							<b>920.60</b>
<b>Cash Advances Applied</b>							<b>0.00</b>
<b>Total Due to Employee</b>							<b>920.60</b>

**Expenses will be Charged to the Following:**

Business Unit	Fund	Department	Program	Project	Account	SpeedCode	Amount (CAD)
UWO	1	██████████	00000		645000	██████████	920.60
<b>Total</b>							<b>920.60</b>

**Approval Workflow**

Your claim has not been submitted!

Please contact x85499 or [reimburse@uwo.ca](mailto: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.

Page 1 of 2

E0246424



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	<a href="#">Authorization to attend conference.pdf</a>
Line 1	<a href="#">Marriot Receipt and Proof of Payment.pdf</a>
Line 2	<a href="#">Airline receipt (received electronically by email).pdf</a>
Line 4	<a href="#">Dinner receipt (photo taken with my phone).PNG</a>
Line 5	<a href="#">Breakfast receipt.PNG</a>



! 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.

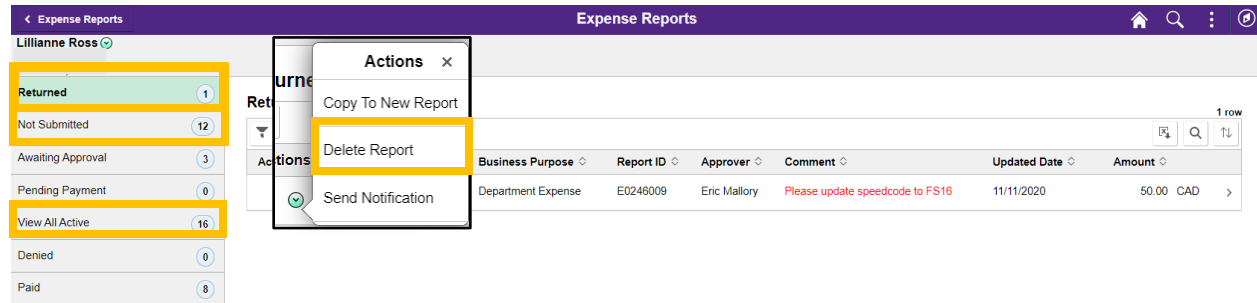
E0246424

## 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.

**Q. Are you a Department Approver submitting a claim?**

**A. Yes, and I have a Supervisor added to my profile:**

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

**A. Yes, but I do not have a Supervisor added to my profile:**

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

**Q. Are you an Expense Department Head submitting a claim?**

**A. Yes:**

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

**Q. Are you a Grant Holder submitting a claim against your project?**

**A. Yes, and I'm also a Department Approver or Expense Department Head:**

1. Reviewer (optional based on Department)
2. Supervisor

**A. Yes, but I do not have a Supervisor added to my profile:**

1. Reviewer (optional based on Department)
2. Department Approver (required)

**A. Yes, and I have a Supervisor added to my profile:**

1. Reviewer (optional based on Department)
2. Department Approver (required)
3. Supervisor

**Q. I don't seem to fit into any of these circumstances. Where can I get more information?**

**A. Please contact [finsys@uwo.ca](mailto:finsys@uwo.ca) for questions about expense approval workflow.**