



1. Go to <https://finance.uwo.ca/psp/fsprdweb/?cmd=login&languageCd=ENG>
2. Login using the credentials you use to access Western email.
3. Click on **Employee Self-Service** (top option in list on left) > Travel and Expense Claim Centre > Expense Report > Create **Don't click on "Travel and Expenses" further down the list on the left – use above path.
4. Ensure you are on the "Add a New Value" tab at the top (should default to this). Your name and ID will show. Click "Add."

You are now in the claim form where you enter your details. Note that any field marked with an asterisk '*' is mandatory. Expenses claimed must adhere to university policies:

http://uwo.ca/finance/accounting/travel_expense_reimbursement.html

You can save your information and go back into the form at a later time if necessary: **Employee Self-Service** (top option in list on left) > Travel and Expense Claim Centre > Expense Report > Modify. This is how to retrieve your claim if you are asked to make changes after submission.

5. Enter a description to identify the purpose of the claim. For example, Conference, Research Symposium. Add the name of the conference.
6. Select "Business Purpose" from the drop-down box. Options include Conference, Department Expense, Donor Cultivation, Meeting, Meeting – Professional Group, Recruitment – Faculty/Staff, Recruitment – Students, Research, Subject Fees, Team Recruitment, Team competitions, Training. Many of these are not applicable; you will likely use Conference or Research. If unsure what to use, please ask.
7. Default location is either Canada or outside of Canada.
8. Use the Comment section to note details not input elsewhere. For example, name of conference and dates, specific location or any special notes with regards to the receipts you are submitting.
9. Nothing is required for "Reference" so can be left blank, unless you have been directed otherwise or wish to indicate something to differentiate this specific report.
10. Travel End Date – date on receipt, or last date (most recent) in a series of receipts.
11. Click on the blue link "Accounting Defaults." Entering this information at the beginning before entering any expenses means it will default for every expense item entered. You can also enter this in relation to each expense item entered, and may have to do so if different things are being claimed to different Speedcodes.

There are 7 categories: % *GL Unit Speed Code Fund Dept Program Project

The % defaults to 100 and should be left alone unless you are splitting all expense(s) between two or more accounts.

GL Unit defaults to UWO.

Enter the **Speedcode** for the correct research grant (combination of 4 letters and/or numbers). This is the account from which you will be reimbursed.

Fund will default and so will **Program**.

Dept will also default.

Project can be left blank.

12. Click OK to return to the main form.

13. Enter your expenses. Each expense must be listed individually unless there are items that appear on the same receipt and they are the same type of expense (e.g. supplies).

Please note that you have the option of claiming exact receipt amounts (to a maximum) or “per diem” amounts for individual meals or full days of travel, or a combination thereof. Please see Appendix A below for a detailed explanation.

Please note that you will not be reimbursed for alcohol for internally funded grants. For external grants, please check the terms of your research grant. If your expenses are in a currency other than Canadian, choose the correct currency and the exchange will automatically be calculated.

Expense Type options:

- Accommodation – hotel
- Accommodation – other’s home allowance
- Airfare – Can-Intl (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)
- Meal – All Day Receipts (TB Rate)
- Meal – Hospitality Receipt
- Misc – Equipment
- Misc – Memberships
- Misc – moving
- Misc – Reception/entertainment

Misc – Registration Fee
Misc – Subject Fees
Misc – Supplies
Transport – Other
Transport – Rail
Transport – Auto – rental
Transport – Auto – km allowance
Transport – Auto – km other

For each expense, enter the date, vendor, amount and currency as they appear on the receipt. Then click on the “detail” link. Another window will open. Complete the mandatory fields. The “Description” box can be used to clarify as needed/applicable. You can click on the “Check Expense Report for Errors” at this point, or click to “Return to Expense Report” (the main form).

If you need additional rows to enter expenses, click on the ‘+’ at the end of the last expense row entered.

14. Once you have entered all expenses, click on the “Check for errors” bar.
15. Make any corrections as applicable. Once you are ready to submit, you first need to print a paper copy of the form. Click on “Save for Later” to ensure all changes are saved, then click on “Detail Report.” Please print this page, and sign and date it at the bottom.
16. Close this window to go back to your expense claim; click the **“finish and submit”** button.

Submitting your on-line claim form begins the approval process. Please take:

- your **original, itemized receipts**,
- boarding passes (when applicable),
- proof of attendance (a **copy of the page of the conference program** showing your presentation or copy of participation certificate, as applicable), and
- a **signed paper copy of your expense claim form...**

...to Dianne Nemcek (room 1013, near the Dean’s Office Conference Room 1010) or Teacher Education (1131). Your expense claim will not be reviewed for approved until all required documentation is received.

Funds are reimbursed in Canadian dollars via electronic funds transfer to the bank account indicated in “My Human Resources” (http://www.uwo.ca/hr/my_hr/index.html).

Have questions or need help?

Tina Beynen, Administrative Assistant – 519-661-2111 ext. 88068 or tbeynen@uwo.ca

TBA, Research Officer – 519-661-2111 ext. 88561 or jpatton8@uwo.ca

As at July 20, 2017

Appendix A: Claiming food expenses

Claiming with receipts (TB rates)

Traditionally, we have used itemized receipts, which are governed by government-set Treasury Board (“TB”) rates. You may still do this, and it may make sense to do so if your meal expenses are higher than the per diem rates and you are able to claim the higher amounts without exceeding the amount of your travel grant (or other funding source; e.g. faculty grant supporting student travel). In this instance, nothing changes. You are required to submit original, itemized receipts (not just debit or credit card payment slips) and these must be entered **individually** in the online form. Please use the “TB rate” meal options in the online form.

TB rates can be found here: <http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en> To see the maximum rates for locations outside of North America, you can click on “Appendix D – Module 4” and search by location.

****Attestation forms* will no longer be accepted for missing meal receipts; in this instance, claim the per diem allowance instead.

Claiming per diems (allowances)

Per diems are back! The maximums for per diems are a little less than those for TB rates, but this is by far, the easier option. No receipts are required and in most cases it will mean far less data entry. You can claim per diems for individual meals for part days of travel and/or days in which meals are provided in some way (e.g. breakfast included with accommodations, a meal is provided or paid for as part of your registration). For days in which you pay for all of your meals, you can claim the daily maximum. Please use the “allowance” meal options in the online form. The correct amount will populate automatically depending on your choice.

To see the maximum per diem rates, go to this web site: http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html and click on the “meal and accommodation guidelines” option.

***If in claiming a meal or daily per diem amount you exceed the amount of your travel grant, please deduct the difference from one of your **non-food receipts**, and in the comments, indicate you are not claiming the full amount so as to not exceed your travel grant amount.

*** Please note your travel times. You cannot claim per diem for the whole day if you are traveling for only part of that day. You can claim the per diem rate for individual meals on those days though.

Per Diem Allowance and TB (receipt) Meal Maximums

These rates are as at June 16, 2017. Please always check the web sites below for the most current rates.

Per Diems: rates updated April 1 & October 1 at
http://www.uwo.ca/finance/accounting/travel_expense_reimbursement.html

	Canada	USA	Outside of North America
Breakfast	\$15 CAD	\$15 USD	\$17 CAD
Lunch	\$20 CAD	\$20 USD	\$28 CAD
Dinner	\$30 CAD	\$30 USD	\$40 CAD
Daily Maximum	\$65 CAD	\$65 USD	\$85 CAD

TB (Treasury Board) Rates (supported by receipts): As at April 1, 2017 at <http://www.njc-cnm.gc.ca/directive/d10/v10/s98/en>

Canada/USA

1.2 Meal allowances	Canada/USA	Yukon, Alaska	NWT	Nunuvut
breakfast - 100%	17.15 *	15.95	23.85	25.95
<i>breakfast - 75% (31st day onward)</i>	12.85 *	11.95	17.90	19.45
lunch - 100%	18.05 *	19.80	26.60	33.65
<i>lunch - 75% (31st day onward)</i>	13.55 *	14.85	19.95	25.25
dinner - 100%	45.95 *	55.50	57.10	78.70
<i>dinner - 75% (31st day onward)</i>	34.45 *	41.65	42.85	59.05
Meal allowance total – 100%	81.15*	91.25	107.55	138.30
<i>Meal allowance total – 75% (31st day onward)</i>	60.85*	68.45	80.70	103.75

For international meal rates, click on “Appendix D – Module 4,” scroll down, and search by location.