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?

- Active expense reports by status (left axis) and by amount (right axis)
- News about expense changes or deadlines
- Submit an advance for travel expenses
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:
Complete the General Information ("Header") section:

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.

! Business Purpose, Description, and Default Location are required before adding attachments, speedcodes, or expense receipts!
Enter Expense Details:

You must enter a speedcode before submitting your expense report as this information is required to route your claim for approval!
Enter the receipt **Date** and select the **Expense Type** using the magnifying glass icon:
The expense detail fields will be populated based on the Expense Type selected:

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

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

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

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

Printable PDF summary report

Add additional information and required research documentation
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.

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**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:

! Delegated authority to enter expenses on behalf of another employee is required to perform this action!
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.
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:
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.
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 or x85499.

How do I apply a cash advance?

Before submitting your expense report, click on Cash Advance from the Expense Report Summary page:
Enter the amount to apply to your expense report and click **Apply**:

![Apply Cash Advance](image1)

<table>
<thead>
<tr>
<th>Description</th>
<th>Advance ID</th>
<th>Advance Amount</th>
<th>Balance</th>
<th>Total Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td>A0015071</td>
<td>1000.00</td>
<td>0.00</td>
<td>300.00</td>
</tr>
</tbody>
</table>

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

![Expense Summary](image2)

- **Total (1 Item)**: 500.00 CAD
- **Advance Applied**: 300.00 CAD
- **Due to Employee**: 200.00 CAD
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 following PDF report will be generated that will list all expense lines, accounting information (speedcode), approvers, notes, and attachments:
Expense Report

Name: Lillian Ross
Employee ID: [Redacted]
Submission Date: 2020-11-05
Submitted By: Lillian Ross

Description: Expense Report Training
Business Purpose: Training
Reference:

Attachments

<table>
<thead>
<tr>
<th>Header</th>
<th>Line 1</th>
<th>Line 2</th>
<th>Line 3</th>
<th>Line 4</th>
<th>Line 5</th>
</tr>
</thead>
</table>

! 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 8100.
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:

![Actions menu with Delete PER Claim option highlighted]

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 for questions about expense approval workflow.