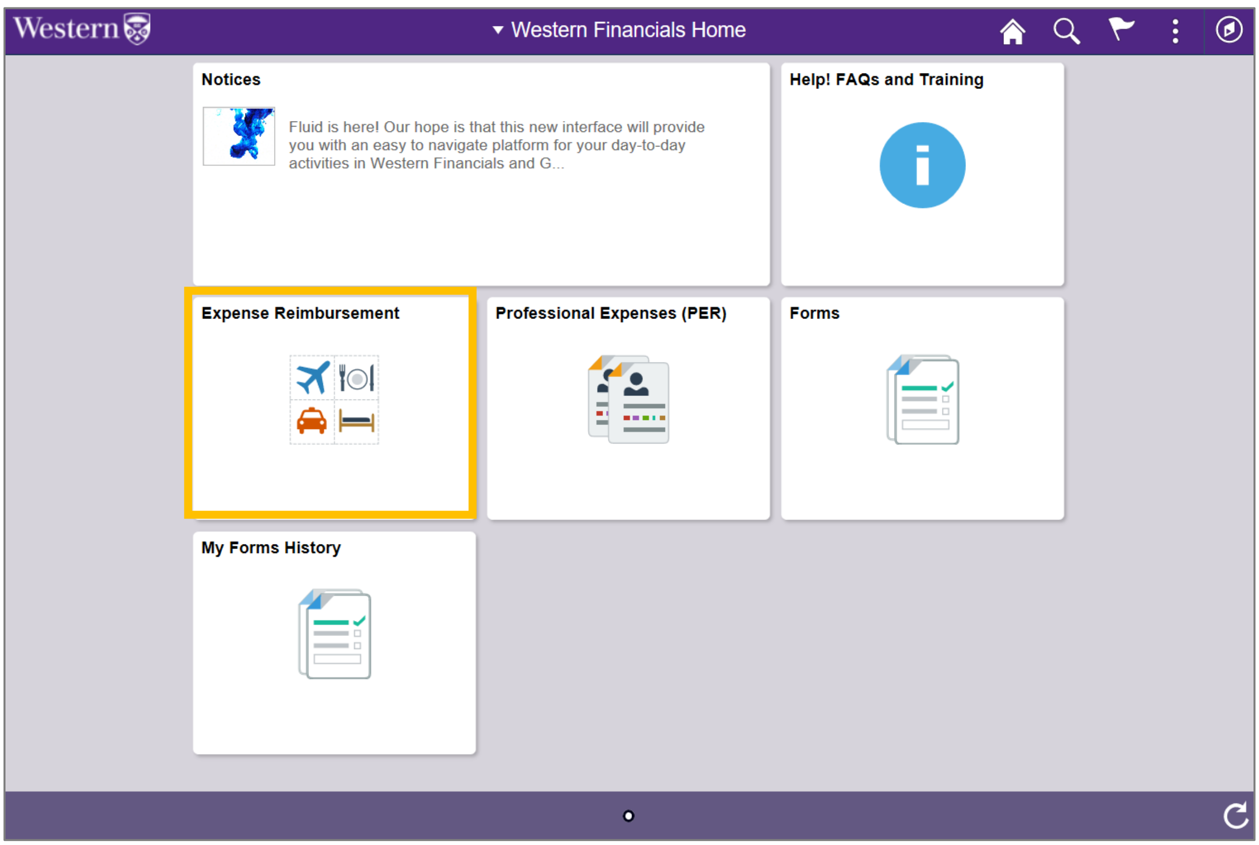
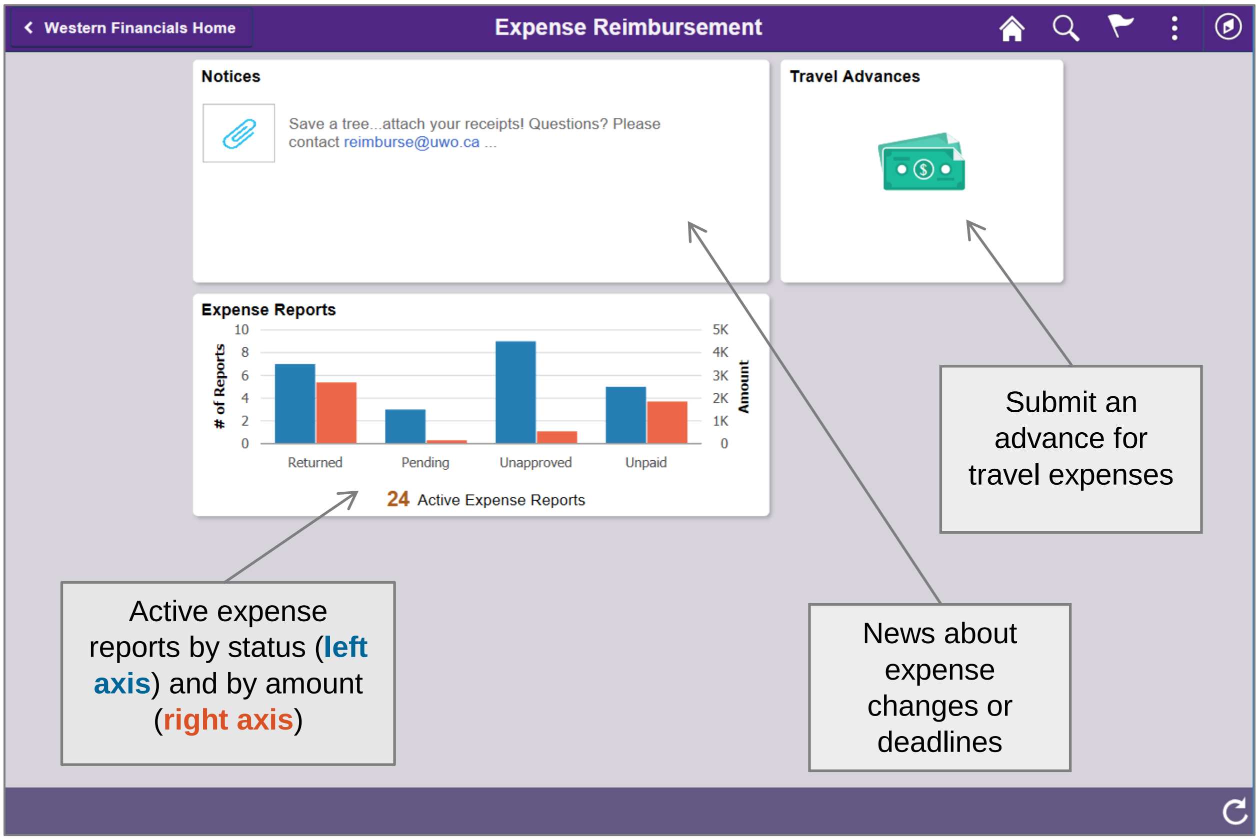
Expense Reimbursement Module

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:

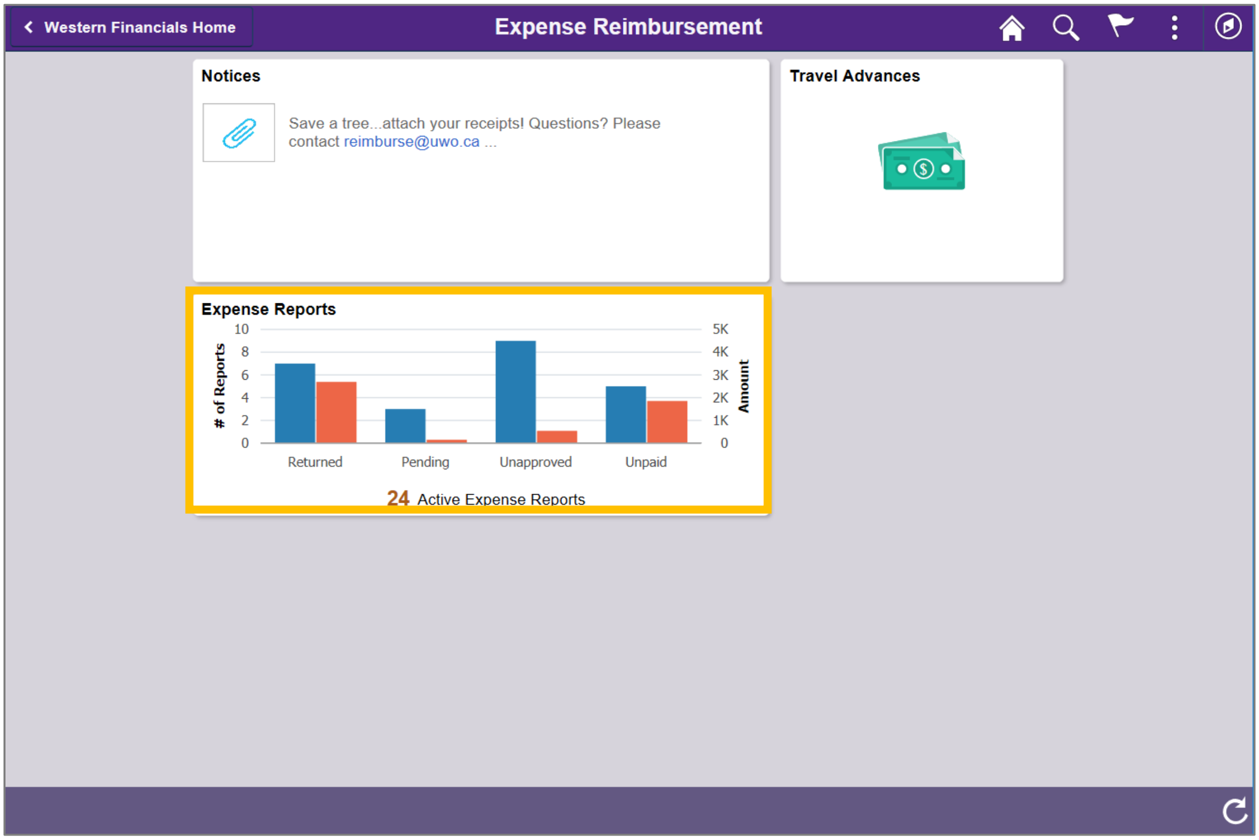


What will I see on the Expense Reimbursement Dashboard?

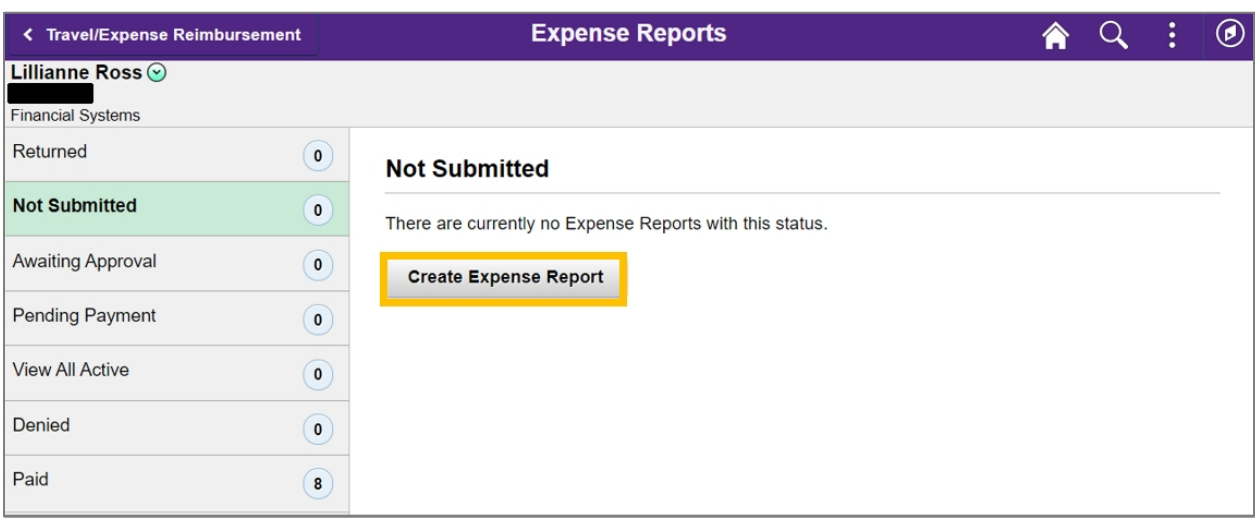


How do I submit an expense report?

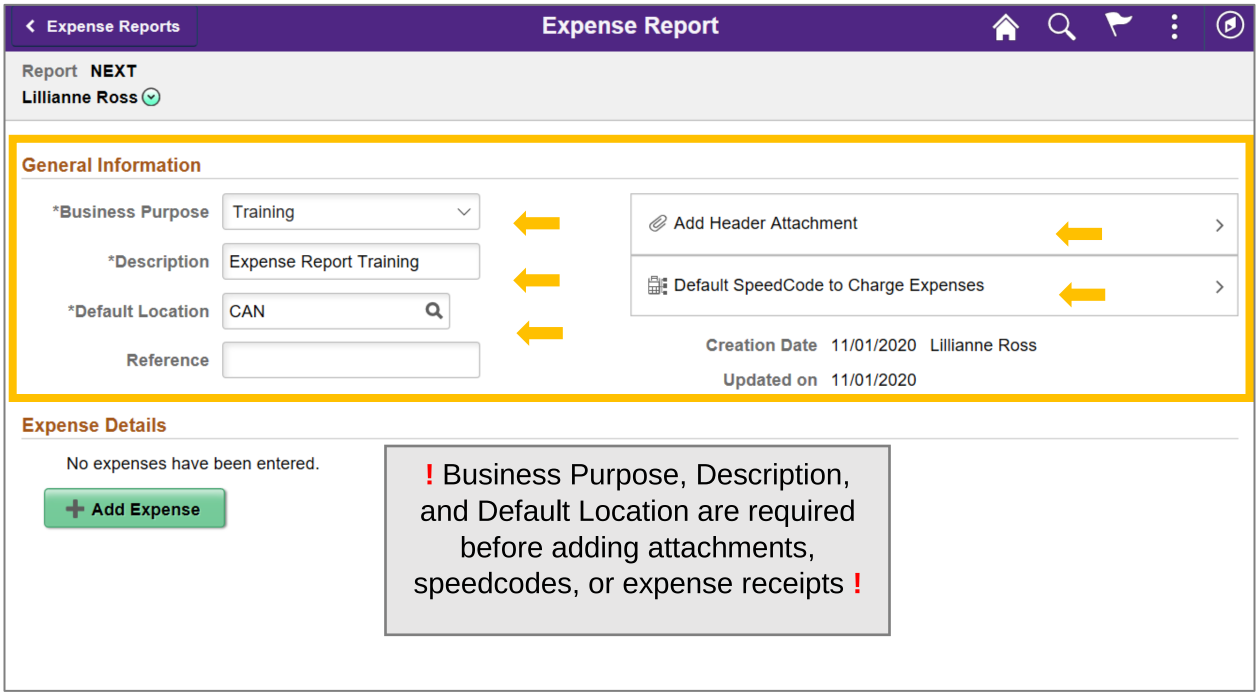
Click on the **Expense Reports** tile in the Expense Reimbursement dashboard:



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



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



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

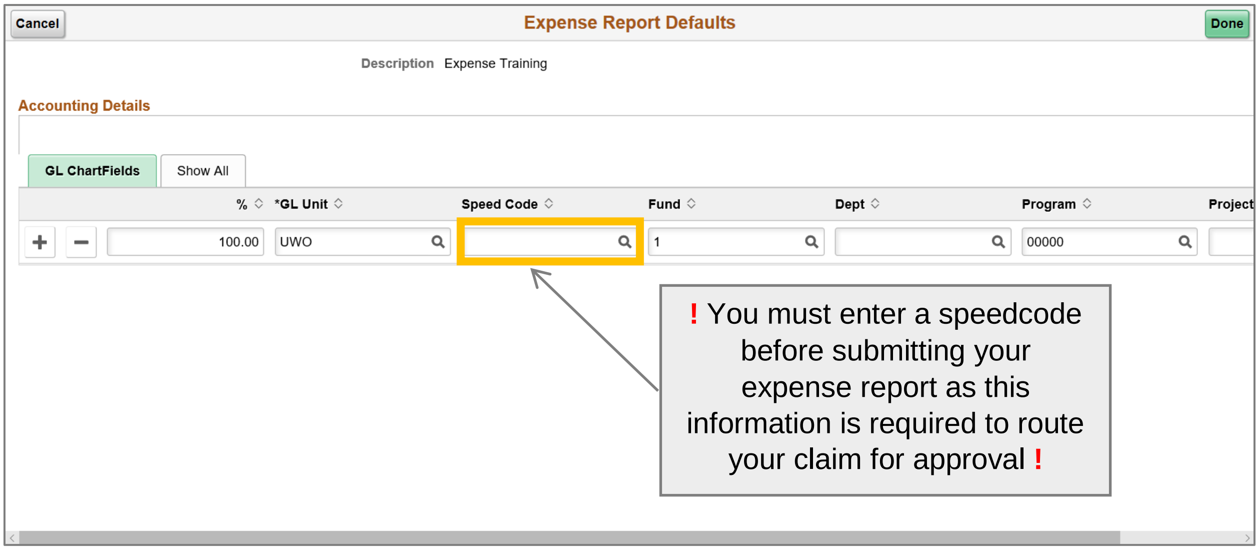
Enter an applicable **Description**.

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).

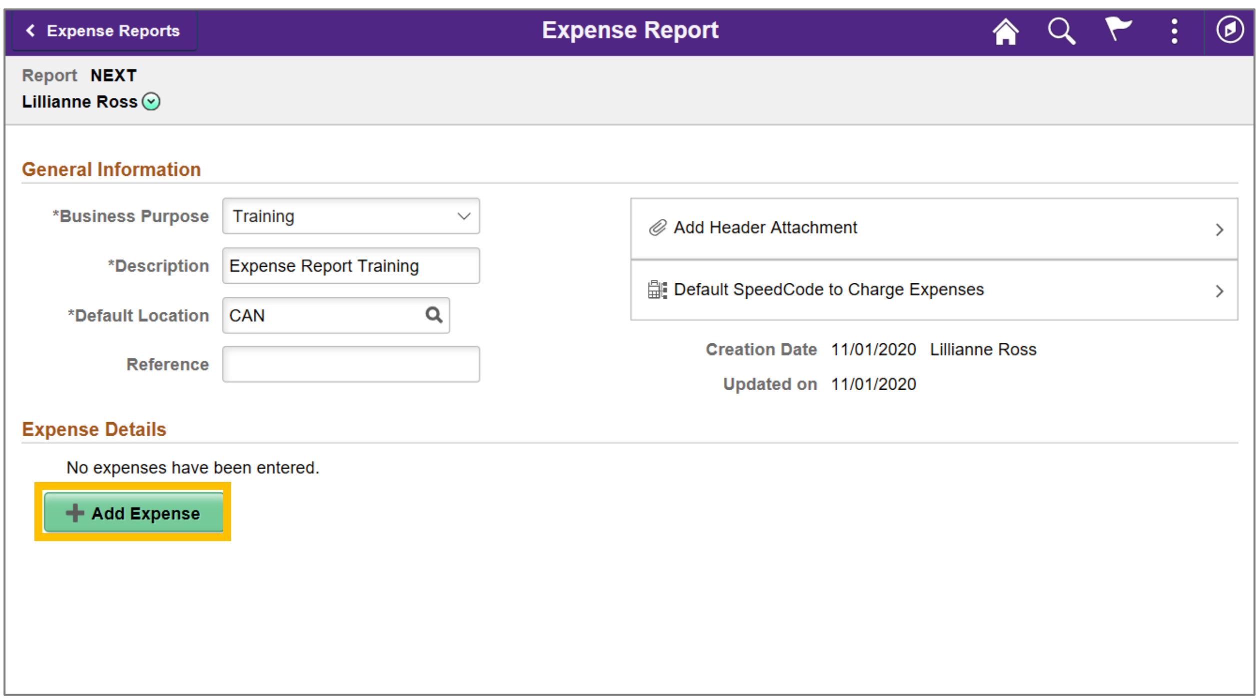
If desired, add a **Reference** for internal purposes – this field is not mandatory.

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.

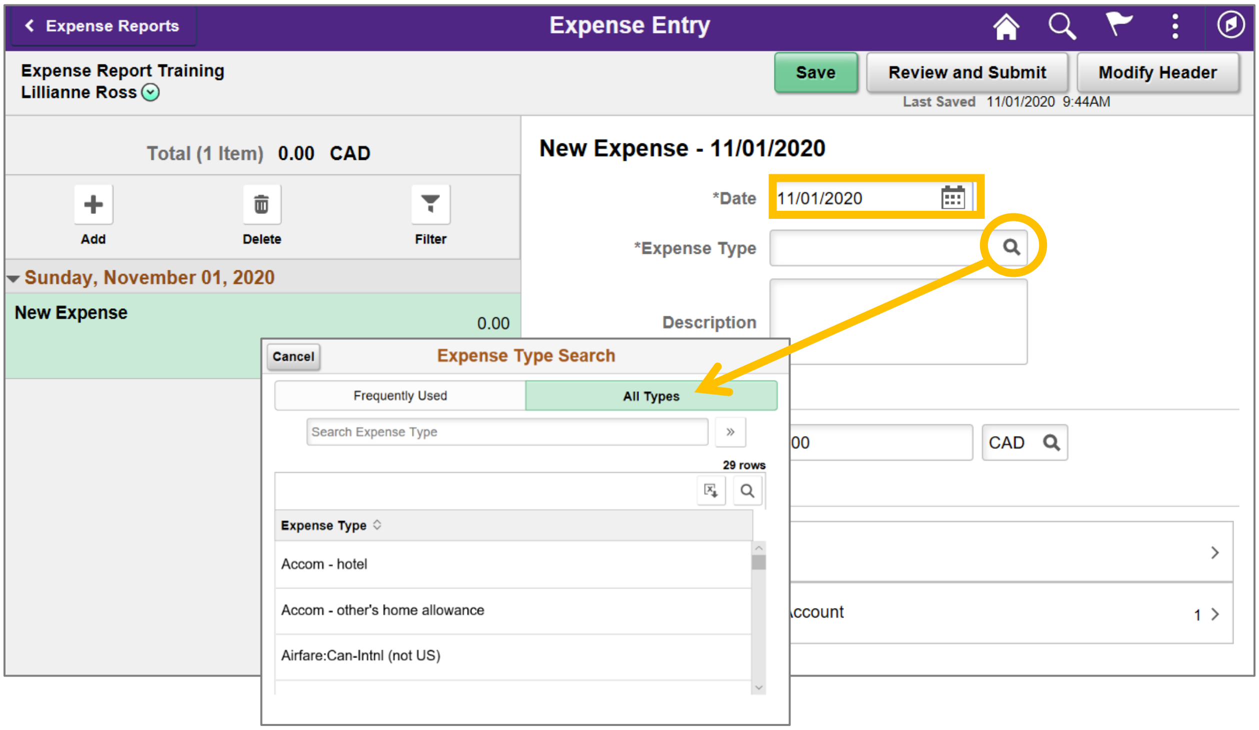
Enter the **Default SpeedCode to Charge Expenses** – this should be the speedcode where most of your purchases will be charged (you can update the speedcode on a particular line if needed in the Expense Details section). Entering the speedcode will automatically populate the Fund, Department, and Program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



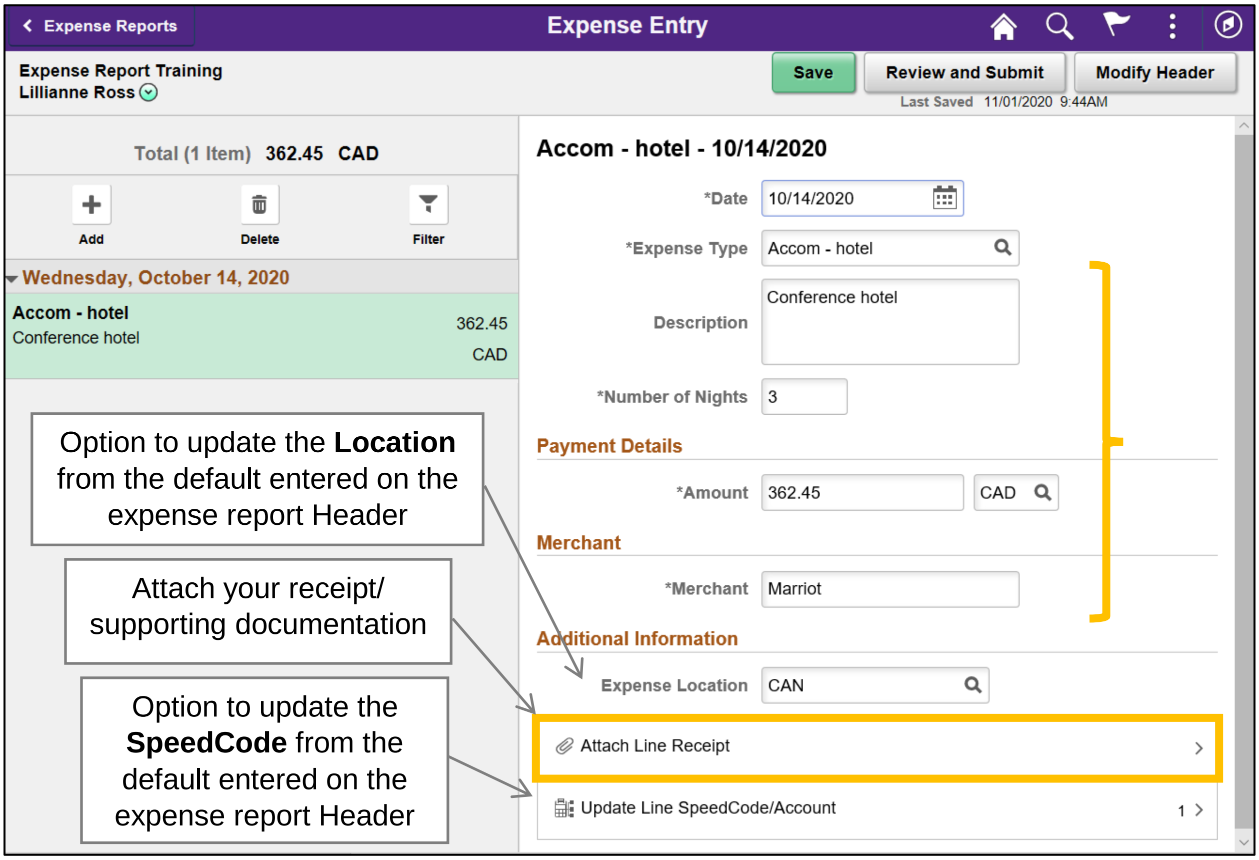
Enter ***Expense Details*:**

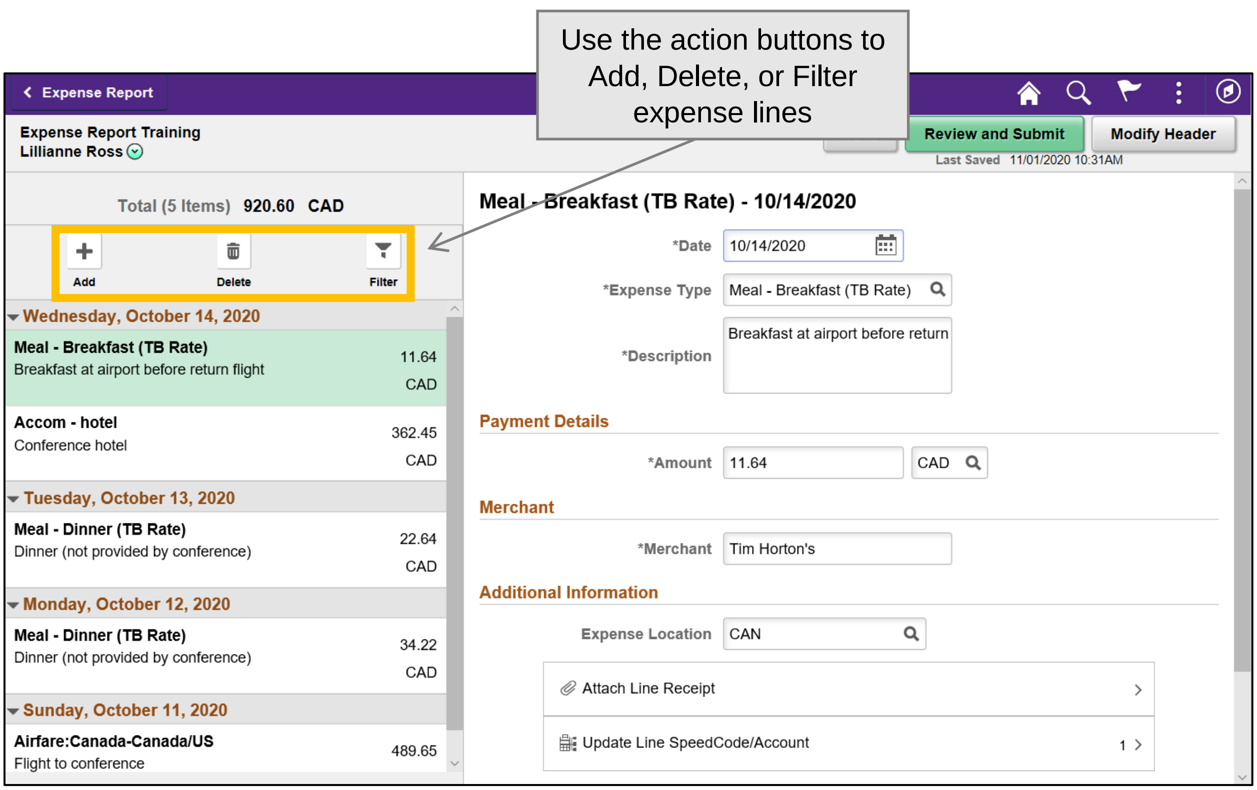


Enter the receipt **Date** and select the **Expense Type** using the magnifying glass icon:



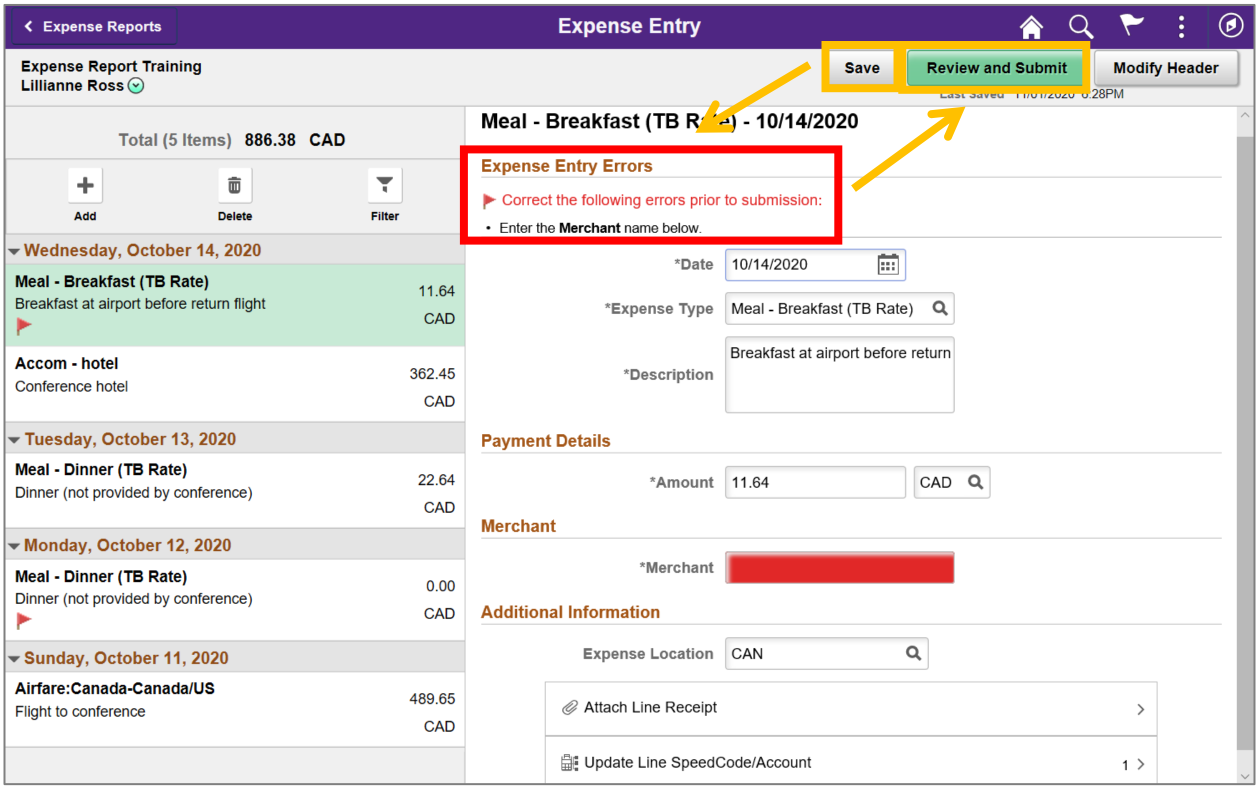
The expense detail fields will populated based on the Expense Type selected:



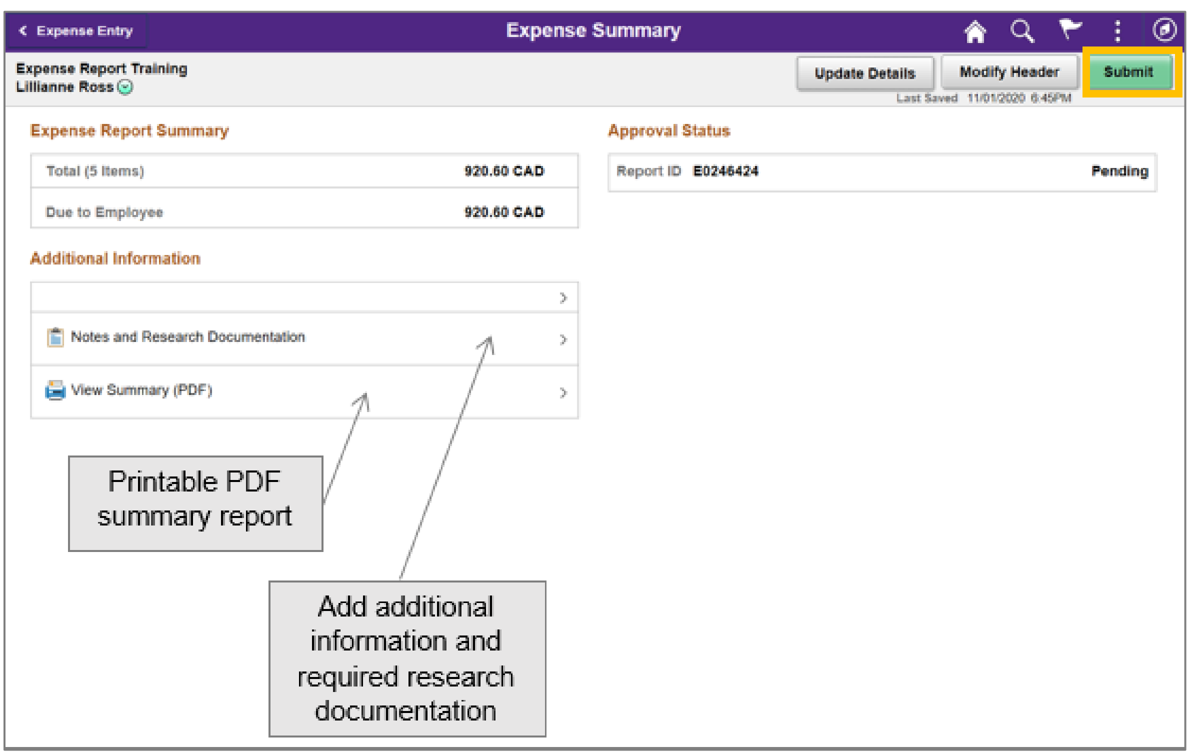


Review and Submit

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

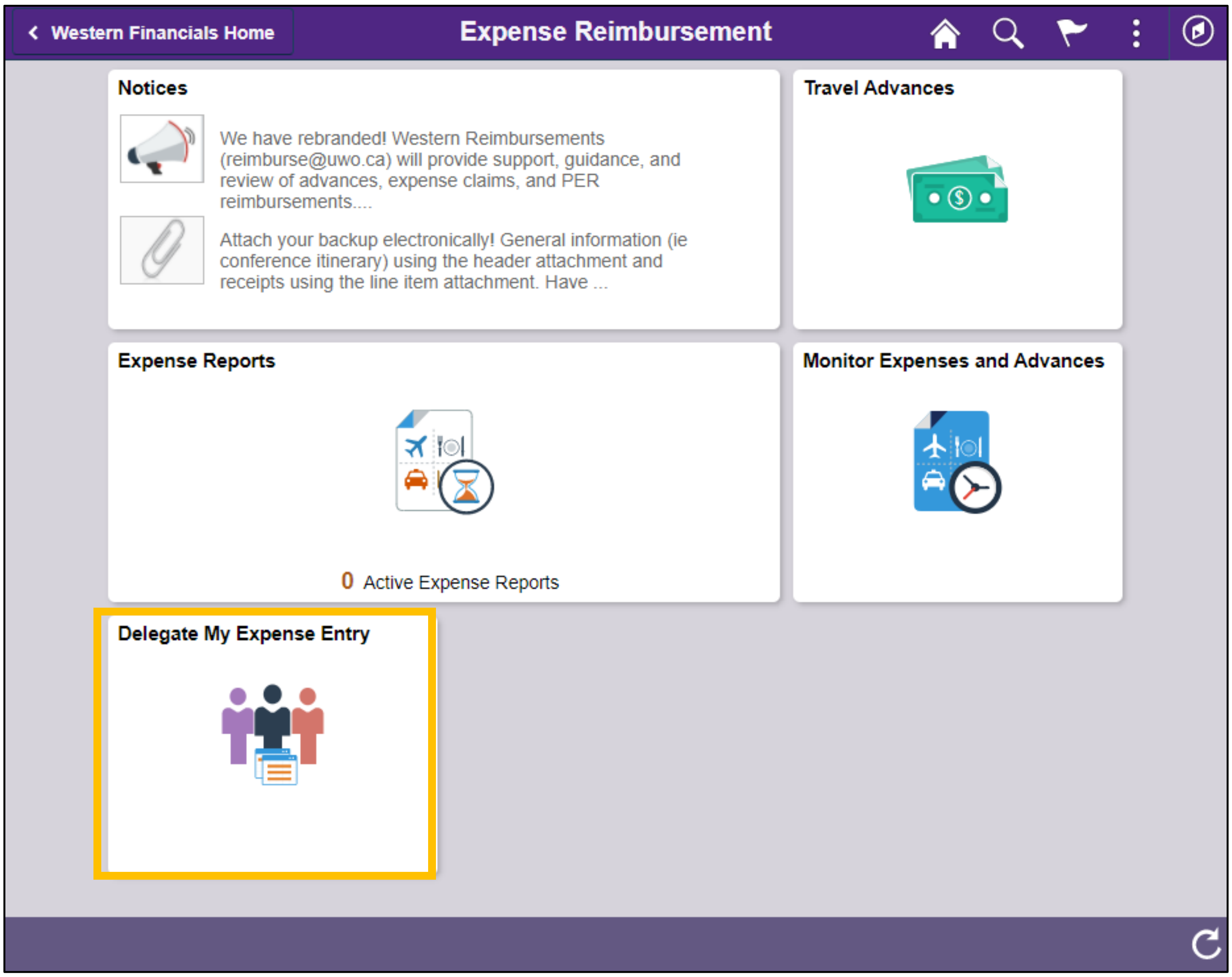


Add any additional information or documentation required for Research purposes in **Notes and Research Documentation** and click **Submit**:

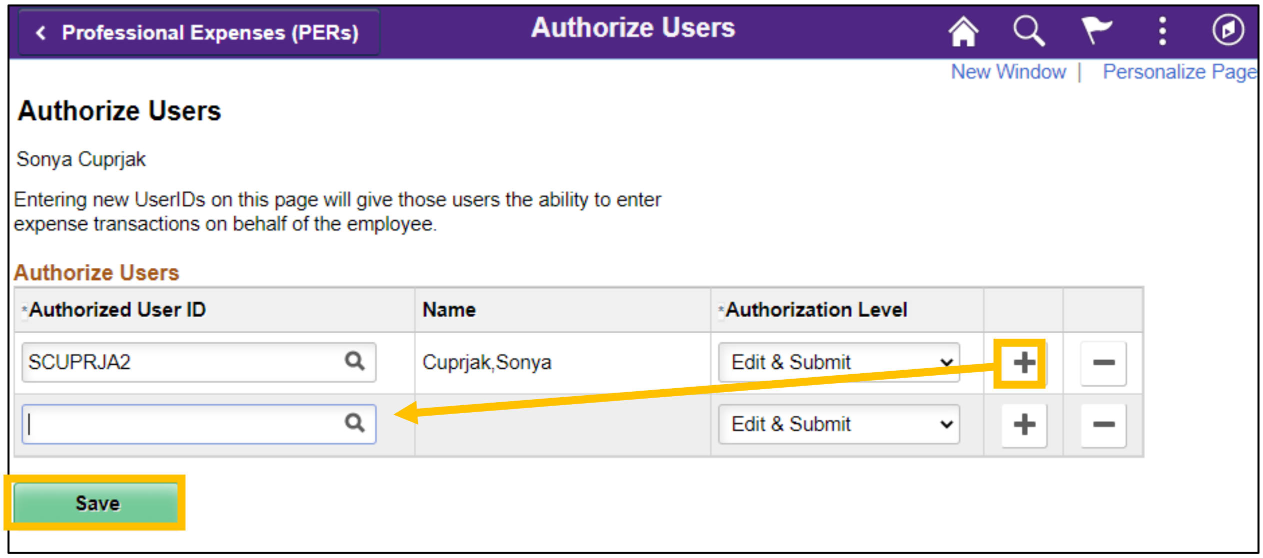


How do I designate an Alternate Data Entry person to enter claims on my behalf?

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

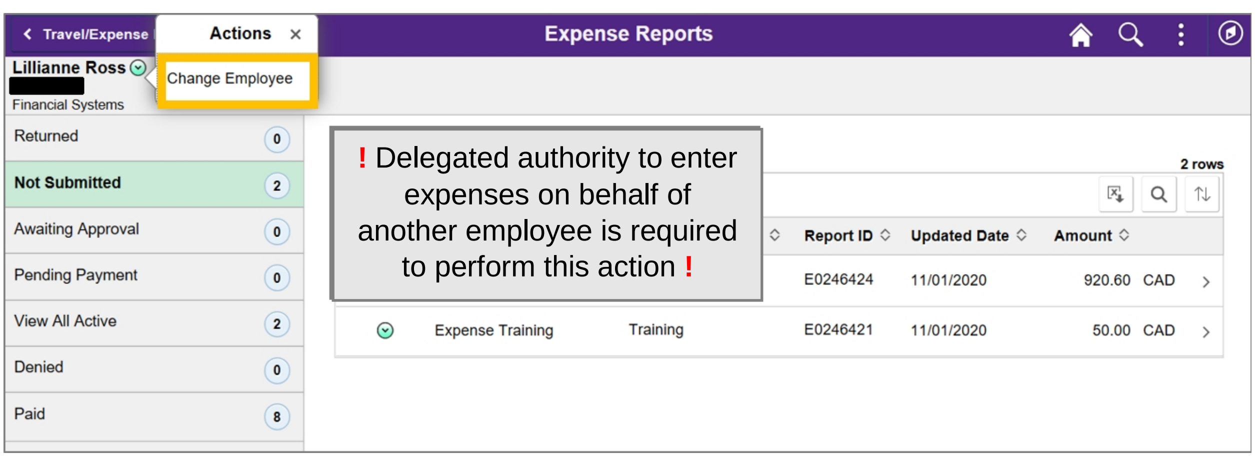


Click on the + button to add a new row and enter the UserID (or search by clicking on the magnifying glass icon) of the employee you wish to give the ability to enter expense transactions on your behalf. Click **Save** to save.

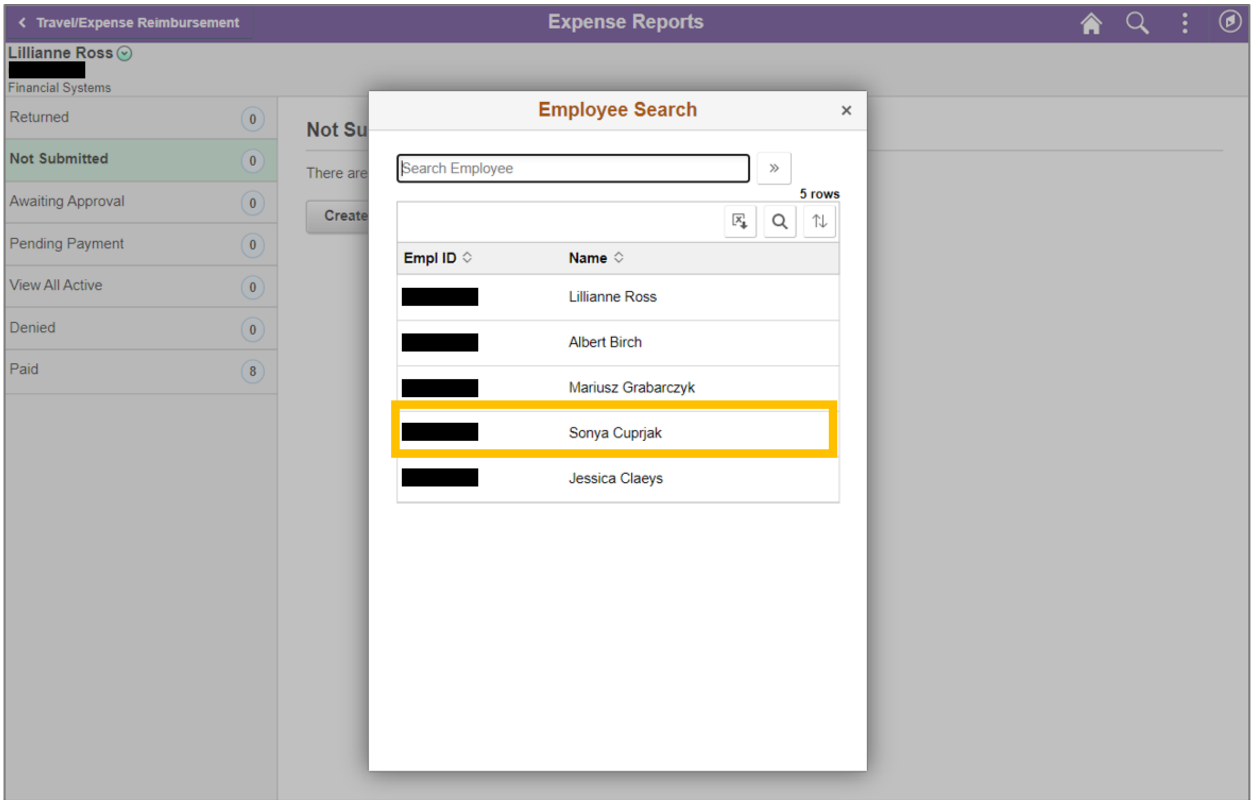


How do I submit an expense report on behalf of another employee?

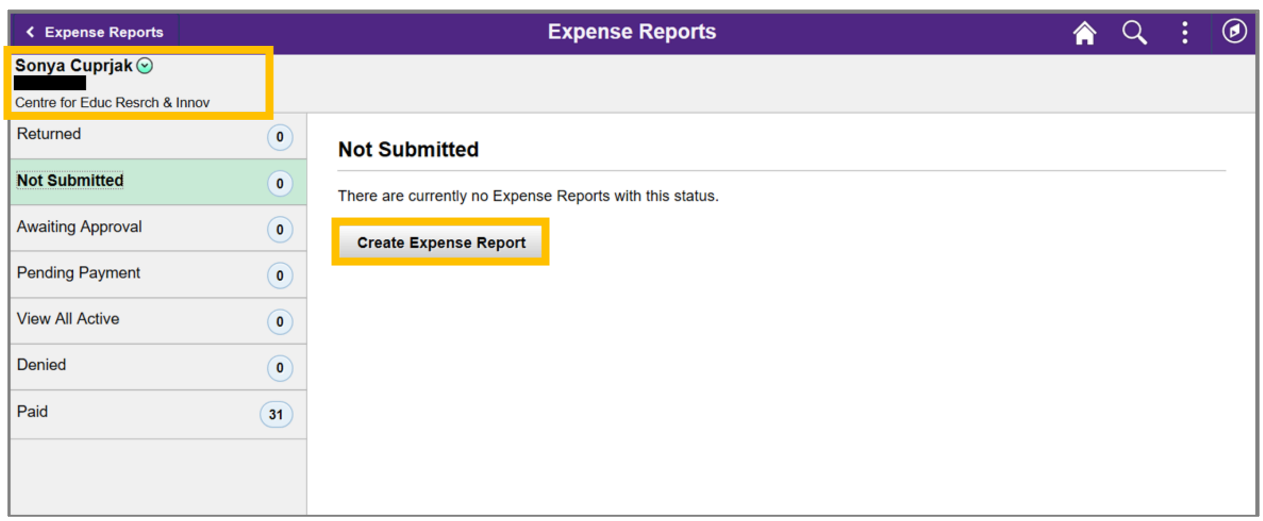
On the **Expense Reimbursement** dashboard, click on the **Expense Reports** tile. Click on the green dropdown arrow located next to your name and select the **Change Employee** action:



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.

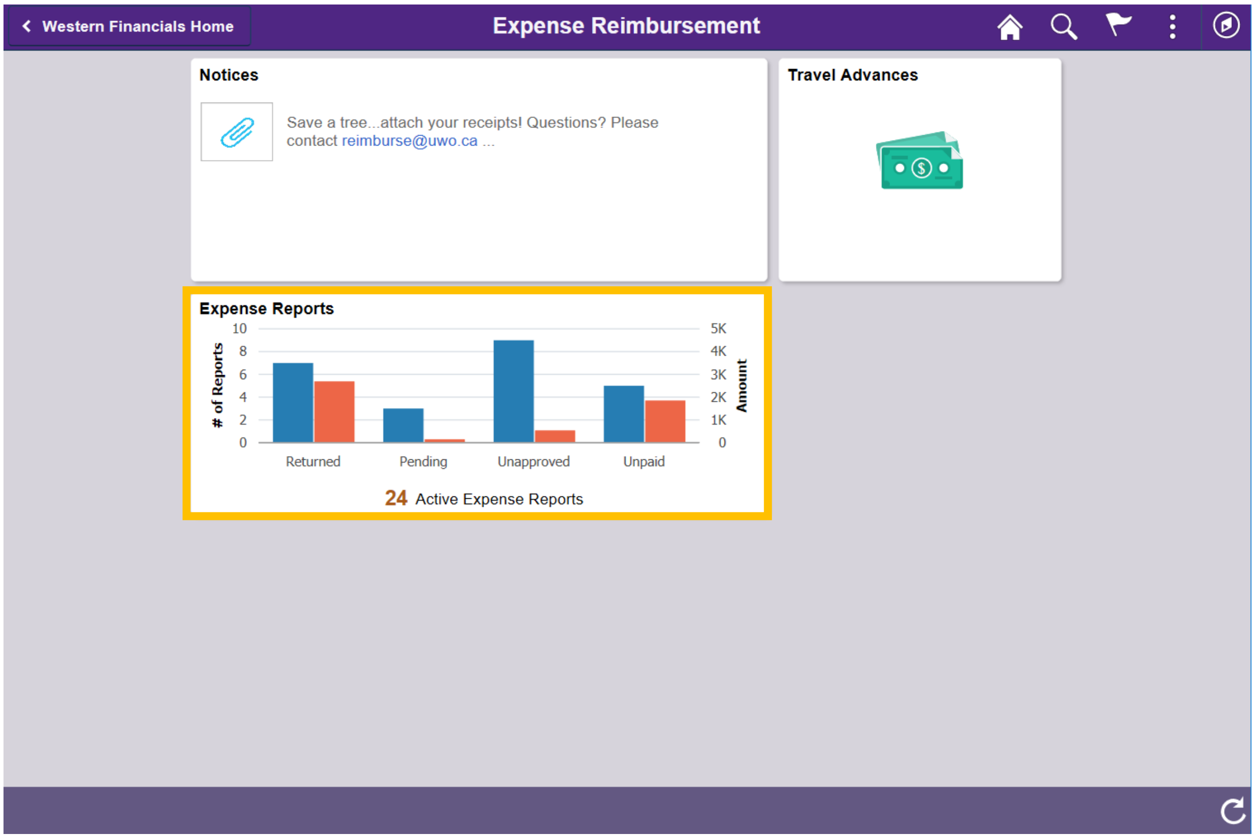


Click **Create Expense Report** to create an expense report on behalf of the other employee:

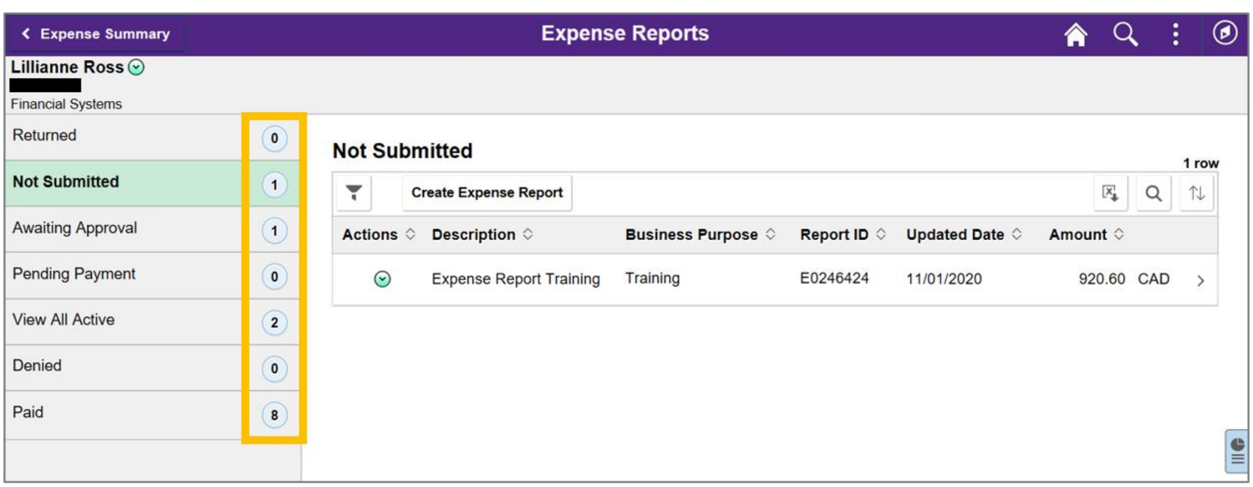


How do I view the status of my Expense Claim? What about my past Expense Claims?

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

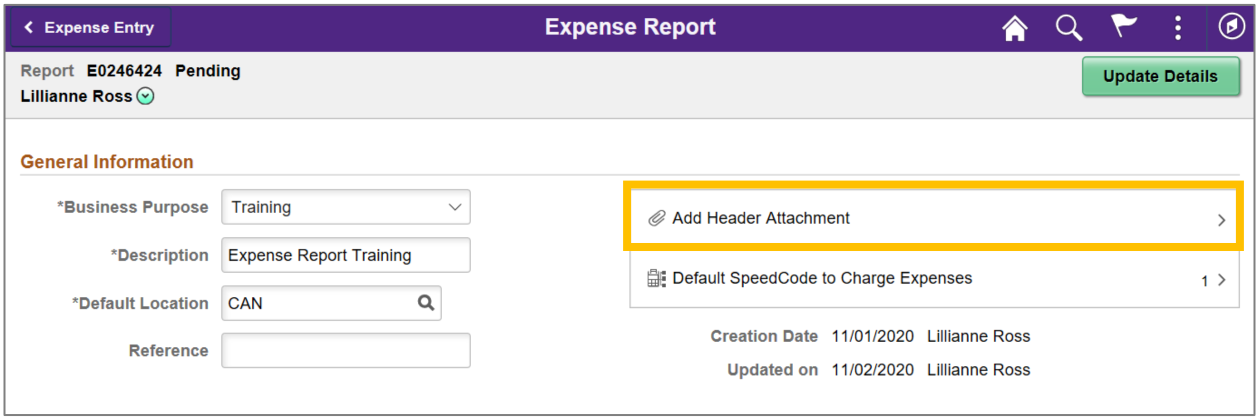


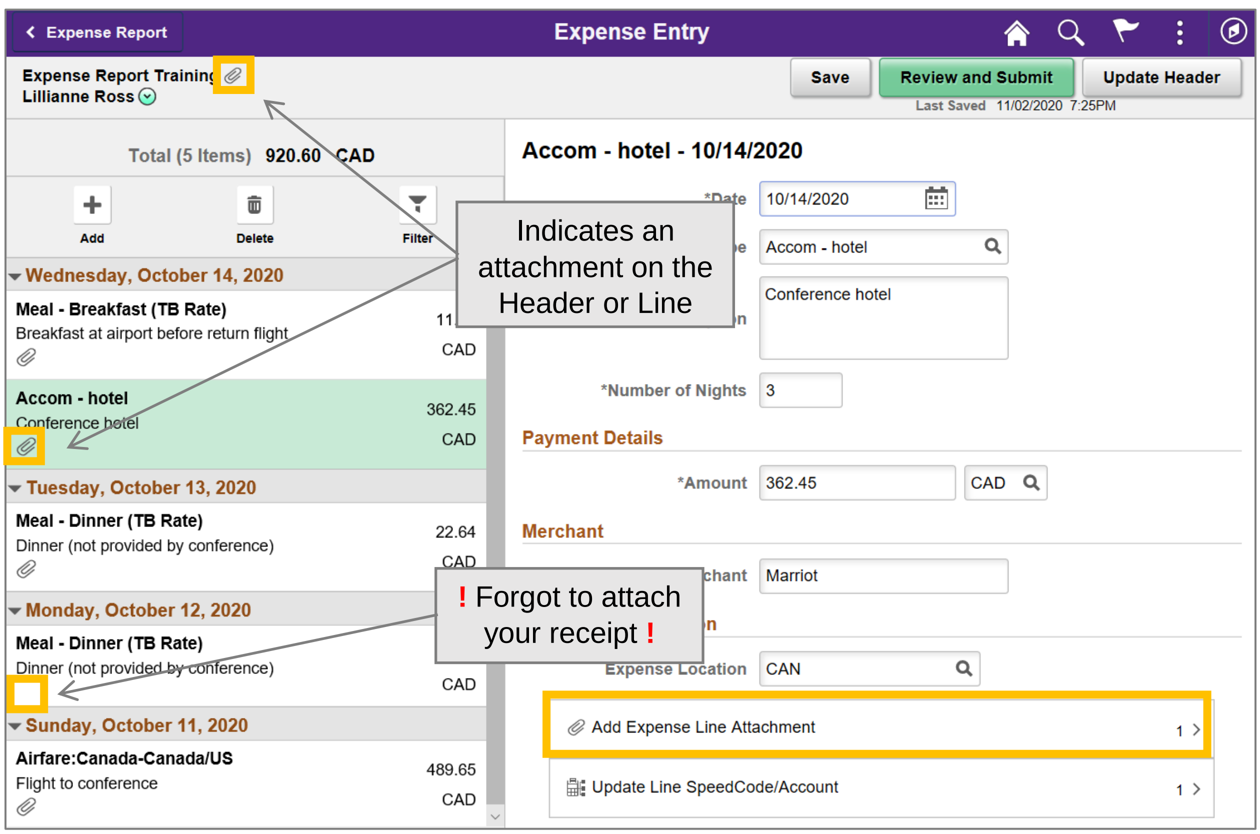
The **Expense Reports** page will sort your claims by status and default on the row of your pending expense report (Returned/Not Submitted). Click on another row to view your active or past expense reports.



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

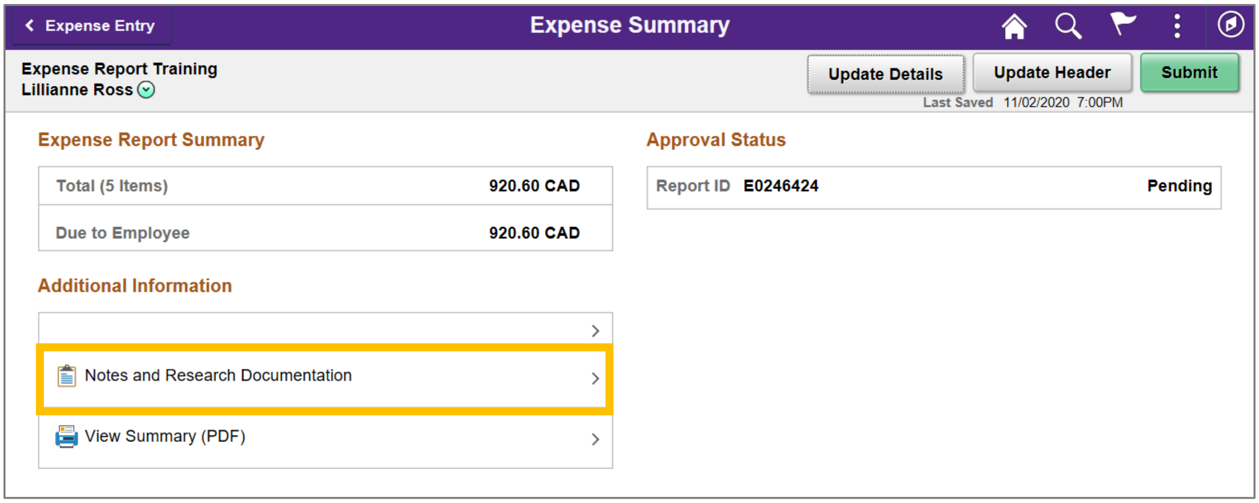
Attachments of any type (pdf, image, Word, Excel, etc.) may be added to your expense report at the **Header (General Information)** level or at the **Line (Expense Details)** level:

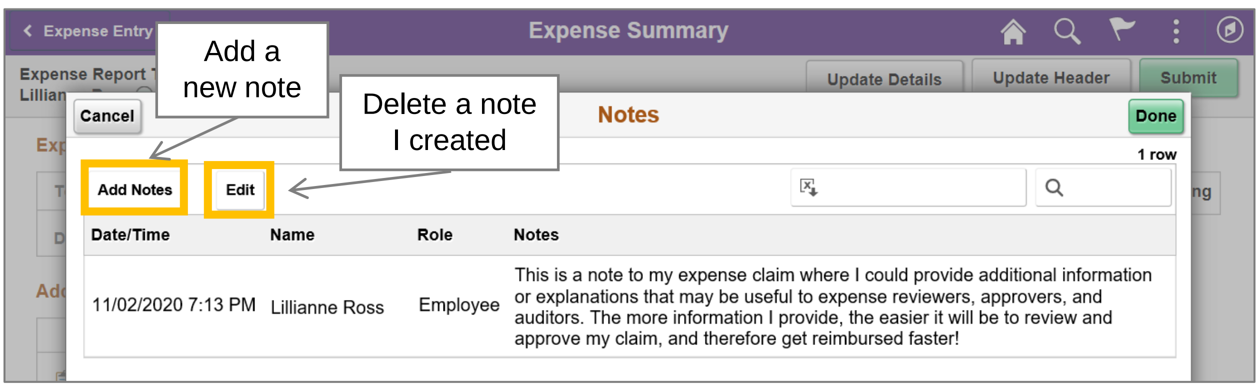




Where do I add a note or explain how my expenses support research (for reports charged to a research project)?

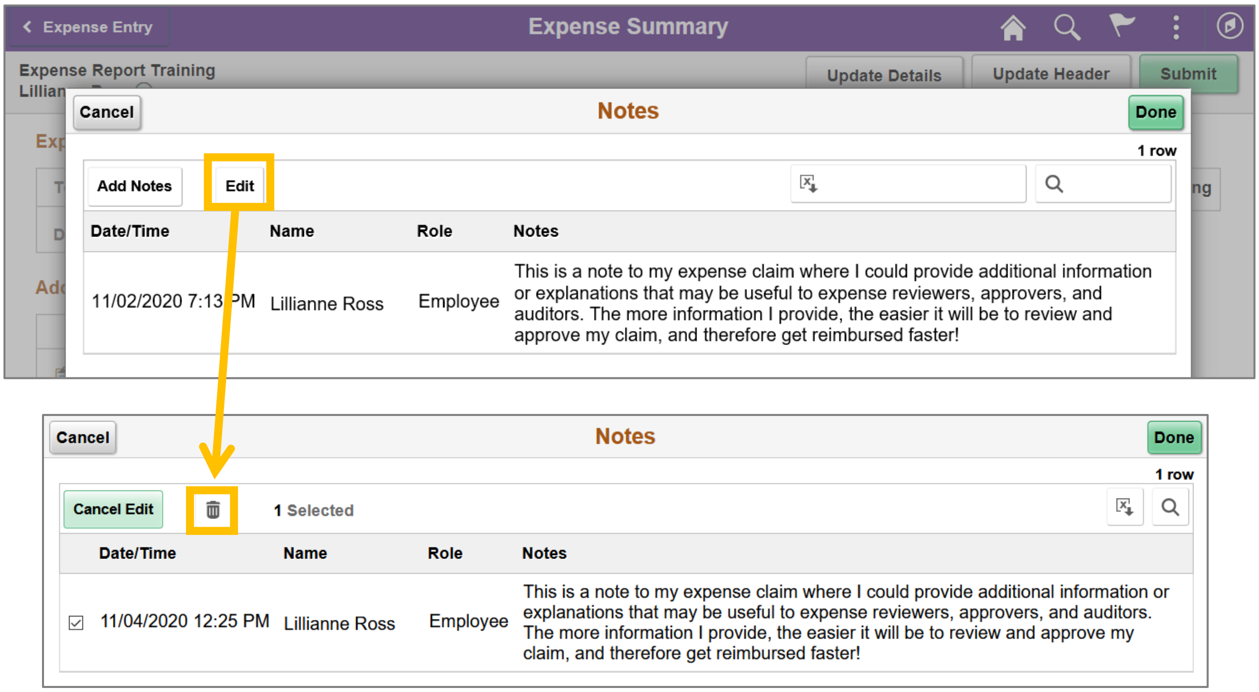
On the **Expense Summary** page, click on Notes and Research Documentation:





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”?

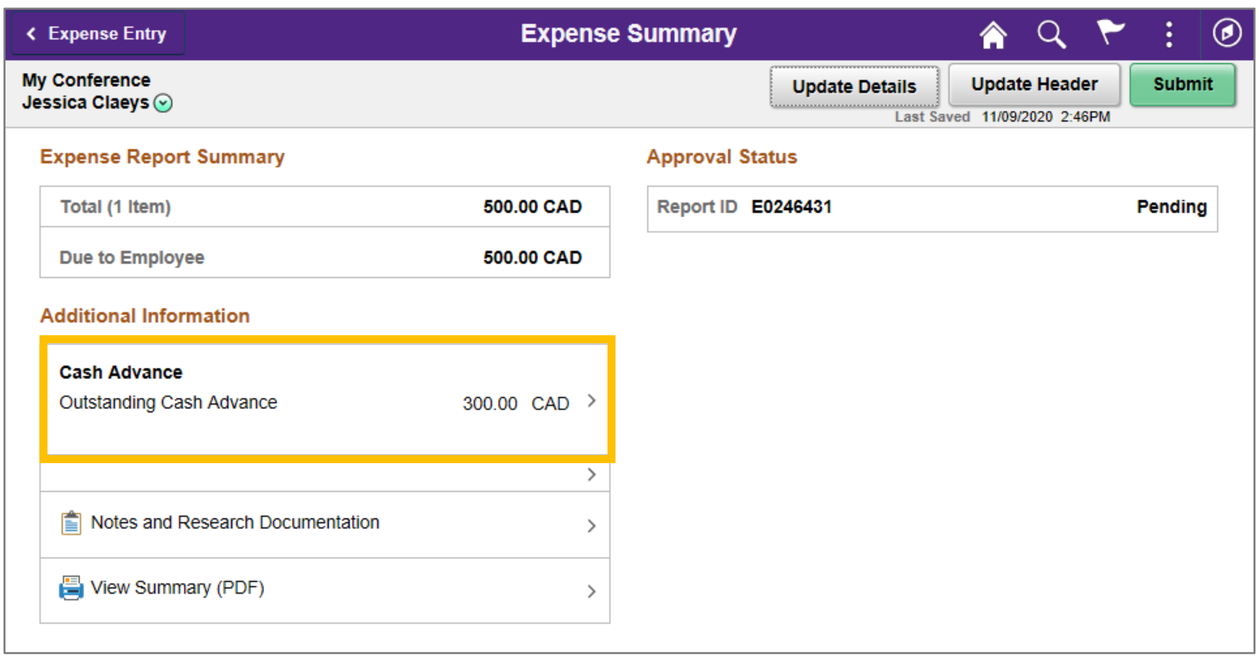
If you choose to attach receipts and other supporting documentation to your online claim, the expense report Reviewers and Approvers will view the supporting documentation online. Please retain your “originals” and destroy all paper or electronic copies of attachments one full year *after* the end of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

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

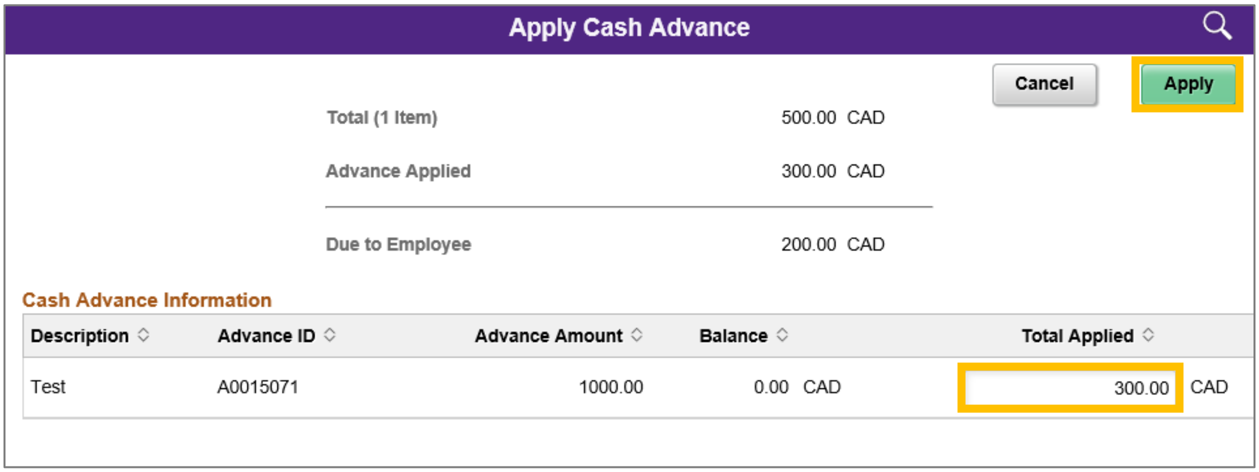
For questions about these requirements or timeline, please contact reimburse@uwo.ca or x85499.

How do I apply a cash advance?

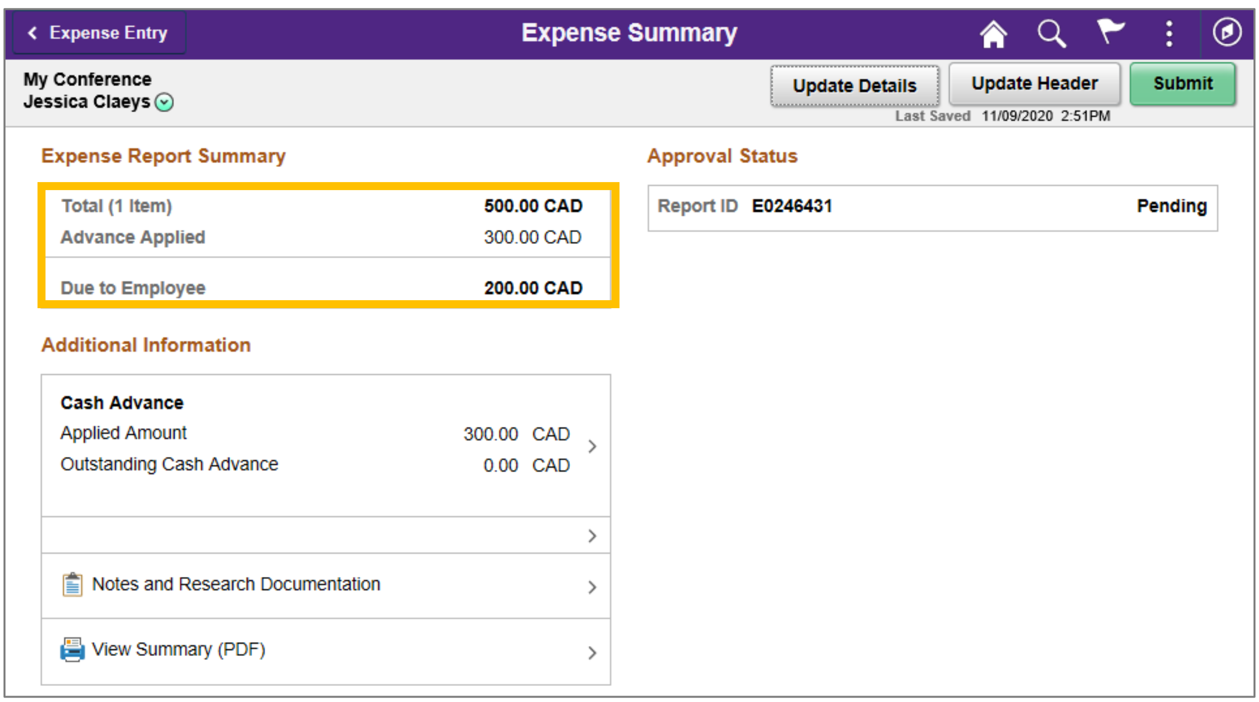
Before submitting your expense report, click on **Cash Advance** from the Expense Report Summary page:



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

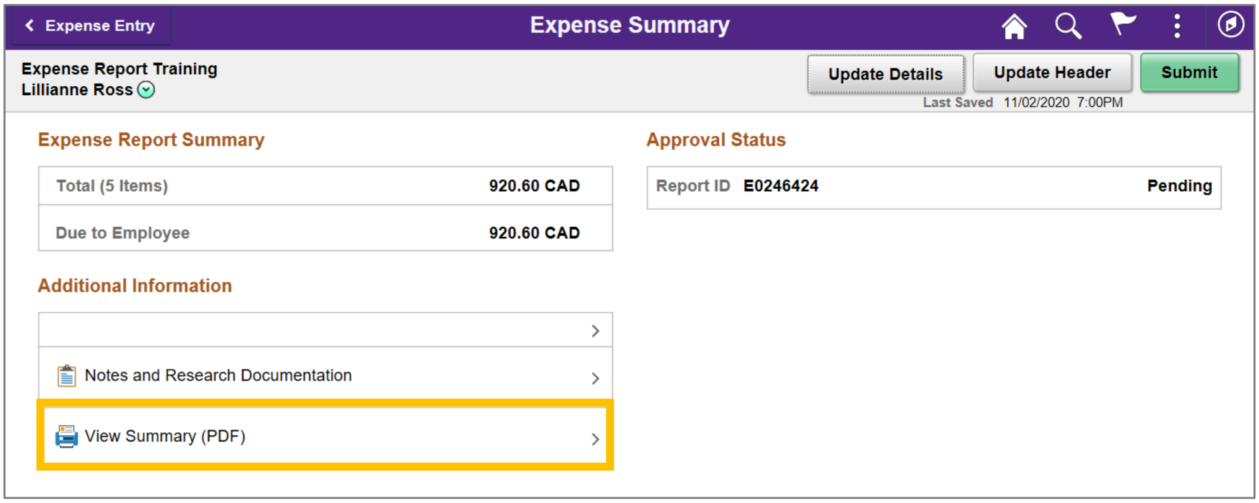


The amount of the **Advance Applied** will be deducted from the Total to arrive at the amount **Due to Employee**:



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:

Western UNIVERSITY · CANADA

Expense Report

E0246424

Name	Lillianne Ross	**Description**	Expense Report Training
Employee ID	[redacted]	**Business Purpose**	Training
Submission Date	2020-11-05	**Reference**	
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	[redacted]	00000		645000	[redacted]	920.60
						Total	**920.60**

Approval Workflow

Your claim has not been submitted!

Please contact x85499 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!	**Lillianne Ross**
Thanks for the explanation, Lilly!	**Albert Birch**
Please update speedcode to [redacted]	**Jessica Claeys**
Please update speedcode to [redacted]	**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**

Western
UNIVERSITY · CANADA

Expense Report

E0246424

Name	Lillianne Ross	**Description**	Expense Report Training
Employee ID	[redacted]	**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?
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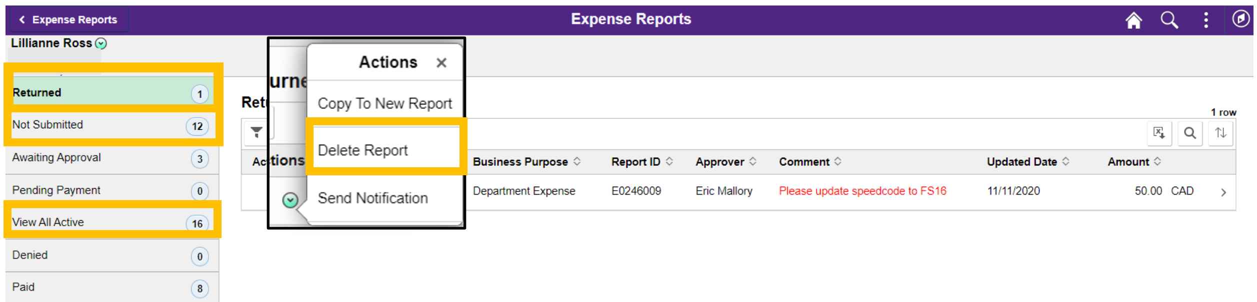
Attach receipts and other supporting documentation to this cover page and forward to the first individual in the Approval Workflow above. Once the expense claim is fully approved, please forward all original receipts to Financial Services Reimbursements, Support Services Building, Suite 6100.

E0246424

How do I delete an expense report?

Please note, you can only delete an expense reimbursement 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 Report** to delete your report:



How are expense reports routed for approval?

Expense reports are routed based on **where** the claim is charged. The <u>Department</u> 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 <u>where</u> your expenses are charged, your claim will also route to the Supervisor on your profile. This is an additional level of approval based on <u>who</u> 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.