

Submitting a PER Expense Claim

Purpose:

This quick reference guide shows you how to submit a Professional Expense Reimbursement (PER) expense claim by going directly to the expense report entry, for expenses paid with personal funds.

What is a PER expense claim used for?

The Professional Expense Reimbursement (PER) program is designed to enable eligible academic staff of the University of Calgary to access, in a tax-efficient manner, funding for expenditures that relate to the staff member’s present responsibilities for teaching, research, profession or general university duties.

Where can I find additional information?

- [PER Program Overview](#)
- [Professional Expense Reimbursement \(PER\) Handbook](#)
- [Travel & Expense Reimbursement Handbook](#) which contains links to related policies and per diem rates.
- Allowable and non-allowable expenses can be found in the [Travel and Expense Procedure](#).

Audience:

All University of Calgary academic staff who perform expense reconciliation, or those that are assigned delegate access to create expense claims on behalf of other employees.

Prerequisites:

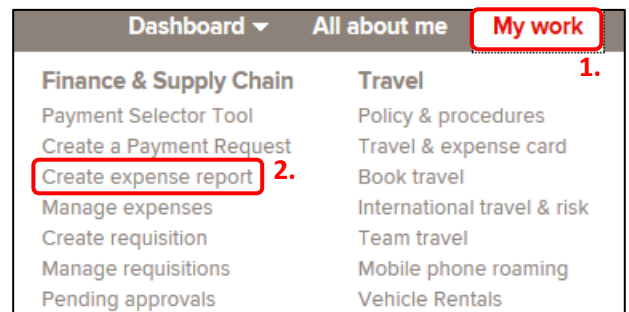
- Must be logged into MyUofC to access expense reports ([Printer Guide](#)).
- Must have original receipts scanned to computer.

Step 1: Access Expense Report

1. From the myUofC portal, click **My work**.
2. Under the **Finance & Supply Chain** header, click **Create expense report**.

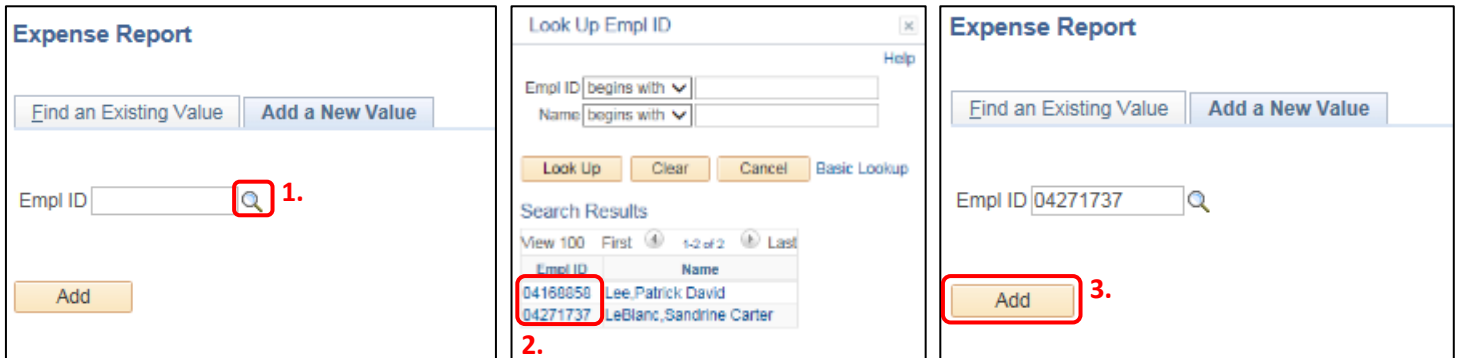
If you are a **delegate**, proceed to **Step 1A**.

If you **do not have delegate access** to another employee’s expenses, proceed to **Step 2**.



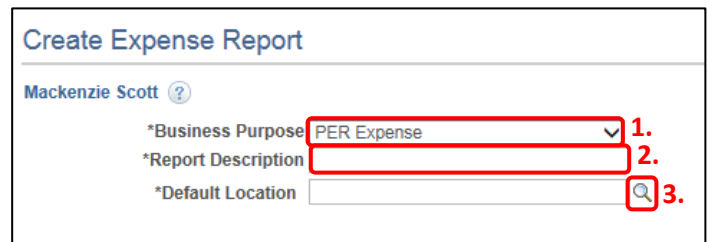
Step 1A: Delegate

1. If you are a delegate and/or need to use an alternate employee ID to submit your expense claim, click the **Look up Empl ID button (magnifying glass)** next to the **Empl ID** field.
2. From the **Look Up Empl ID** pop-up window that appears, click the employee ID you will be using to submit this claim.
3. When you are returned to the Expense Report screen, the ID you selected will appear in the Empl ID field. Click **Add** to complete this step and move on to the **Create Expense Report** page.



Step 2: Complete Expense Report General Information

1. Use the dropdown menu in the **Business Purpose** field to select **PER Expense**.
2. Write a short description for your report into the **Report Description** field (max. 30 characters).
3. Click the **Look up Default Location button (magnifying glass)** next to the **Default Location** field and use the pop-up window to select the location in which you are based (e.g. AB-Alberta).



Step 3: Add Attachments

Digital copies of all receipts being claimed must be included with your expense report.

1. Click **Attachments**.



The **Expense Report Attachments** pop-up window is displayed.

2. Click **Add Attachment**. Once clicked, browse your computer for the locally saved receipts file(s) and click **Upload**. You can repeat this process if you have multiple documents you wish to upload.
3. **(Optional)** You can view the contents of the attached file by clicking the file name.
4. **(Optional)** You can enter brief description of your attachment. This is especially helpful if you are attaching more than one document.
5. Once you have completed attaching your files, click **OK**.

Expense Report Attachments

Report ID NEXT

Details

File Name	Description	User	Name	Date/Time Stamp
Receipts.docx				

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Step 4: Add Expenses

Use your receipt and purchase information to complete the following fields in the **Expenses** section:

1. Use the **Choose a Date button (calendar icon)** next to the **Date** field to select the date of the transaction you wish to claim.
2. From the **Expense Type** dropdown, select an expense type that aligns most closely to your PER Claim (PER – Prof Dues & Memberships, PER Equipment <1000, PER Equipment 1000 – 4999, PER Equipment >5000).

Note: Once you choose an **Expense Type**, the Expenses item you are entering will expand to include **Billing Type, Location** and **Accounting Details**. Before choosing an **Expense Type**, the lower half of your item will not be visible.

3. In the **Description** field, write a description of the purchase being claimed. This can be, or can include the description on the receipt for ease of reconciliation.
4. The **Payment Type** field defaults to **Employee Paid Expense**. As you are making a general claim for expenses you paid for, leave this field on the default.
5. Enter the amount for the claim including taxes in the **Amount** field.
6. The **Currency** field defaults to CAD (Canadian dollar). If required, modify the currency using the **Look up Currency button (magnifying glass)**.
 - a. If the expense was paid by a personal credit card, you can enter the Canadian amount charged on the credit card statements. Attach a copy of the credit card statement showing the foreign currency charge and the Canadian dollar amount charged on the credit card, as well as the purchase receipt showing the amount in the foreign currency.



- b. If the expense was paid by cash and the foreign currency is GBP (Sterling Pound), Euro or US Dollar, you can use the PeopleSoft exchange rate built into the expense claim by entering the foreign currency amount on the expense claim. Include a copy of the receipt as one of the expense report attachments.
 - c. If the expense was paid by cash and foreign currency is not GBP, Euro or USD, the exchange rate must be obtained from the Bank of Canada website or www.oanda.com. Enter the amount in Canadian dollars using the conversion rate and include the conversion rate and original receipt as expense report attachments.
7. In the event that there is no accompanying receipt, check the box next to **No Receipt**. You will be asked to justify the claim prior to submitting your expense report. The maximum amount that the university may reimburse for an expense that is not supported by an original receipt and proof of payment is \$100 CAD.

The screenshot shows the 'Expenses' form in PeopleSoft. The form is titled 'Expenses' and includes a search icon. Below the title, there are options to 'Expand All' and 'Collapse All', and a search bar with 'Add: | My Wallet (0) | Quick-Fill'. The main form area has several fields and checkboxes. Red boxes and numbers 1 through 7 highlight the following elements:

- 1. *Date field
- 2. *Expense Type dropdown menu
- 3. Description text field
- 4. *Payment Type dropdown menu (set to 'Employee Paid Expense')
- 5. *Amount field (set to 0.00)
- 6. *Currency dropdown menu (set to 'CAD')
- 7. *No Receipt checkbox (unchecked)

Other visible fields include *Billing Type (Regular), *Location, *Exchange Rate (1.00000000), Base Currency Amount (0.00 CAD), Calculated VAT, and Override VAT. There are also buttons for 'Receipt Split', 'Calculate VAT', and 'VAT Information'.

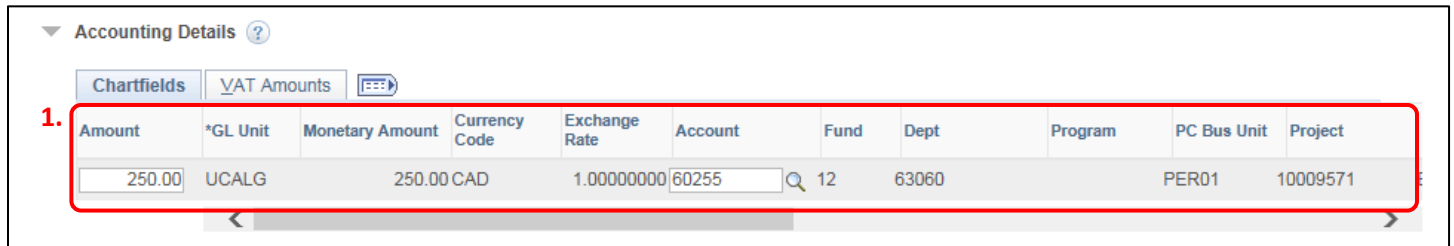
Note: The **Location** field will automatically populate with your entry in the **Default Location** field at the start of your expense report. The location of each line item should always match the receipt for that line item.

In the event that there is a personal expense included on one of the receipts you are submitting, ensure that the **Non-Reimbursable** box is checked. If you have a non-reimbursable item, a personal cheque made out to the university must be accompanied by a copy of the expense report containing pertinent details (first page containing expense report number, employee name, UCID, etc...). Complete paper copies of the claim package are not required to be submitted (online attachment process only for full submission). Submit your cheque and expense claim details to the 4th floor of MLT or to Research Accounting, 5th floor of TRW.

Step 5: Confirm Accounting Details

Accounting Details appear individually for each item on your expense report, with the **Amount** field pulled from the **Amount** of the line item and the ChartField information coming from the **default PER accounting information** associated with your employee ID.

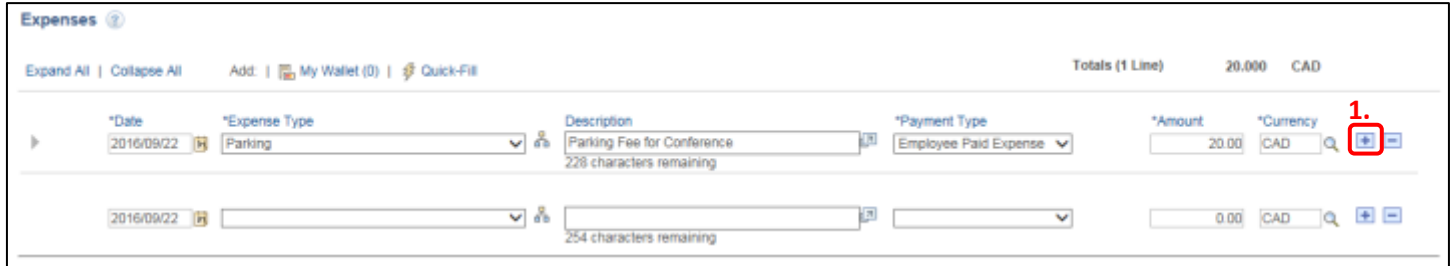
1. Confirm that all default information in the **Accounting Details** section is correct. Note that you are unable to modify accounting details in a PER expense. If there are any concerns, please contact scmhelp@ucalgary.ca.



Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	PC Bus Unit	Project
250.00	UCALG	250.00 CAD	1.00000000	60255	12	63060	PER01	10009571		

Step 6: Add Additional Line Items

1. To add additional line items to your expense report, click the + button at the end of an expense line item.
2. Fill in the required information for the new line item.



*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency
2016/09/22	Parking	Parking Fee for Conference 228 characters remaining	Employee Paid Expense	20.00	CAD
2016/09/22				0.00	CAD

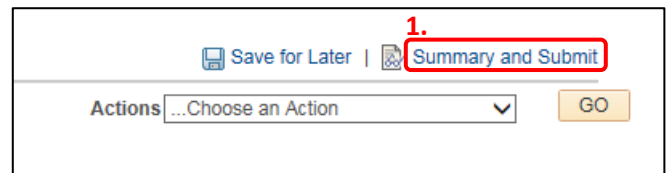
Repeat this process for any and all line items you wish to add to your expense report.

Note: The view in this screenshot was achieved by using the **Collapse All** button to hide line item details.

Step 7: Submitting Your Expense Report

Once you have entered in each of the line items that match your submitted receipts, you'll need to progress to the **Summary and Submit** page.

1. Click the **Summary and Submit** link in the top right corner of your expense report.
2. (Optional) Click **Save for Later** to continue at another time.



Save for Later | **Summary and Submit**

Actions ...Choose an Action GO

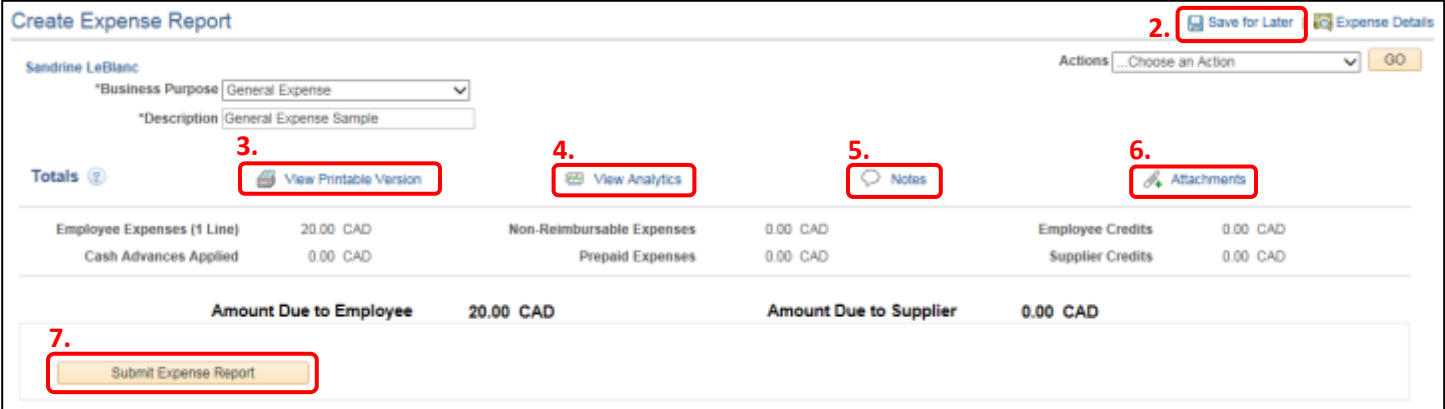
The **Summary and Submit** page is displayed.

From this page, you can perform the following actions:

3. Click **View Printable Version** *after* an expense report has been saved to view and print a copy of the completed claim.
4. Click **View Analytics** to look at statistical information regarding the report you are submitting.
5. Click **Notes** to add additional comments you wish to include to provide context for your claim, or to reference an additional expense report number that applies to this new claim.
6. Click **Attachments** to view the documents/receipts/invoices that you've attached to this report, or to attach additional items.

Once you are satisfied that the correct notes have been included, all attachments are present and that there are no concerns:

7. Click Submit Expense Report.



The screenshot shows the 'Create Expense Report' interface for Sandrine LeBlanc. The form includes fields for 'Business Purpose' (General Expense) and 'Description' (General Expense Sample). A 'Totals' section displays the following data:

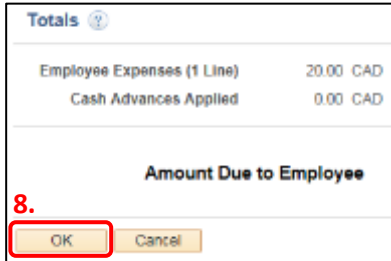
Employee Expenses (1 Line)	20.00 CAD	Non-Reimbursable Expenses	0.00 CAD	Employee Credits	0.00 CAD
Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD
Amount Due to Employee		20.00 CAD		Amount Due to Supplier	
				0.00 CAD	

Numbered callouts in the image indicate: 2. Save for Later button; 3. View Printable Version button; 4. View Analytics button; 5. Notes button; 6. Attachments button; 7. Submit Expense Report button.

Note: If there are any errors, or if you are missing attachments, a prompt will appear asking you to resolve the error. Once you have resolved the error(s), click Submit Expense Report again to continue the submission process.

Upon Submission, you will be presented with the Expense Report Submit Confirm page, summarizing your claim and asking for your confirmation.

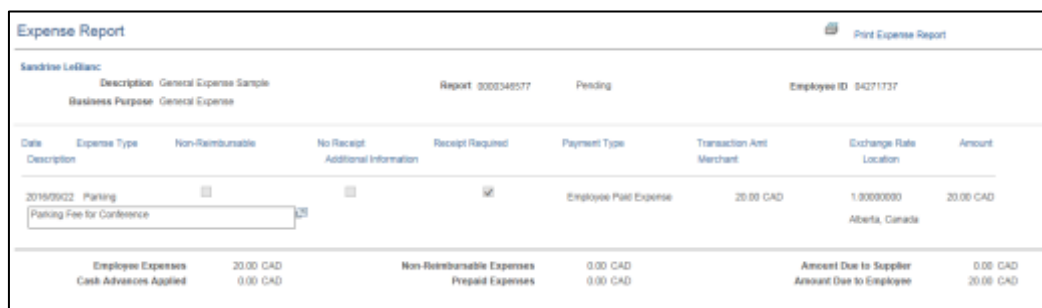
8. To confirm your desire to submit the claim, click **OK**.



The screenshot shows a 'Totals' summary box with the same data as the previous form. Below it, the 'Amount Due to Employee' is highlighted. A dialog box with 'OK' and 'Cancel' buttons is shown at the bottom, with callout 8 pointing to the 'OK' button.

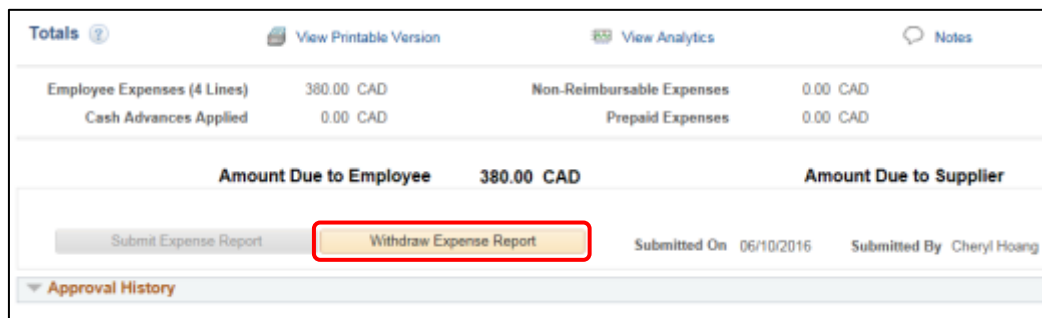
Next Steps

- Once your expense report has been submitted, you can click on the Refresh Approval Status button to see where it will be routed for approval. Once the worklist is displayed, the button disappears.
- Ensure you keep a copy of the expense report and receipts until the expense has been paid. You can do this using the **View Printable Version** and clicking **Print Expense Report**.
 - Please note that on the printable view, the top row will contain all of the line item headers and each row thereafter will only have the line item information with no accompanying headers.



Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amt	Exchange Rate	Amount
Description			Additional Information			Merchant	Location	
20160922	Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Employee Paid Expense	20.00 CAD	1.0000000	20.00 CAD
	Parking Fee for Conference						Alberta, Canada	
Employee Expenses		20.00 CAD	Non-Reimbursable Expenses		0.00 CAD	Amount Due to Supplier		0.00 CAD
Cash Advances Applied		0.00 CAD	Prepaid Expenses		0.00 CAD	Amount Due to Employee		20.00 CAD

- On the Expense Summary page, you are able to click **Withdraw Expense Report** to pull back a submitted report. This allows you to make corrections or additions if any mistakes were made that weren't caught prior to submission.
 - This button will appear only after the **Refresh Approval Status** button has been clicked and the approval workflow is displayed.



Totals		View Printable Version	View Analytics	Notes
Employee Expenses (4 Lines)	380.00 CAD	Non-Reimbursable Expenses	0.00 CAD	
Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	
Amount Due to Employee		380.00 CAD	Amount Due to Supplier	
Submit Expense Report	Withdraw Expense Report	Submitted On	06/10/2016	Submitted By Cheryl Hoang
Approval History				

Need help? Contact the Integrated Service Centre (ISC) at 403-220-5611 or via email at scmhelp@ucalgary.ca.