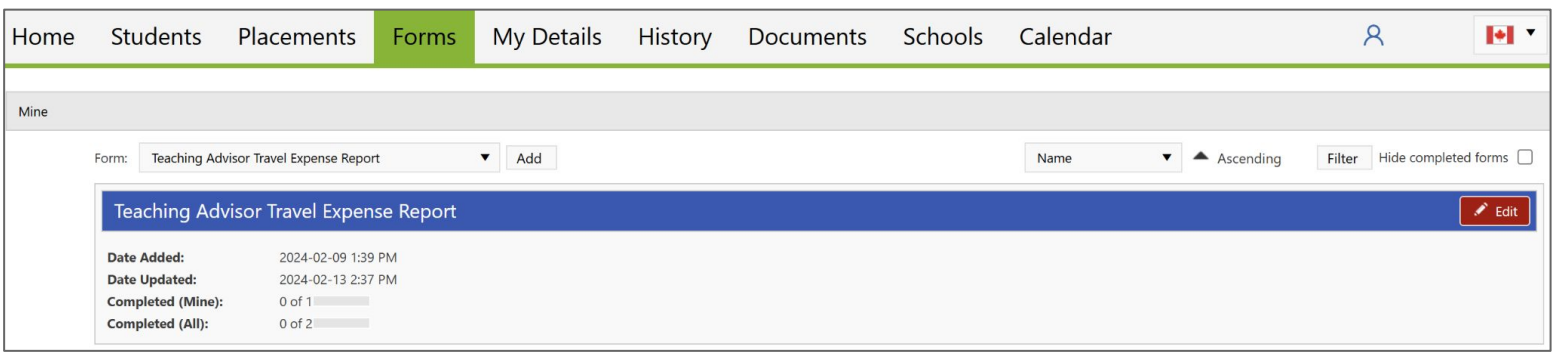
Quick Reference for **PRACTICUM ADVISORS**

Creating Travel Expense Reports

Practicum Advisors can use Sonia Online Forms to create and submit
Travel Expense Reports



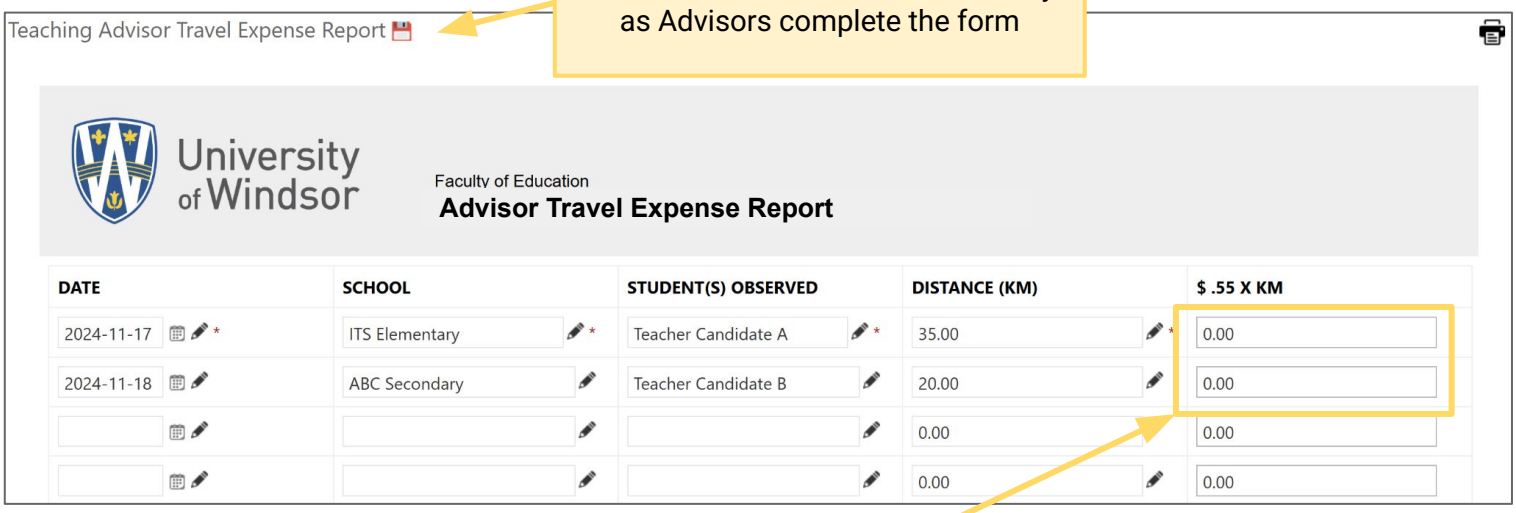
CREATING the EXPENSE REPORT

Add In the MINE section, choose the **type of form** using the dropdown and click Add

Edit Advisors can then click the edit button to begin (or to return to the form at any time)

COMPLETING the EXPENSE REPORT

- Advisors can complete a single row, or multiple rows

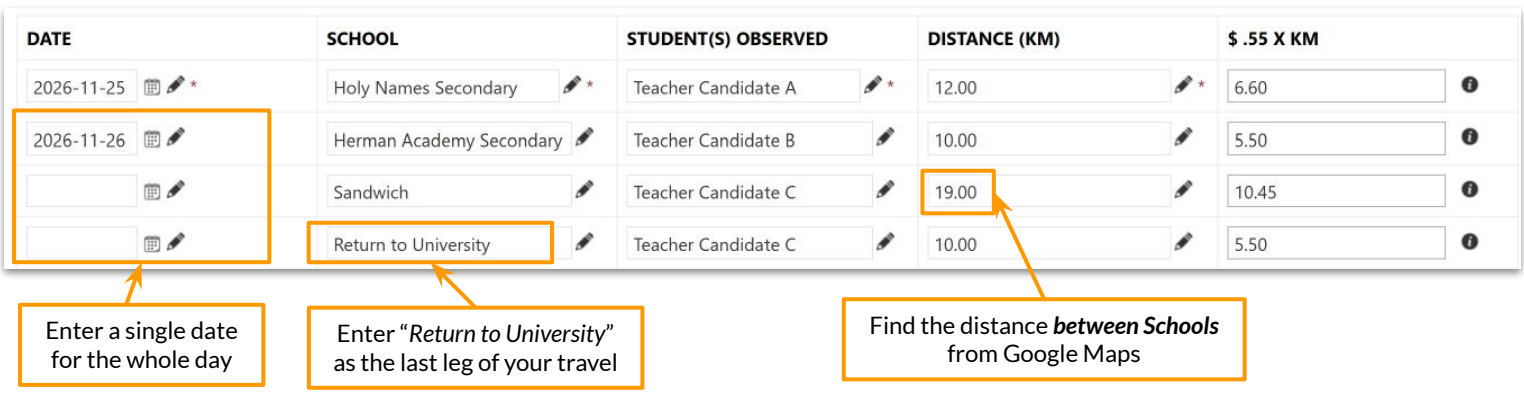


Save Draft

NOTE: Advisors must press the SAVE DRAFT button, located at the bottom of the page, to update the compensation amount for each row & the **totals**

WHAT IF I VISIT MORE THAN 1 SCHOOL IN A SINGLE DAY?

- In this case, do the following…



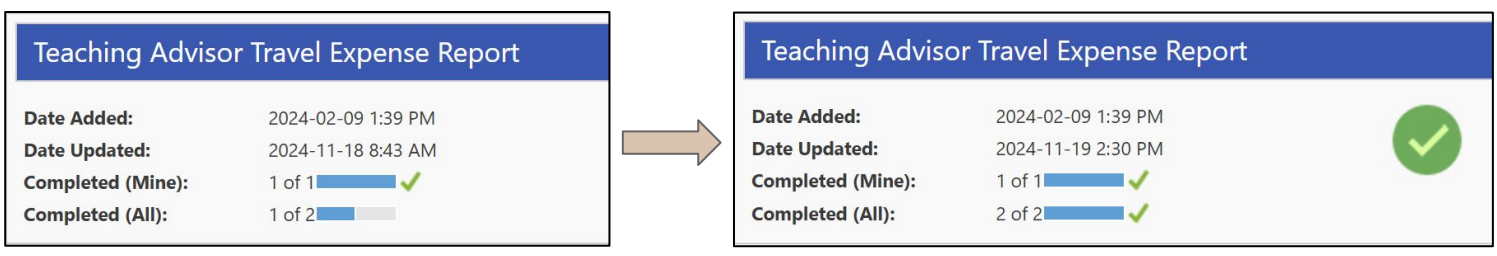
SUBMITTING the FORM

- At the end of each Practicum period, will **Submit a single claim for the whole period**. Advisors can submit the claim and they will receive confirmation that the form was successfully actioned**



** No further action is required

- When an Expense Report is **approved** by the Field Experience Office, Advisors will see the following visual confirmation:



Awaiting approval

Approved and Submitted in UWinsite Finance

For more information, please visit uwindsor.ca/education/Sonia

Education
University of Windsor