# FACULTY OF EDUCATION

## FINANCIAL PROCEDURES – revised February 2020

Some preliminary steps:

1. For expense reimbursements, you must delegate access to Janet to submit reimbursement claims on your behalf. Instructions: Log into the UWinsite Finance portal. Click on the green "expenses" icon which should open the window shown below.

   Then click the menu on the far right, go to manage delegates.
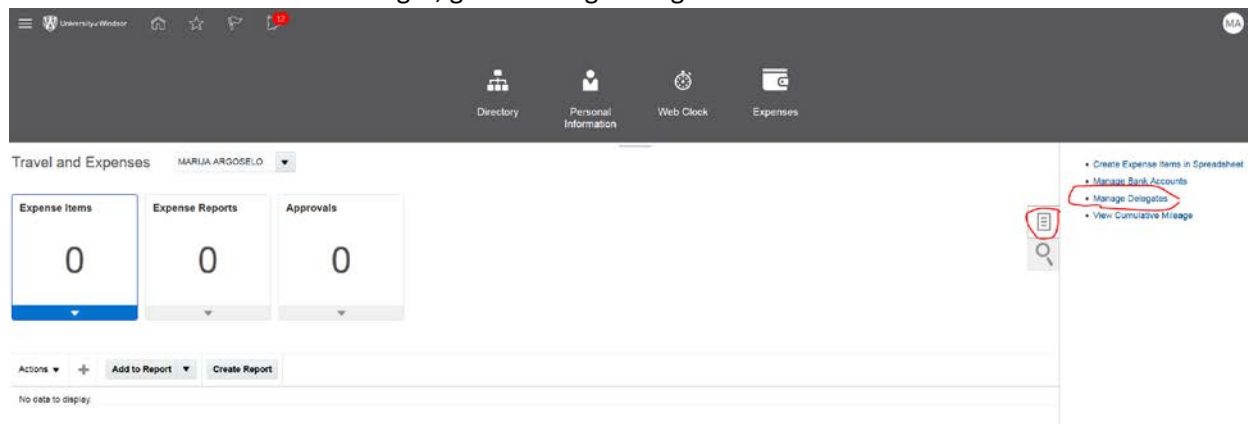
   Click on the + (add) button on the top left and type in Janet Coop and it should pop up. Click on Janet's name and save and close.
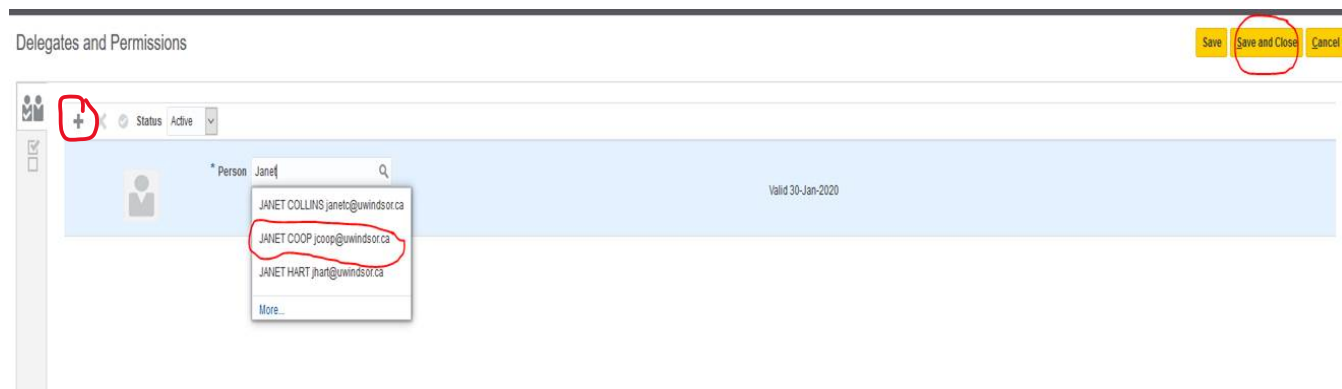
2. If any of your expenses or invoices will be charged to a grant, then you must contact Research Finance and let them know that you need Janet added to the grant to have the authority to do so. Until this is done, Janet will not have access to do anything on a grant.

Travel Expenses

1. Complete the new travel expense claim form that was adapted from the finance used to use. Include any per diems that you may be claiming. There are instructions at the bottom to help you determine the correct account string.
2. Scan all receipts individually and name the files according to the expense type (ie. Hotel receipt; taxi 1 receipt; taxi 2 receipt; boarding pass; train ticket receipt; etc)
3. Save an electronic copy of the agenda / itinerary / other documentation that supports the purpose of the trip.
4. Submit all of these documents together to Janet via email.
5. Janet will enter into the finance system. Once entered, you should receive an email asking you to approve what she has entered. Please check it over and approve if you agree, at which point it will go to Abby or Ken for approval.

Other Expense Reimbursements

1. Complete the other expenses claim form, similar to the travel claim form.
2. Scan all receipts individually and name the files according to the expense type (ie. Computer; Book; candidate lunch; etc.)
3. If it's an entertainment type expense (i.e. candidate lunch) or expenses relating to a workshop or conference you are hosting, save an electronic copy of the flyer/ agenda / itinerary / other documentation that supports the expenses. Also, for meals, include the names of all parties in attendance.

Paying Invoices

1. Scan and forward the invoice to be paid to Maria, indicating the account it should be charged to. The account string will consist of the following:

Fund	Dept	Program	Project	Natural	Classif.
xx	1100	xxxxx	xxxxxx	default	xxx

Fund - use 08 for grant; use 01 for faculty operating account (PD Funds)
Dept - Default is 1100 is for Education
Program - use 00000 for grant; use 11000 for faculty operating account (PD Funds)
Project - use your grant number for a grant; use 000000 for faculty operating account (PD Funds)
Natural – this will default based on what the item is
Classification - use 000 for everything except for PD Funds put "PDF"