



Education
University of Windsor

UNIVERSITY OF WINDSOR FACULTY OF EDUCATION FINANCIAL PROCEDURES

All faculty and staff have access to the [UWinsite Finance](#) system to submit their own travel advance requests and expense reimbursement claims. **Training** (one-on-one) is provided by finance staff to assist you – use these [booking links](#) to schedule a session.

Dean's office staff are available to assist in the submission of travel advance requests and expense reimbursement claims, as well as paying invoices.

To request staff to submit on your behalf:

1. Delegate Authority to Complete Expense Reports in UWinsite Finance

- For expense reimbursements, you can delegate access to submit claims on your behalf.
Instructions: [How to Delegate Authority to complete Expense Reports on my Behalf](#)
- Please note: **If you are charging any expenses or invoices to a grant**, you must contact Research Finance and advise them that you require the delegated person to be added to the grant to have the authority to prepare the expense report using a grant on your behalf. Until this step is done, the delegated person will not have access to do act on your behalf using a grant.

2. Mandatory pre-approval (Per [Uwindsor Travel Policy](#)):

All expenditures related to travel and hospitality, regardless of the ultimate source of funding, unless specifically indicated otherwise by the funding source, must be approved in advance by the Authorizing Officer and One-Up Approver (Dean) prior to incurring any expenses.

Expense claims and travel advances will not be processed by accounts payable without documented pre-approval.

Standardized Pre-Approval Process (Faculty of Education) - To ensure consistency and compliance, the Faculty has implemented a standardized pre-approval process:

- Complete the appropriate Pre-Approval Form ([Travel](#) / [Hospitality](#)), including:**
 - Purpose of travel / guest name and reason / gift cards for research project / etc.
 - Estimated costs
 - Funding source(s) (PD funds, grant(s), or combination)
 - Any other details relevant to the request
- For grant-funded travel/hospitality expenses:**
 - Include grant/project number (multiple if splitting costs)
 - Confirm with Research Finance that funds are available and expenses are eligible

iii. **Attach a piece of supporting documentation:**

- Conference flyer, agenda, or invitation/email confirming purpose

iv. **Submit for approval:**

- Email all materials to deanofed@uwindsor.ca
- Approval must be received prior to booking or payment

3. Travel Advance Requests (only allowed if using a UWindsor Travel Credit Card)

Once you've received travel pre-approval, a travel advance can be helpful if you need to book and pay for travel expenses well in advance of your departure date and require reimbursement ahead of time to pay off the card.

If you wish office staff to enter the advance request on your behalf, please provide the following in one email:

- That you are requesting an advance and outline what expenses you are advancing
- Dates of travel
- Copies of the invoices/receipts for the expenses
- Copy/screenshot of the VISA transactions from Centresuite to prove the transactions were done on your Travel card
- Signed pre-approval form

When you return from the trip, you will still be required to complete an expense claim in UWinsite Finance. This claim will include entering the details of the expenses for which you received the advance and resubmitting those receipts, as well as any additional expenses incurred during the trip. This is to "clear" the advance and post those charges to the proper account.

4. Travel Expense Reimbursement

- ii. Download and complete the [travel expense reimbursement form](#) found on the [Faculty of Education Faculty Policies and Procedures](#) website. Include any per diems (breakfast, lunch, dinner along with dates). Please note, item 8.4 of the updated [University of Windsor Travel Policy](#) indicates that **Incidental expenses** must be supported by an **original, itemized receipt** in order to be eligible for reimbursement. Blanket per diem claims for incidental expenses are not permitted.

Alternatively, you can include the relevant information in the body of an email if that is easier for you, but you must include:

- Dates of travel
 - Location and purpose of travel
 - Line by line account of what you are claiming and the amounts
 - Whether an advance was previously done for any of the expenses
 - Whether any other individuals are being reimbursed to you for (i.e., group dinner) – need names and reason
 - The account number(s) that are being charged. If PD funds, just indicate PD funds.
- iii. Scan/save/screen shot all receipts individually and name the files according to the expense type (i.e. hotel receipt; taxi 1 receipt; taxi 2 receipt; boarding pass; train ticket receipt; etc.)

- iv. Save an electronic copy of the agenda / itinerary and any other related documentation that supports the purpose of the trip.
- v. Email all documents (including the preapproval form) to your delegate in one email to ensure accuracy and completeness, as well as timelier entry into the system.
- vi. Your delegate will prepare the expense report and enter it into the finance system for processing. You will receive an email asking for your approval. Once approved, the expense report will move to the next approval levels. If there are any errors in the expense report, you can 'reject' the report and it will be returned for amendment and resubmission.

5. Hospitality/Other Expense Reimbursement

- i. For other expense reimbursements, download and complete the [Other/Hospitality travel expense claim](#) spreadsheet. Alternatively, you can also send an email but include a line-by-line account of all of the items, the reason/name, and the amounts in the body of the email.
- ii. Scan/save/screenshot all receipts individually and name the files according to the expense type (ie. Computer; Book; candidate lunch; etc.)
- iii. If it's an entertainment expense (i.e. candidate lunch) or expenses relating to a workshop or conference you are hosting, you must save an electronic copy of the flyer, agenda, itinerary, and/or any other related documentation that supports the expense(s). For meal reimbursements, you must include the names of all parties in attendance.
- iv. Email all documents, including the pre-approval form, to your delegate in one email to ensure accuracy and completeness, as well as timelier entry into the system.
- v. Your delegate will prepare the expense report and enter it into the finance system for processing. You will receive an email asking for your approval. Once approved, the expense report will move to the next approval levels. If there are any errors in the expense report, you can 'reject' the report and it will be returned for amendment and resubmission.

6. Paying Invoices

- i. To pay an invoice, please scan and forward the invoice to be paid to the Secretary, Dean's Office, indicating what it is for and the account it should be charged to. The account string will consist of the following information:

Fund	Dept	Program	Project	Natural	Classification
xx	1100	xxxxx	xxxxxx	default	xxx

Fund 08 for grant; 01 for faculty operating account (PD Funds)

Dept 1100 for Education

Program 00000 for grant; 11000 for faculty operating account (PD Funds)

Project Grant number (start 8) for grant; 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"