UWinsite Finance Expenses

2026



AGENDA

1. Overview of the System
2. Banking Information
3. Expenses / Travel Advances Overview
4. University Credit Cards
5. Workflow and Approvals
6. Research Grant Management

If you have any questions during the presentation, please let us know by raising your hand by clicking the icon above

UWinsite

UWinsite Finance Overview : The Basics

- All faculty members and staff are automatically assigned basic access to UWinsite which provides access to Expense Reports
  - Access to Self Service Procurement is available upon request through Finance Team Dynamix Ticket Service - UWinsite Finance
  - Students do not have access to expense module and must be refunded through payment requests

UWinsite Finance Overview : The Basics

- Security is unique for each module of the system
- Firefox is the preferred web browser when using UWinsite Finance
- Multiple windows of UWinsite Finance can be opened in the same browser - this tip is useful when working on multiple tasks
- Avoid clicking “back” or “refresh” in your browser, use the home icon instead

UWinsite Finance Overview : The Basics

- Employee information is provided to UWinsite from UWinsite People via HR
- All expense reports must be approved by your one-up manager as well as the cost center manager or project manager if the expense charges a project
- Human Resources is the data owner and source of truth for employee data. UWinsite mirrors the employee/manager and cost center relationships from UWinsite People
- R.A. Scholarship students need to be reimbursed through purchase requisitions

UWinsite Finance Overview: How to Access

WWW.UWINDSOR.CA/UWINSITEFINANCE

Company Single Sign-On

USE MFA TO LOGIN



Note that once MFA is enabled on your UWin Account, the secondary authentication will be required only when accessing MFA protected services and apps from a non-trusted location.

- ❑ TEXT MESSAGE
- ❑ CALL TO PHONE NUMBER
- ❑ MICROSOFT AUTHENTICATOR MOBILE APP
- ❑ MFA TOKEN (HARDWARE)

More information on MFA here

UWinsite Finance Overview : Banking Information

UWinsite Finance is NOT the Payroll/HR system.
Bank accounts must be added to the Expenses Module in order to be reimbursed.

1. From UWinsite Finance Navigator or from the Home Screen click ME Then **Expenses**
2. From the Travel and Expenses page, click the **Gear Icon** and select **Manage Bank Accounts**
3. Click on the **(+)** to add bank account and enter in all **Bank Account Information**
4. Once all the information has been added, click **Save and Close**
5. Highlight the desired account to set as **Primary** – designated with checkmark

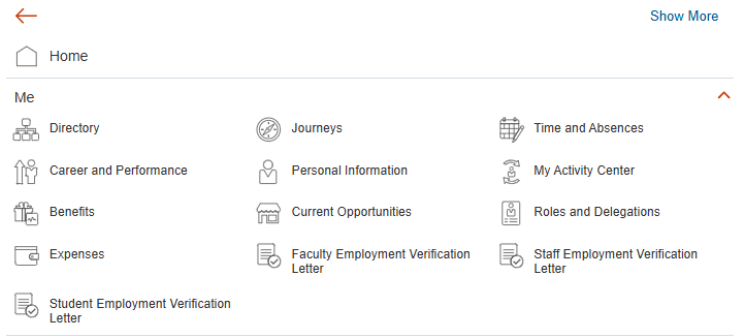
DOCUMENTATION ON HOW TO UPDATE BANKING INFORMATION

All Canadian dollar claims are reimbursed by Electronic Funds Transfer (EFT).
The University does not reimburse travel and non-travel expenses in US or foreign currency. All expense reports will be converted to Canadian dollars and paid in Canadian dollars.

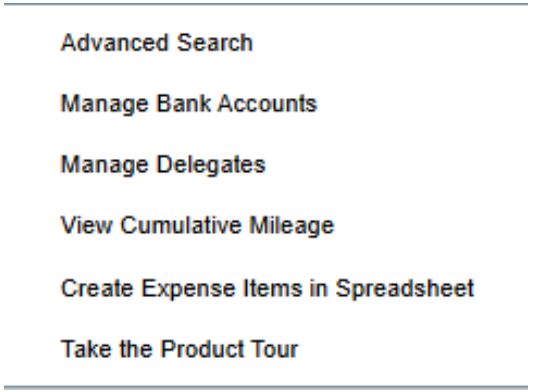
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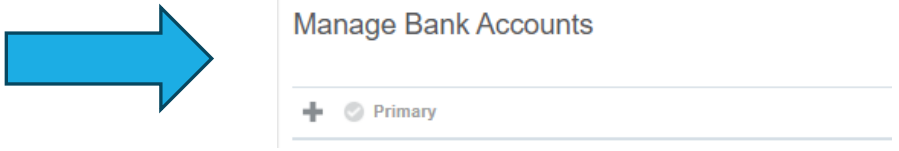
UPDATING YOUR BANK ACCOUNT











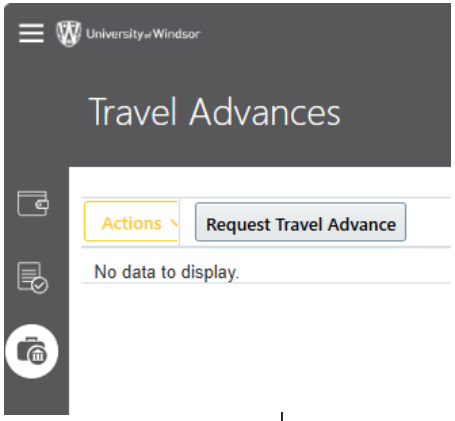
WHEN TO USE EXPENSES

- ✓ You have travelled, incurred travel expenses on a personal credit card or the UWindsor travel card, and need to be reimbursed
- ✓ You have incurred non-travel expenses on behalf of the University and paid for on a personal credit card, and need to be reimbursed
- ✓ You have incurred travel costs in advance of a trip, charged to your UWindsor travel card, and would like a travel advance
- ✓ Please ensure you have received written approval to travel or make the purchase you wish to expense.
- ✓ Quick Link:
- ✓ Forms, Policies and Reference Guides | Finance Department

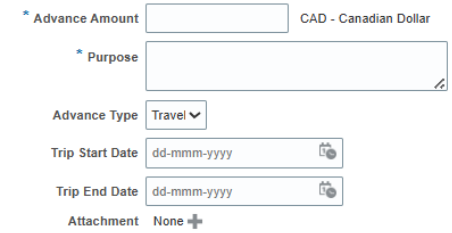
Expense Report Documentation

TRAVEL ADVANCE

UWinsite Finance



Request Travel Advance









Scotiabank. Banque Scotia.

COMMERCIAL CARD MONTHLY STATEMENT
CARTE COMMERCIALE – RELEVÉ DE COMPTE MENSUEL

Scotiabank Commercial Card Services
P.O. Box 4100
Postal Station A
Toronto, Ontario M5W 1T1

Please Remit Your Balance as Per Your Cardholder Agreement./ Veuillez Faire Votre Paiement de la Façon Précisée Dans Votre Contrat.

00000-0001/0002
YOUR NAME
U OF W TRAVEL
CARD 401 SUNSET
AVENUE 4TH FLOOR
CHTWINDSOR ON
N9B 3P4

ACCOUNT NUMBER/ NUMÉRO DE COMPTE	XXXXXXXXXXXX1234
PAYMENT DUE DATE/ DATE D'ÉCHÉANCE DU PAIEMENT	01-12-26
AMOUNT DUE/ MONTANT DÛ	$100.00
CURRENT BALANCE/ SOLDE COURANT	$100.00

AMOUNT PAID/MONTANT PAYÉ
$

TRAVEL EXPENSE CLAIM CHECKLIST

1. Trip Overview

- ☐ **Travel Itinerary** (flight/train details, dates, destinations)
- ☐ **Trip Agenda / Purpose of Travel** (meetings, conferences agenda, site visits)

2. Transportation Air / Rail / Bus receipts

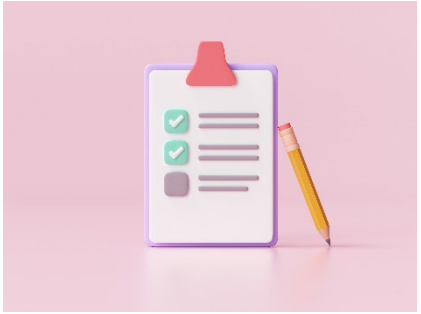
- ☐ **Boarding Passes** (all legs of travel)
- ☐ **Ticket / E-ticket Receipt** (showing fare and payment)

Car / Ground Transportation

- ☐ **Taxi / Ride-hailing Receipts** (Uber, Lyft, Grab, etc.)
- ☐ **Car Rental Agreement & Receipt**
- ☐ **Fuel Receipts** (if applicable)
- ☐ **Mileage Log** (if claiming personal vehicle use including a google map of the kms travelled)

3. Accommodations

- ☐ **Hotel Invoice / Folio** (itemized, showing stay dates)
- ☐ **Proof of Payment** (if not shown on invoice)



TRAVEL EXPENSE CLAIM CHECKLIST CONTINUED

4. Meals & Incidentals

•☐ **Meal Receipts** (not required if claiming per diem amount outlined in the WUFA agreement)

•☐ **Incidentals Receipts**, such as:

- ☐ Baggage fees
- ☐ Internet/Wi-Fi charges
- ☐ Business calls
- ☐ Dry cleaning

5. Other Expenses (if applicable)

•☐ **Conference / Event Registration Receipt**

•☐ **Visa Fees & Supporting Documents**

•☐ **Travel Insurance Receipt**

6. Foreign Currency Charges

☐ **Currency Conversion Details** (Oanda.com or credit statement)



WHEN TO EXPECT REIMBURSEMENT

- ✓ Once the approvals reach Accounts Payable, an audit is done to ensure expenses are compliant with policies and all documentation required is attached to the expense claim

- ✓ Once approved by Accounts Payable, it is ready to pay in the next payment run. Payment runs occur biweekly on Wednesdays and run through an accounting payment audit. All payments are part of these runs including invoices

- ✓ Once all levels of approvals are obtained, the file is uploaded to the bank and the expenses are reimbursed. Depending on volume of transactions, the process can take between 2-4 weeks for reimbursement from the time it is received in Accounts Payable.

- ✓ Common reasons for delays in payment include:
  - ✓ Improper or missing documentation
  - ✓ Expenses claimed are not in compliance to policies
  - ✓ Improper tax coding
  - ✓ Improper manual changes to GL string when charging projects



REMINDER

The expense module is to be used to request reimbursement for *approved* expenses you have made on behalf of the University

As an example, Honorariums *are not* to be paid out of pocket and submitted for reimbursement

Expenses reimbursements should be submitted within fifteen (15) working days from the completion of the trip

DELEGATION OF EXPENSE REPORTS

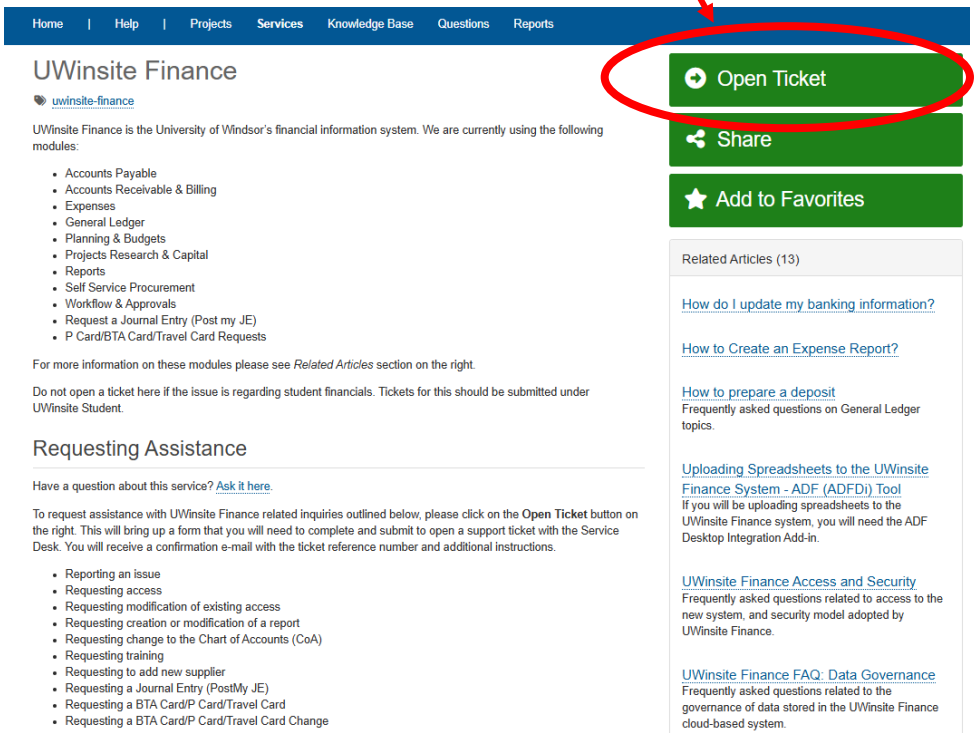
1. From the UWinsite Finance home screen, click on **Expenses**
2. From the *Travel and Expenses* page, click the on the **Gear Icon** and select **Manage Delegates**
3. The **Delegates and Permissions** page, click the plus symbol (**+**) to add a delegate
4. In the **Person** field, type in the delegate's first and last names in CAPITAL LETTERS. A list will be displayed, and the appropriate individual can be selected
   - From the search list, select the individual and then click **OK**.
5. Click **Save and Close**

DELEGATING EXPENSE REPORTS DOCUMENTATION



UNIVERSITY CREDIT CARDS

To open a University Pcard or Travel card complete a TDX Uwinsite Finance ticket with 1 up approval, and funding account details attached.



The Benefits of Utilizing these Cards:

- You do not have to pay for University expenditures with your own personal funds, or on your own credit card
- Vendors are paid instantly, versus having to have them set up as a supplier
- For travel expenditures, you can apply for a travel advance when charged to a University Travel Card

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UNIVERSITY CREDIT CARDS

Purchasing Card

- To be used for low-value items without having to involve the Procurement Department.
- The cardholder is responsible for allocating the expenditure to the correct program/project through CentreSuite.
- The University pays off the balance monthly.
- The individual transaction limit is $5,650 (including HST).
- The monthly transaction limit is $10,000.

Travel Card

- To be used for University-related business travel expenses such as airfare, hotels, car rentals, meals, etc.
- The Cardholder submits a travel expense report for reimbursement.
- The Cardholder must pay off the balance on a monthly basis.
- The Cardholder is responsible to pay for any interest charges personally if there is a delay in payment.
- The monthly transaction limit is $15,000.

For general credit card inquiries, contact Procurement at pcard@uwindsor.ca

APPROVAL WORKFLOW

Expense Reports Charged to Your Department/Faculty:

You create a claim → Your one-up approver approves → The budget cost centre owner approves → AP Audits and processes

Expense Reports Charged to Your Research Grant:

You create a claim → Your one-up approver approves → Research Finance approves → AP Audits and processes

Delegate Submits a Claim on Your Behalf:

Delegate creates your expense report → You approve their work → Process continues as above

All of this routing happens automatically in the system.
You are emailed when your approval is required.

Important Differences for Projects Processing

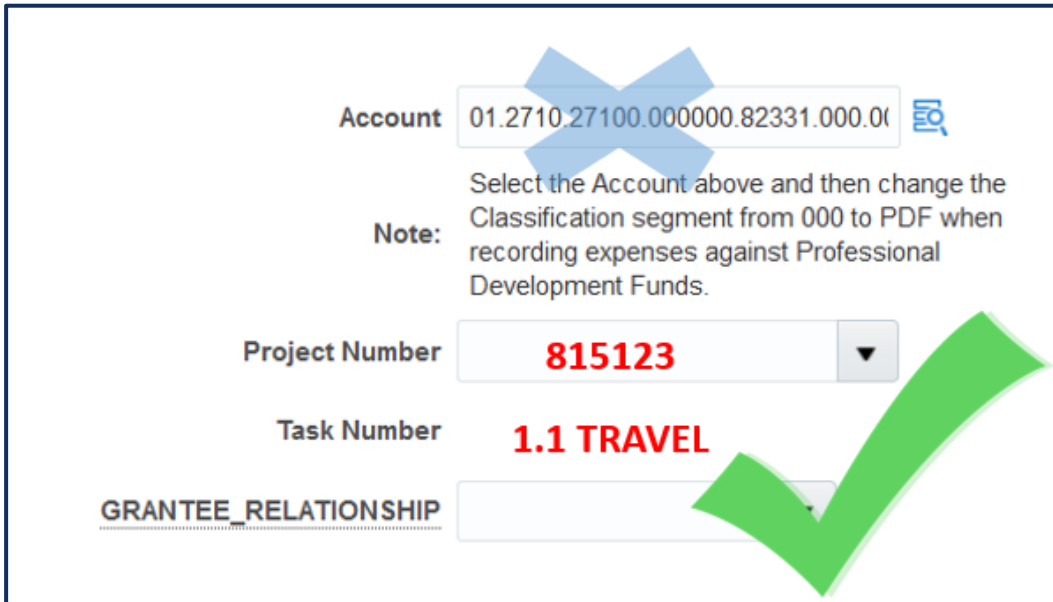
Access to Transact Against Grant Accounts

- Unique security exists
- Users charging grants who are NOT the PI must be approved by the PI (required for Tri Council compliance)
- Set up by Research Finance

Action:

If you will be charging grants where you are not the PI, or a current Project Team Member, Submit a Finance Ticket to be added as Project Team Member

Only use the *Project Number* box on Purchase Orders and Expense Reports



The Account box should not be touched. It will get overridden when the report is submitted.

Add Project Team Member Documentation

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PROJECT EXPENSES APPROVALS

What Research Finance Checks For:

- ✓ Is there funding available?
- ✓ Is there evidence of PI approval?
  - ✓ If none, the workflow will be re-rerouted to the PI for their approval
- ✓ That there is supporting documentation for the purchase
- ✓ The grant allows that type of expenditure
  - ✓ Example: Travel expenses or equipment

Where we Rely on the PI's Expertise to confirm the expenses:

- ✓ Contributes to the direct costs of the research/activities for which the funds were awarded
- ✓ Be effective and economical
- ✓ Not result in personal gain for members of the research team

What is the Fastest Way for me to Master UWinsite Expenses?

Handy Handouts
There are many one-page handouts online to help

Expenses

1. Add Banking Information
2. Submit an Expense Report
3. Withdraw an Expense Report
4. Add a Project Team Member

Connect with your Project Manager!

Purchasing (Additional Access Required)

1. Request Modification to Access
2. Set Up Deliver to Location
3. Submit a Payment Request
4. Submit a Purchase Order
5. Request a New Supplier

Book a Meeting



Expense Claim Online Training
Expense Claim In-Person Training
Travel Advance Online Training
Travel Advance In-Person Training

ACTION LIST

Expenses

- ❑ Sign up for a Purchasing Card if you plan to make small purchases
- ❑ Sign up for a Travel Card if you plan to travel on behalf of the University
- ❑ To apply for a Purchasing or Travel Card, please submit an TDX Service ticket under Request Form - UWinsite Finance BTA/Travel Card/PCard/New Card Request

Learning the System

- ❑ Check out our Knowledge Base Articles and brief handouts
- ❑ Learn who the "expert" is in your Department and chat with them via Teams
- ❑ Submit a finance ticket with details of the task/function you require assistance with – our finance team will review it and assist you

Using the System

- ❑ Use Firefox and favourite our UWinsite Finance Website

www.uwindsor.ca/uwinsitefinance