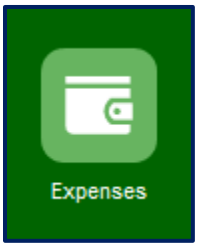
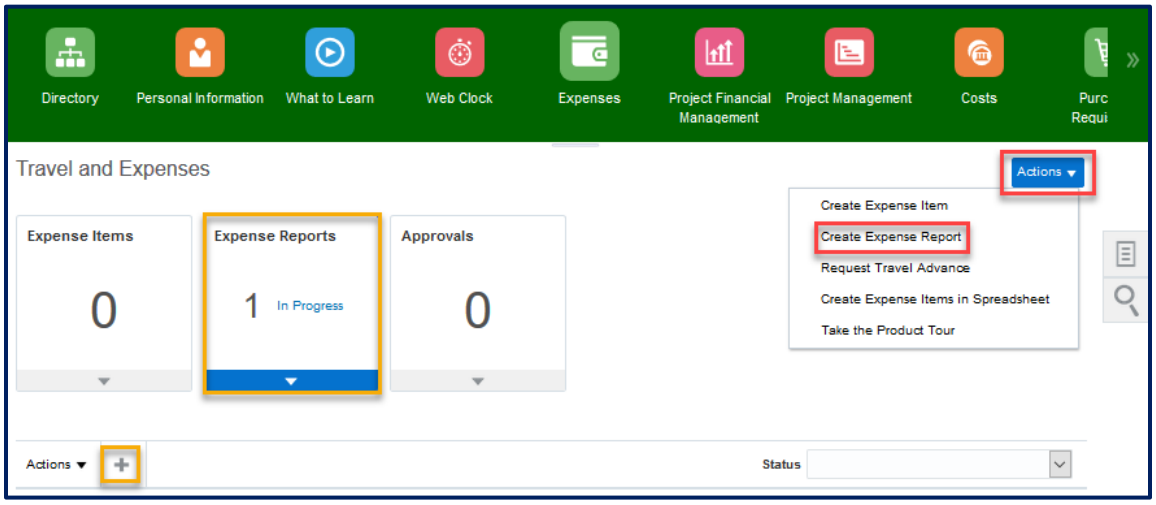
HOW TO CREATE & SUBMIT AN EXPENSE REPORT

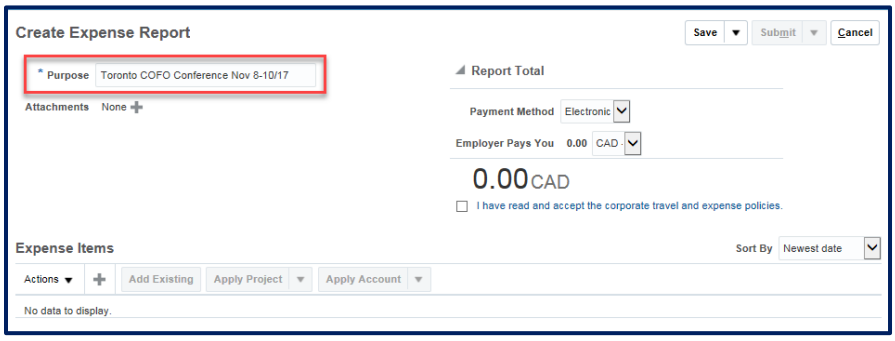
1. Log into **UWinsite Finance**
2. From your Home Screen, click on **Expenses**



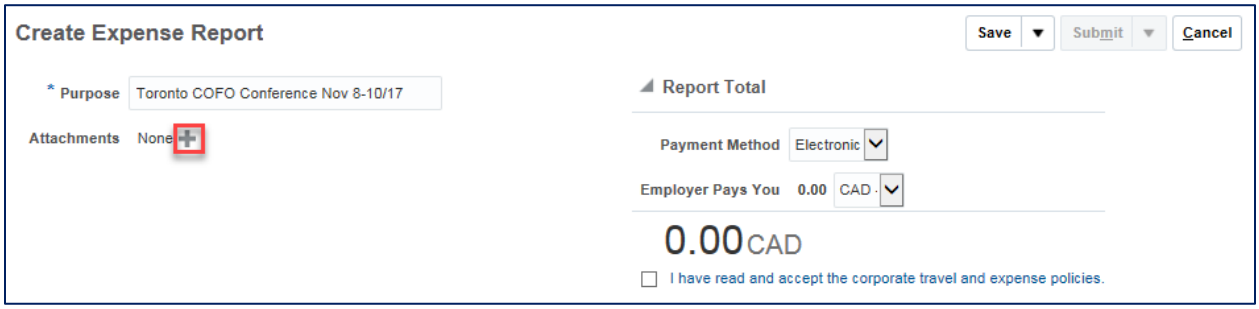
3. From the *Travel and Expenses* page, click on Actions and select **Create Expense Report** from the drop-down menu or click on the **Expense Reports** tab and then click on the **Plus Sign (+)**



4. Complete the Expense Report Header section of your claim
    a. **Purpose** – Ensure a descriptive purpose is provided. Include **Who/What/When/Where**

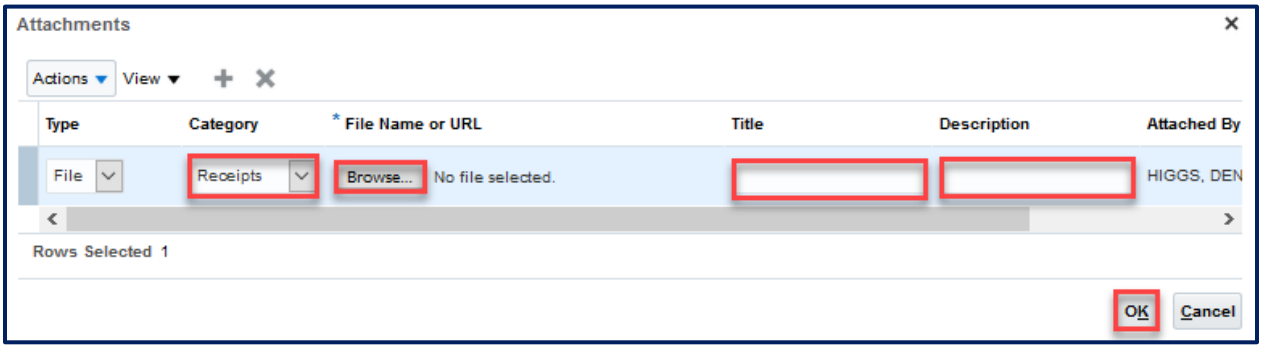


5. Click on the **Attachments Plus Sign (+)** to attach documents which support the purpose of the expense report such as a conference agenda and a pre-approval memo.
   NOTE: Expense receipts are not to be attached at this stage.

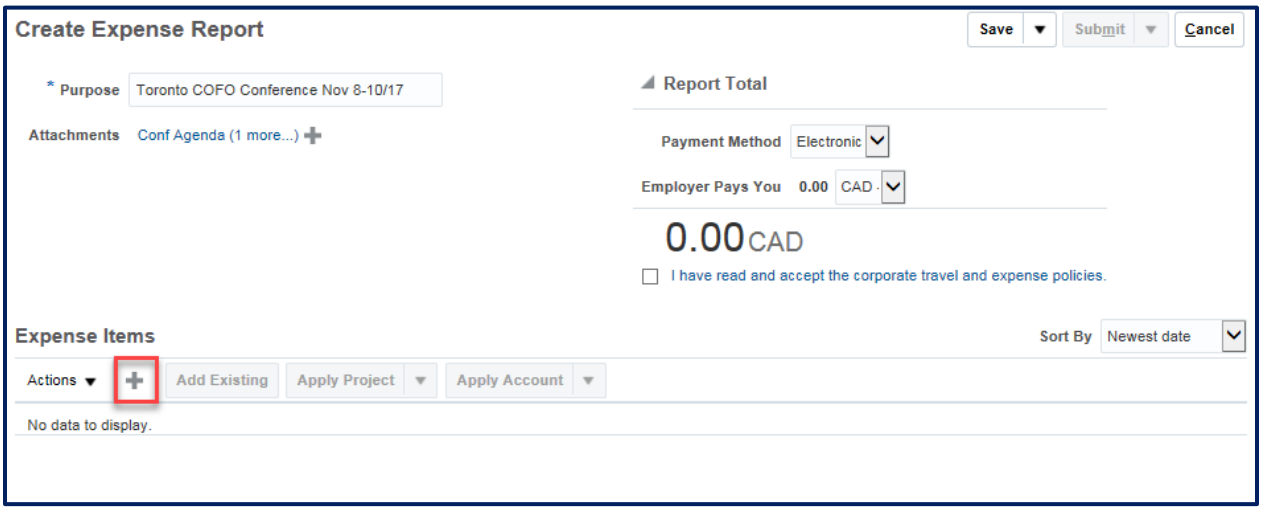


6. From the **Category** drop down menu, select the appropriate category and click on **Browse** to attach the desired documentation. Once attached, type in the corresponding **Title** and **Description** and click **Ok**

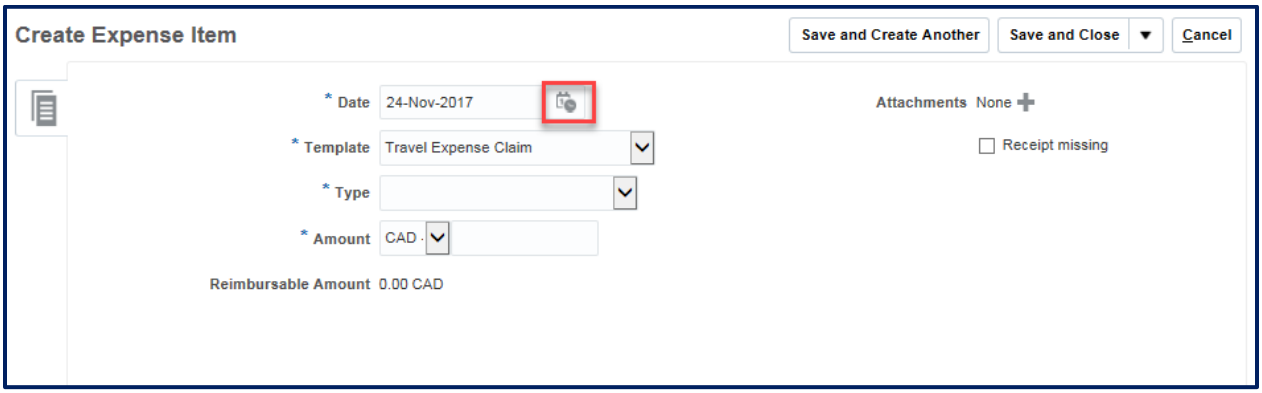
NOTE: To add multiple attachments, click on the **Plus Sign (+)** and repeat step 6



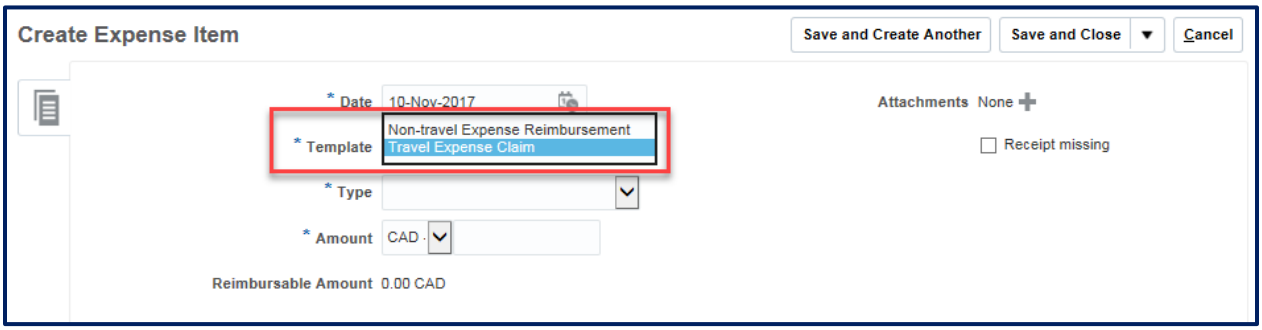
7. To add individual expense items to the expense report, click on the **Plus Sign (+)** under *Expense Items*



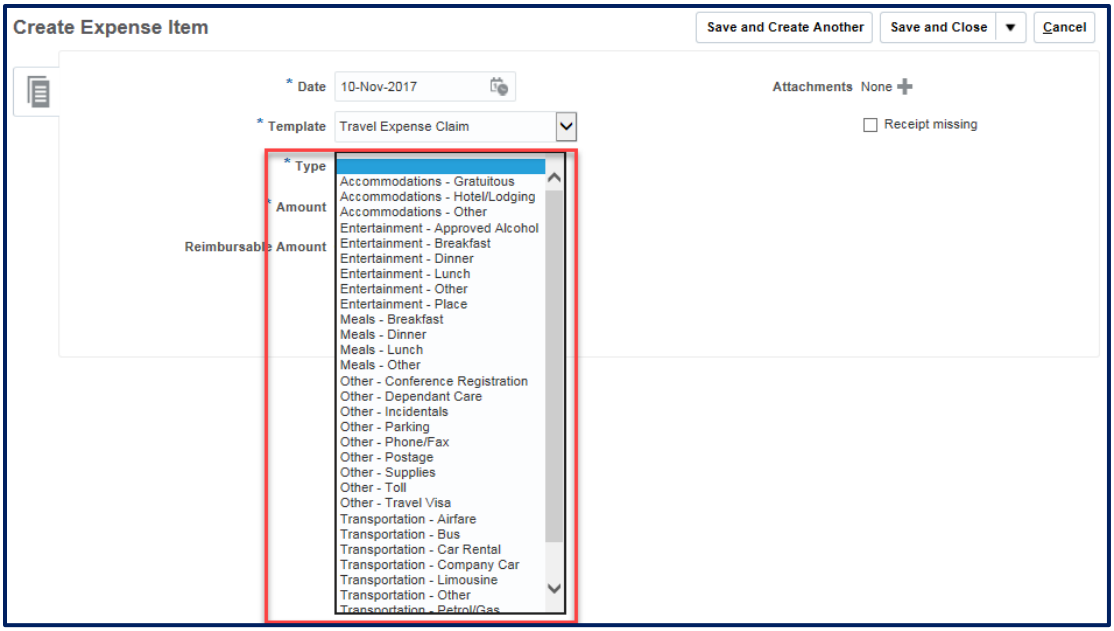
8. Click on the **Calendar** next to the *Date* and select the date on which the expense was incurred



9. Select the appropriate **Template** from the drop-down menu, there are two options
    a. *Non-travel Expense Reimbursement* – to be selected for expenses such as supplies, office equipment, etc.
    b. *Travel Expense Claim* – to be selected for all travel related expenses such as airfare, conference registration, etc.



10. From the **Type** field, select the expense type



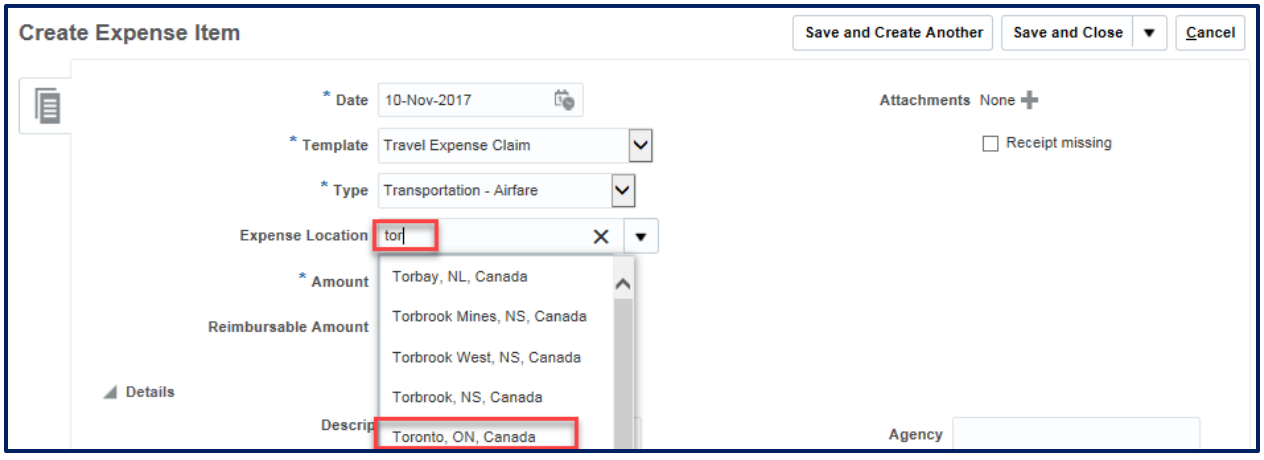
11. Enter the **Expense Location**

NOTE: You can type directly into the field and a drop-down menu will appear or you or you can use the search option.

NOTE: Type part of the city name and a prepopulated list will appear, and the appropriate city of travel can be selected

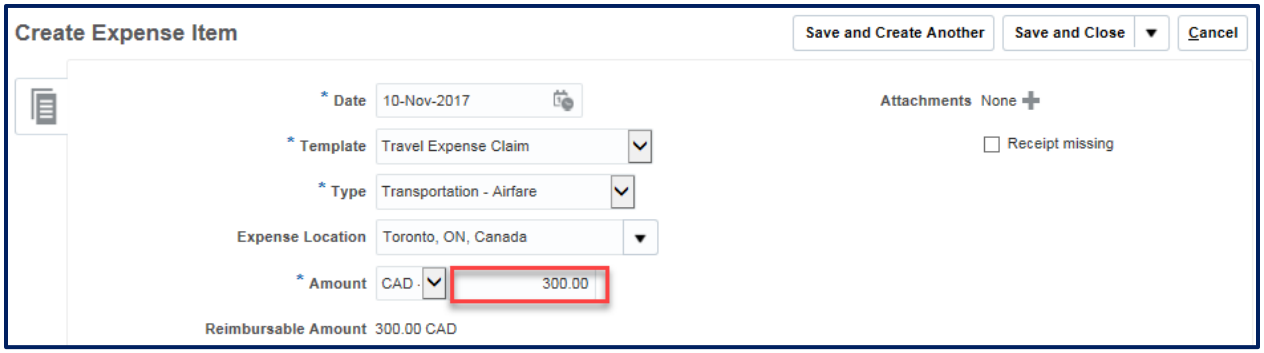
NOTE: For locations outside of North America, type in the Country Name, not the City

NOTE: If the location you are searching for does not appear in the prepopulated list, click on search to continue with a more advanced listing

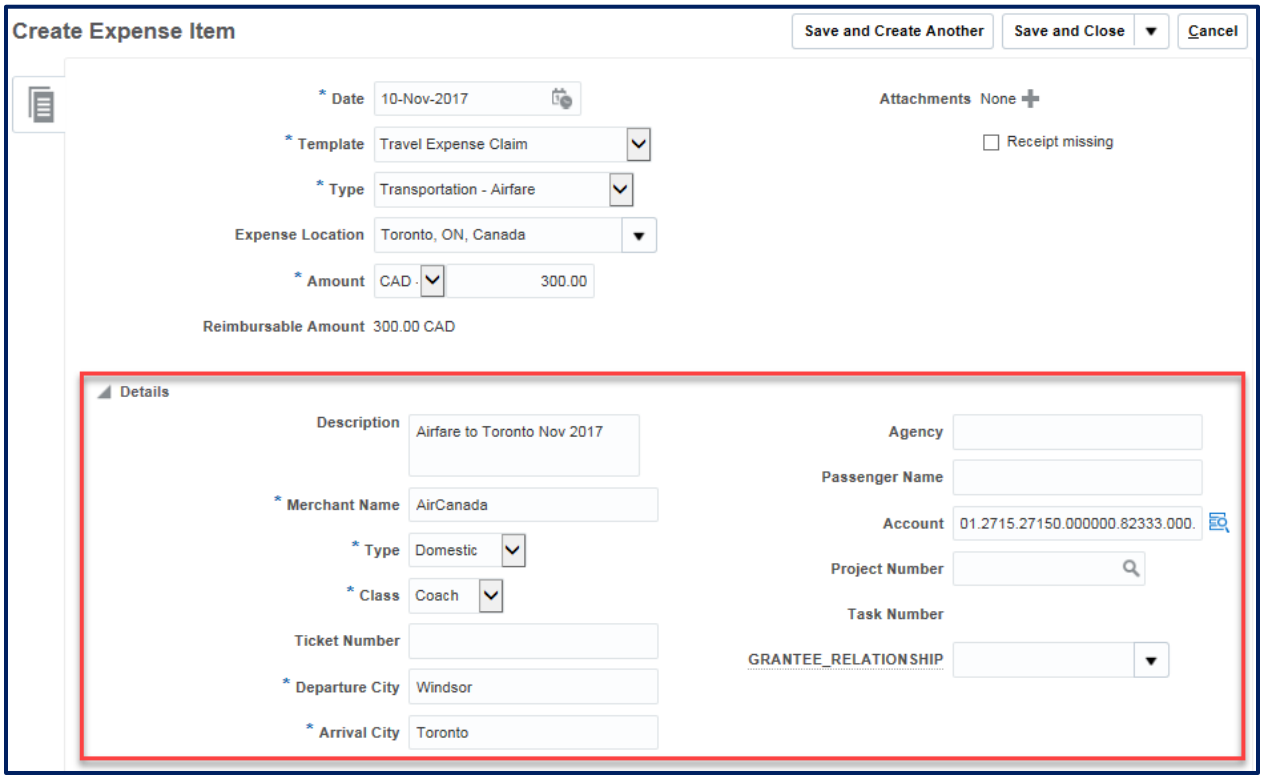


12. Enter the **Amount** of the expense being claimed. This is the amount to be reimbursed

NOTE: The amount with tax is to be included



13. Complete the *Details* section of the expense item
    a. Any field with an **Asterisk (*)** is mandatory and must be completed.

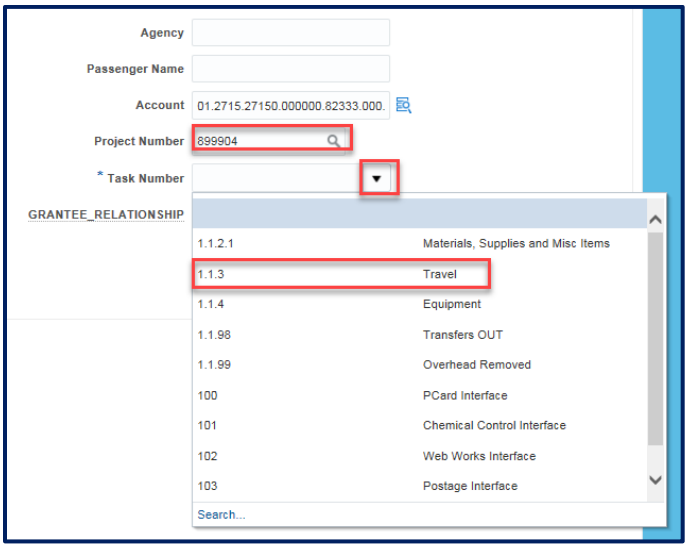


14. The *Account* field is automatically populated based on your department and the type of expense selected

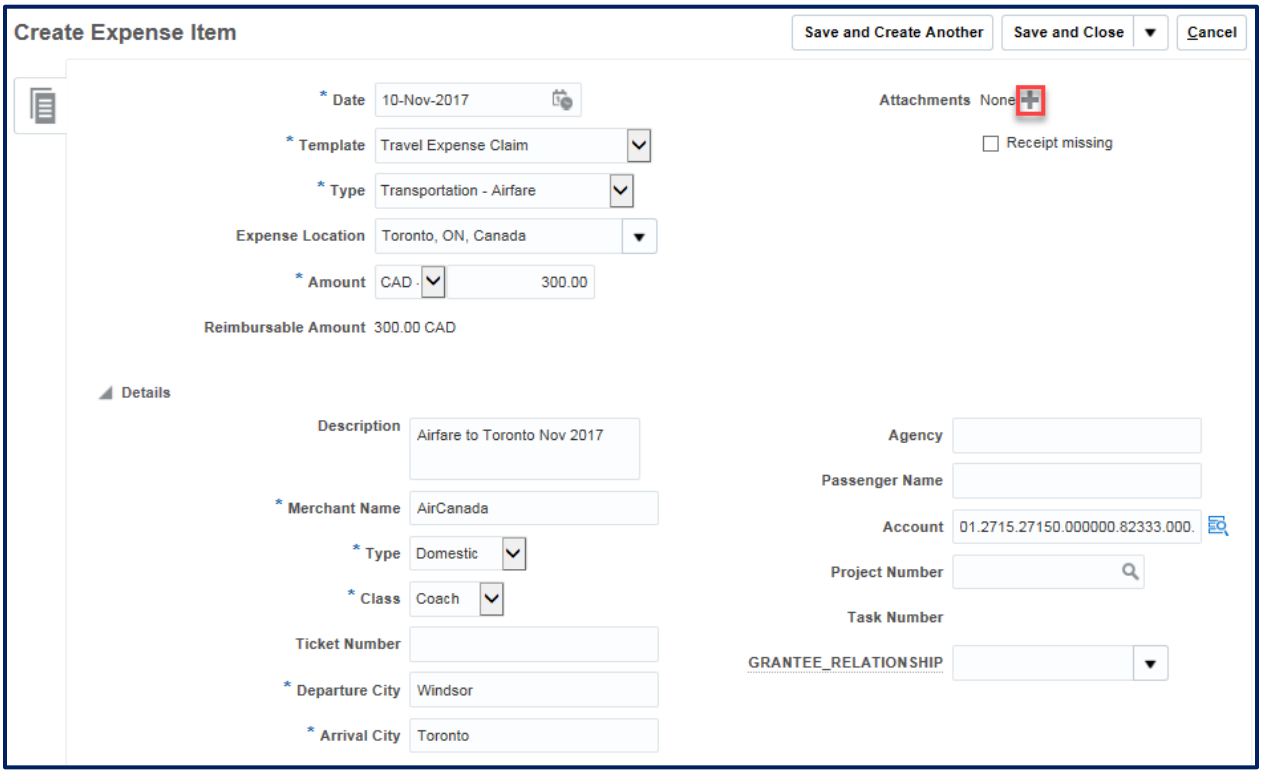
NOTE: To view the account, select the **Account Details** icon next to the **Account** field

NOTE: DO NOT alter the account string in the Account Field!

15. If expense should be charged to a Project account, see below. If not, proceed to next step.
    i. Type in the Project number in the **Project Number** field. This will prompt the **Task Number** field to become available with a drop-down box. Select the appropriate task type. DO NOT alter the Account field!



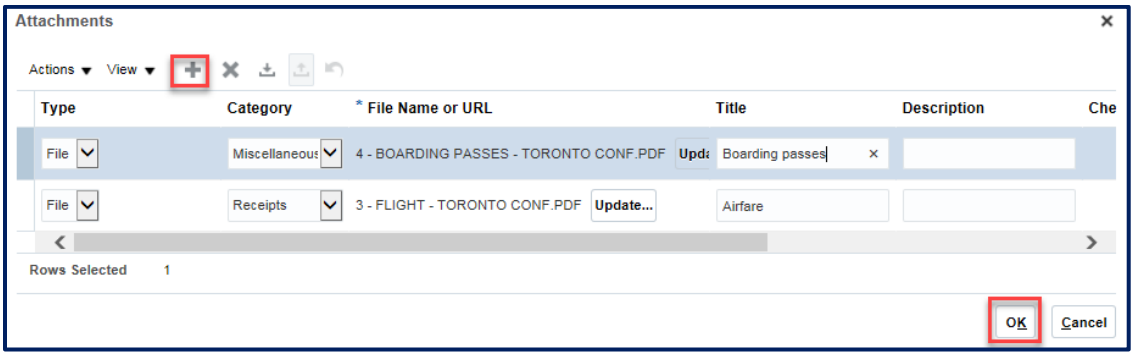
16. To add a Receipt or other supporting material, select the **Plus Sign (+)** symbol next to the *Attachments* field



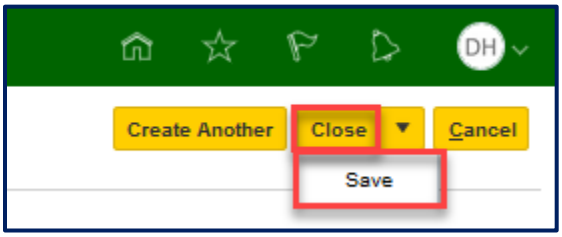
17. From the **Category** drop down menu, select the appropriate category and click on **Browse** to attach the desired documentation. Once attached, type in the corresponding **Title** and **Description** and click **Ok**

NOTE: To add multiple attachments, click on the **Plus Sign(+)** and repeat steps 16 and 17

NOTE: If a receipt is missing and required for the expense item, check mark the **Receipt Missing** box and provide a justification when the **Justification** field is displayed



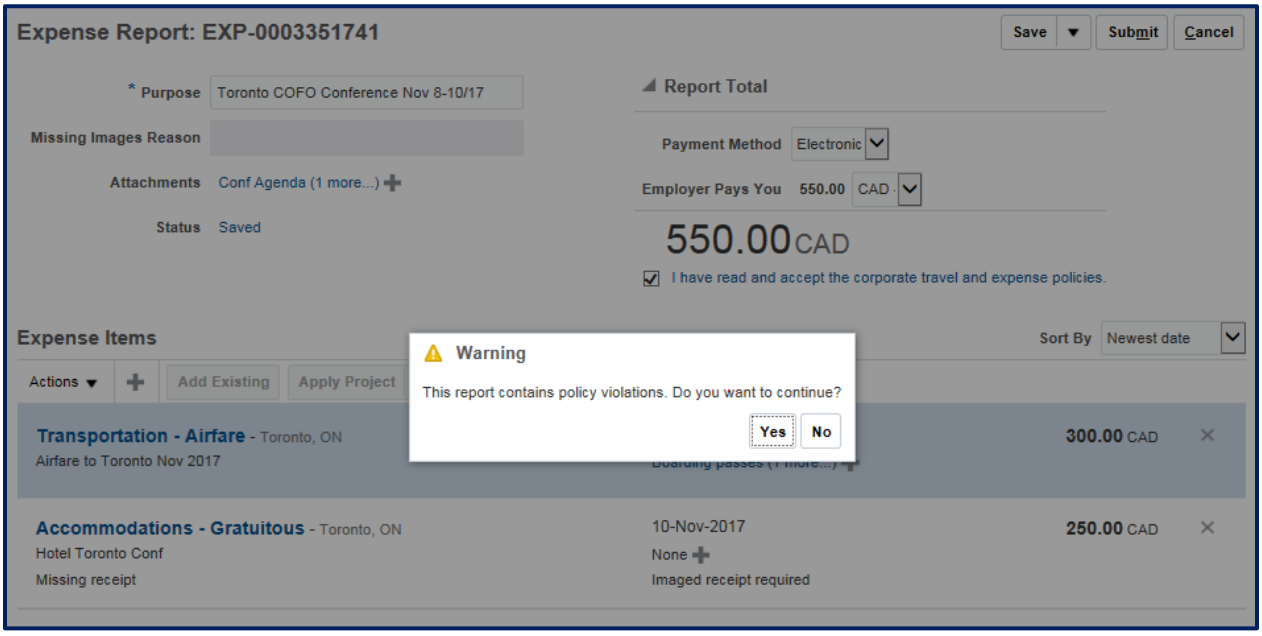
18. Once all information for the expense item has been inputted click **Done** or **Save** if you are not yet complete and wish to continue at a later time

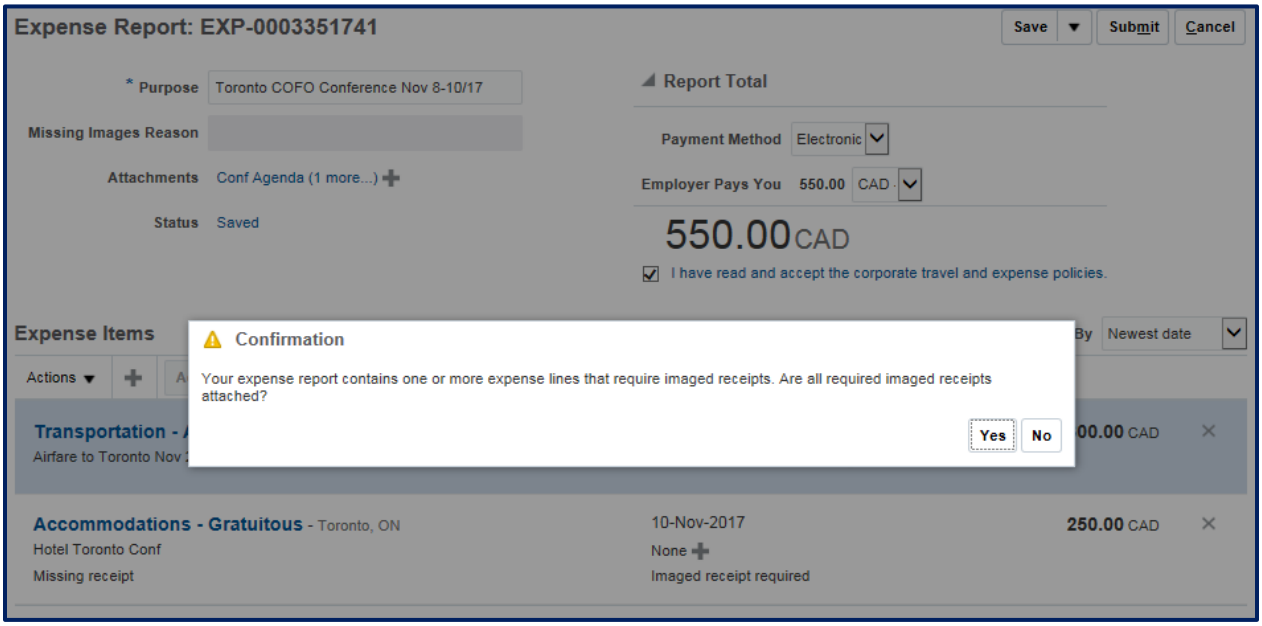


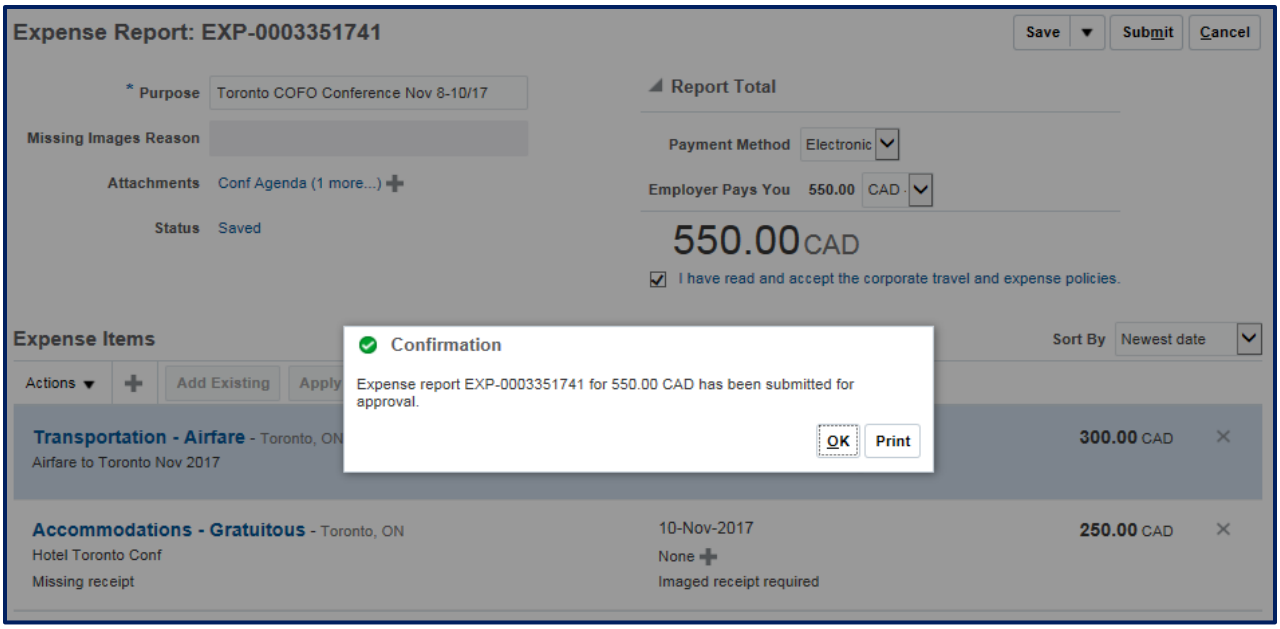
19. Once all expense items have been added and the expense report is ready to be submitted, check off the **"I have read and accept the corporate travel and expense policies"** box. This field is also hyperlinked if you need to review the University's policy. Once the check box is selected, click **Submit**

NOTE: You can click Save if you are not yet done with the Expense Report and wish to add more information at a later time.

20. You may receive multiple warnings before a Submitted Confirmation appears. These messages are reminders to ensure you have attached all necessary documents and your expense report is complete before submitting for approvals.





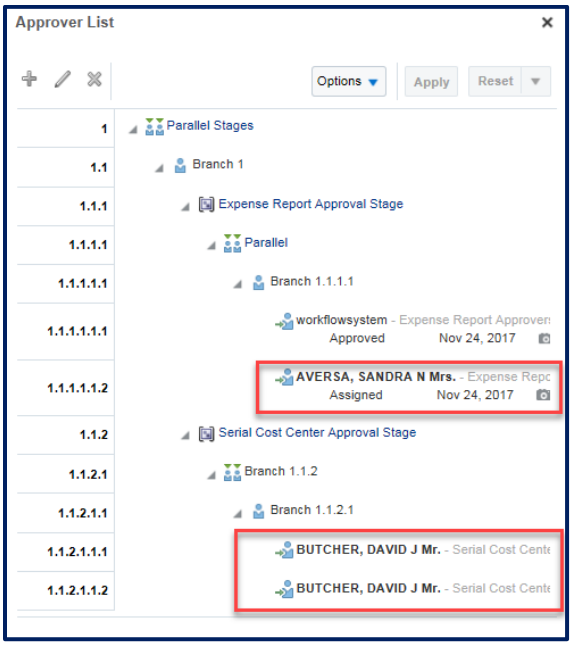


21. To check the status of the expense report submitted, select the Expense Report in question and click on **Pending Manager Approval**

NOTE: Expense claims have a two-step approval

a. Step One – Direct Supervisor
b. Step Two – Account Owner

NOTE: Once the Account Owner has approved the expense report is reviewed in Audit by the Accounts Payable department to ensure that all expenses are abiding to University of Windsor Policies

NOTE: For projects less than $500 total, the second approval processes is not initiated, and the expense report goes from the first approval of the Direct Supervisor to Accounts Payable for Audit.

NOTE: If an individual has delegated their ability to complete expense reports to another individual, there is an additional approval processes which takes place. They must approval the expense report for submission prior to it being send to their Direct Supervisor for the first approval.