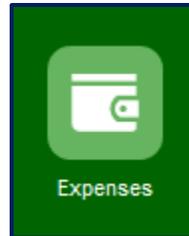
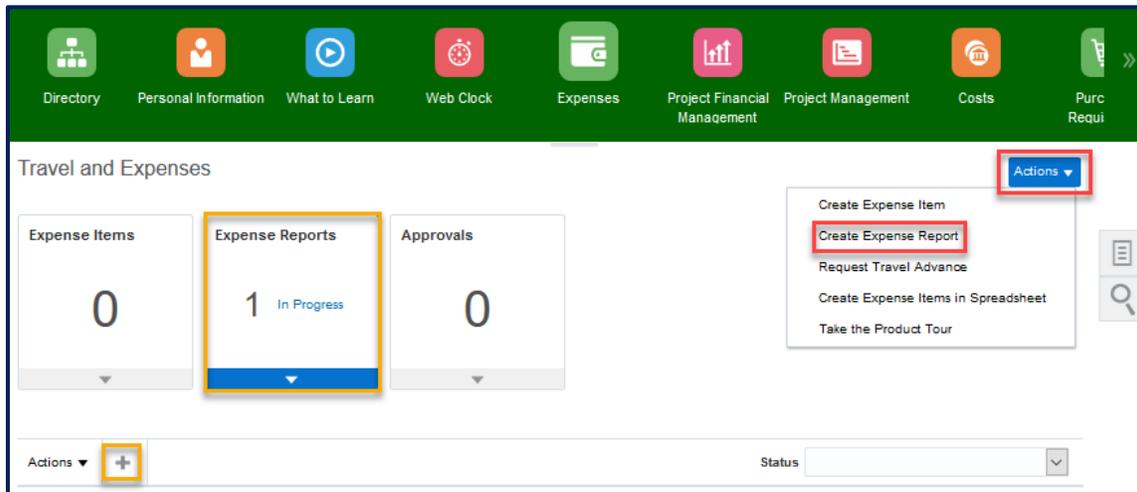


HOW TO CREATE & SUBMIT AN EXPENSE REPORT

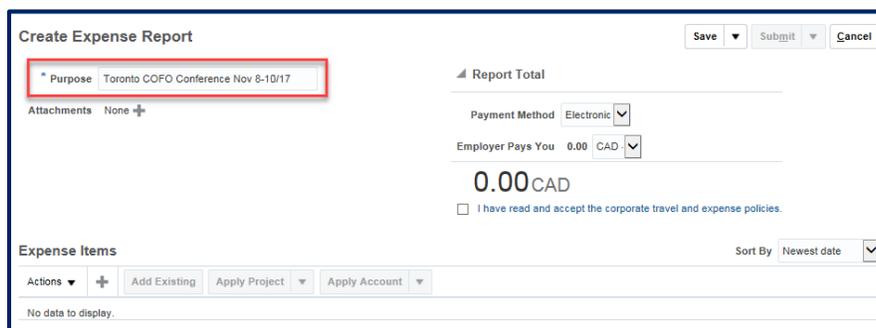
1. Log into **UWinsite Finance**
2. From your Home Screen, click on **Expenses**



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**

A screenshot of the "Create Expense Report" form. The "Purpose" field is highlighted with a red box and contains the text "Toronto COFO Conference Nov 8-10/17". The "Report Total" section shows a value of "0.00CAD". The "Payment Method" is set to "Electronic" and "Employer Pays You" is set to "0.00 CAD". There is a checkbox for "I have read and accept the corporate travel and expense policies." The "Expense Items" section at the bottom has a "Sort By" dropdown set to "Newest date" and a "No data to display." message.

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.

Create Expense Report Save Submit Cancel

* Purpose

Attachments **+**

Report Total

Payment Method

Employer Pays You

0.00 CAD

I have read and accept the corporate travel and expense policies.

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

Attachments ×

Actions View + ×

Type	Category	* File Name or URL	Title	Description	Attached By
<input type="text" value="File"/>	<input type="text" value="Receipts"/>	<input type="text" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>	HIGGS, DEN

Rows Selected 1

OK Cancel

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

Create Expense Report Save Submit Cancel

* Purpose: Toronto COFO Conference Nov 8-10/17

Attachments: Conf Agenda (1 more...) +

Report Total

Payment Method: Electronic

Employer Pays You: 0.00 CAD

0.00 CAD

I have read and accept the corporate travel and expense policies.

Expense Items Sort By: Newest date

Actions: **+** Add Existing Apply Project Apply Account

No data to display.

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

Create Expense Item Save and Create Another Save and Close Cancel

* Date: 24-Nov-2017 **Calendar**

Attachments: None +

* Template: Travel Expense Claim Receipt missing

* Type: [Dropdown]

* Amount: CAD [Input]

Reimbursable Amount: 0.00 CAD

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.

Create Expense Item Save and Create Another Save and Close Cancel

* Date: 10-Nov-2017 **Calendar**

Attachments: None +

* Template: **Non-travel Expense Reimbursement**
Travel Expense Claim Receipt missing

* Type: [Dropdown]

* Amount: CAD [Input]

Reimbursable Amount: 0.00 CAD

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

The screenshot shows the 'Create Expense Item' form. The 'Date' field is set to '10-Nov-2017'. The 'Template' dropdown is set to 'Travel Expense Claim'. The 'Type' dropdown menu is open, displaying a list of expense categories such as 'Accommodations - Gratuitous', 'Meals - Breakfast', and 'Transportation - Airfare'. The 'Amount' and 'Reimbursable Amount' fields are visible but empty. The 'Attachments' section shows 'None' and a 'Receipt missing' checkbox.

11. Enter the **Expense Location**

NOTE: You can type directly into the field and a drop-down menu will appear 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

The screenshot shows the 'Create Expense Item' form with the 'Type' dropdown set to 'Transportation - Airfare'. The 'Expense Location' field contains the text 'tor' and has a dropdown menu open showing a list of locations including 'Torbay, NL, Canada', 'Torbrook Mines, NS, Canada', and 'Toronto, ON, Canada'. The 'Amount' and 'Reimbursable Amount' fields are empty. The 'Agency' field is also empty.

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

The screenshot shows the 'Create Expense Item' form. The 'Amount' field is highlighted with a red box and contains the value '300.00'. The currency is set to 'CAD'. Other fields include: Date (10-Nov-2017), Template (Travel Expense Claim), Type (Transportation - Airfare), Expense Location (Toronto, ON, Canada), and Reimbursable Amount (300.00 CAD). Buttons for 'Save and Create Another', 'Save and Close', and 'Cancel' are visible at the top right.

13. Complete the *Details* section of the expense item

a. Any field with an **Asterisk (*)** is mandatory and must be completed.

The screenshot shows the 'Create Expense Item' form with the 'Details' section expanded and highlighted with a red box. The 'Details' section contains the following fields: Description (Airfare to Toronto Nov 2017), Agency, Passenger Name, Account (01.2715.27150.000000.82333.000), Project Number, Task Number, Ticket Number, Merchant Name (AirCanada), Type (Domestic), Class (Coach), Departure City (Windsor), and Arrival City (Toronto). The 'GRANTEE_RELATIONSHIP' field is also visible. Buttons for 'Save and Create Another', 'Save and Close', and 'Cancel' are visible at the top right.

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!

The screenshot shows a portion of the 'Create Expense Item' form. The 'Project Number' field contains the value '89904'. Below it, the '* Task Number' field is a dropdown menu that is currently open, displaying a list of task categories under the heading 'GRANTEE_RELATIONSHIP'. The 'Travel' option, with the code '1.1.3', is highlighted with a red box. Other visible options include 'Materials, Supplies and Misc Items' (1.1.2.1), 'Equipment' (1.1.4), 'Transfers OUT' (1.1.98), 'Overhead Removed' (1.1.99), 'PCard Interface' (100), 'Chemical Control Interface' (101), 'Web Works Interface' (102), and 'Postage Interface' (103).

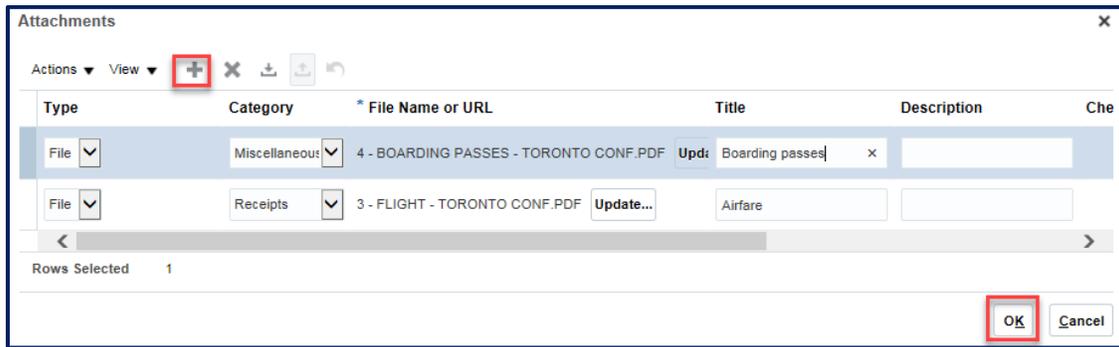
16. To add a Receipt or other supporting material, select the **Plus Sign (+)** symbol next to the *Attachments* field

The screenshot shows the full 'Create Expense Item' form. At the top right, there are buttons for 'Save and Create Another', 'Save and Close', and 'Cancel'. The 'Date' is set to '10-Nov-2017'. The 'Template' is 'Travel Expense Claim' and the 'Type' is 'Transportation - Airfare'. The 'Expense Location' is 'Toronto, ON, Canada' and the 'Amount' is '300.00 CAD'. The 'Reimbursable Amount' is '300.00 CAD'. In the 'Attachments' section, the value is 'None' and a red box highlights a plus sign icon next to it. Below this is a checkbox for 'Receipt missing'. The 'Details' section is expanded, showing fields for 'Description' (Airfare to Toronto Nov 2017), 'Merchant Name' (AirCanada), 'Type' (Domestic), 'Class' (Coach), 'Ticket Number', 'Departure City' (Windsor), and 'Arrival City' (Toronto). On the right side of the form, there are fields for 'Agency', 'Passenger Name', 'Account' (01.2715.27150.000000.82333.000), 'Project Number', 'Task Number', and 'GRANTEE_RELATIONSHIP'.

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

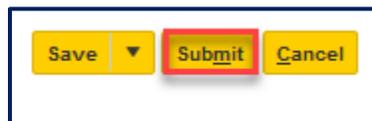


18. Once all information for the expense item has been inputted click **Done** or **Save** if you are not yet complete and wish to continue at a later time



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.

The screenshot shows an expense report interface for 'EXP-0003351741'. The report total is 550.00 CAD. A warning dialog box is displayed over the 'Expense Items' table, asking 'This report contains policy violations. Do you want to continue?' with 'Yes' and 'No' buttons. The table lists two items: 'Transportation - Airfare' (300.00 CAD) and 'Accommodations - Gratuitous' (250.00 CAD). The 'Accommodations' item has a note 'Imaged receipt required'.

Expense Item	Amount
Transportation - Airfare - Toronto, ON Airfare to Toronto Nov 2017	300.00 CAD
Accommodations - Gratuitous - Toronto, ON Hotel Toronto Conf Missing receipt	250.00 CAD

The screenshot shows the same expense report interface. A confirmation dialog box is displayed, asking 'Your expense report contains one or more expense lines that require imaged receipts. Are all required imaged receipts attached?' with 'Yes' and 'No' buttons. The background interface is identical to the previous screenshot, showing the report total of 550.00 CAD and the expense items table.

Expense Item	Amount
Transportation - Airfare - Toronto, ON Airfare to Toronto Nov 2017	300.00 CAD
Accommodations - Gratuitous - Toronto, ON Hotel Toronto Conf Missing receipt	250.00 CAD

Expense Report: EXP-0003351741 Save Submit Cancel

*** Purpose** Toronto COFO Conference Nov 8-10/17

Missing Images Reason

Attachments Conf Agenda (1 more...) +

Status Saved

Report Total

Payment Method Electronic

Employer Pays You 550.00 CAD

550.00 CAD

I have read and accept the corporate travel and expense policies.

Expense Items Sort By Newest date

Confirmation
 Expense report EXP-0003351741 for 550.00 CAD has been submitted for approval.
 OK Print

Expense Item	Date	Amount
Transportation - Airfare - Toronto, ON Airfare to Toronto Nov 2017	10-Nov-2017	300.00 CAD
Accommodations - Gratuitous - Toronto, ON Hotel Toronto Conf Missing receipt	10-Nov-2017 None + Imaged receipt required	250.00 CAD

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

Expense Report: EXP-0003351741 Submit Receipts Cancel

Purpose Toronto COFO Conference Nov 8-10/17

Attachments Conf Agenda (1 more...) +

Status Pending manager approval

Report Total

Payment Method Electronic

Employer Pays You 550.00 CAD

550.00 CAD

Expense Items Sort By Newest date

Expense Item	Date	Amount
Transportation - Airfare - Toronto, ON Airfare to Toronto Nov 2017	10-Nov-2017 Boarding passes (1 more...) +	300.00 CAD
Accommodations - Gratuitous - Toronto, ON Hotel Toronto Conf Missing receipt	10-Nov-2017 None + Imaged receipt required	250.00 CAD

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 approve the expense report for submission prior to it being send to their Direct Supervisor for the first approval.

The screenshot shows a window titled "Approver List" with a close button (X) in the top right corner. Below the title bar are three icons (plus, pencil, and X) and three buttons: "Options" (with a dropdown arrow), "Apply", and "Reset" (with a dropdown arrow). The main content is a tree view with the following structure:

- 1 Parallel Stages
 - 1.1 Branch 1
 - 1.1.1 Expense Report Approval Stage
 - 1.1.1.1 Parallel
 - 1.1.1.1.1 Branch 1.1.1.1
 - 1.1.1.1.1.1 workflowsystem - Expense Report Approven Approved Nov 24, 2017
 - 1.1.1.1.1.2 AVERSA, SANDRA N Mrs. - Expense Rept Assigned Nov 24, 2017
 - 1.1.2 Serial Cost Center Approval Stage
 - 1.1.2.1 Branch 1.1.2
 - 1.1.2.1.1 Branch 1.1.2.1
 - 1.1.2.1.1.1 BUTCHER, DAVID J Mr. - Serial Cost Cent
 - 1.1.2.1.1.2 BUTCHER, DAVID J Mr. - Serial Cost Cent