

GETTING STARTED

FIRST TIME USER: Expense Claim System (ECS)

1. Fill in the [Request to Add Employee\(s\) to ECS](#) form found on the ECS home page and forward to ECS@uoguelph.ca. You will receive an email confirmation when this has been completed. The normal turnaround time to setup a new employee is 3 days – so get your ECS application in as soon as possible; ideally before your travel starts.
2. Go to the ECS home page and complete the [Tutorial - Travel and ECS](#).
3. Go to UoG/Services/Financial Services - [Travel/Expense Claims](#).
4. Access the ECS login page by clicking on the bullet entitled “Login to Travel/Expense Claims (ECS).”
5. Using your Central Login and Password, login to ECS and complete your claim. If you get stuck – check the tutorial for a refresher on filling out the form.
6. If you experience any difficulties, or have any questions, you can direct them to either your ECS department contact or email the ECS support team at ECS@uoguelph.ca.
7. If you have questions regarding expense claim qualifications, please review the [Travel and Business Reimbursement Policy & Procedure](#).
8. Logon to ECS at any time to monitor or check the status of your claim(s) and payments.
9. In keeping with the University of Guelph’s commitment to sustainability – Financial Services is going paperless for travel claim reimbursements to employees. All new employees added to ECS (Expense Claim System) are now set up on EFT (electronic funds transfer) for deposit to the same bank account used for their payroll deposits.