

**UNIVERSITY
of GUELPH**
FINANCIAL SERVICES
Revenue Control

****Please circulate to all employees who submit a Travel and Business Expense Claim****

To: Financial Contacts, ECS Contacts
[Memo also posted at the ECS Home Page]

From: Glenn White, Manager, Revenue Control

Date: July 26th, 2011

Subject: **Changes to the ECS Expense Claim Form**

ECS (Expense Claim System) has been revised to include a number of changes that reflect the new Hospitality policy. The policy is located at;

http://www.fin.uoguelph.ca/sites/default/files/Hospitality%20Policy%20and%20Procedures_0.pdf

Changes to this policy have been made to be consistent with the BPS (Broader Public Sector) Expenses Directive requiring that all universities maintain certain levels of accountability and transparency in the oversight and administration of their expenditures. [As a reminder, a major change to the Travel Policy surrounds the claiming of alcohol; please ensure this area is reviewed carefully to avoid an expense claim not being approved].

Now, when you claim Hospitality expenses on the ECS form, the claimant selects the appropriate hospitality object code from a drop down menu under the coding section of the form. The online ECS tutorial is in the process of been updated and will reflect these changes shortly.

In addition, ECS online Help has been improved to assist with;

- Hospitality and the appropriate Object codes to select;
- Airfare Expenses and the proper Location Code to use and
- List of commonly used "Other" object codes.

For a complete list of Travel and Business Expense information and links, please refer to the Travel / Expense page at: <http://www.fin.uoguelph.ca/departments-services/revenue-control/travelexpense-claims>

For any questions; please email the ECS support team @ ecs@uoguelph.ca. Alternatively you can call Gabi Matteis @ 52840, Charin Rivet @ 52866, Glenn White @ 52863 or Guillaume Girouard @ 53996.