

**UNIVERSITY  
of GUELPH**  
**FINANCIAL SERVICES**  
**Revenue Control**

**To:** Employee's who have a Travel Advance Outstanding  
[Memo emailed to ECS Contacts & posted at the ECS Home Page]

**From:** Glenn White, Manager, Revenue Control

**Date:** July 26<sup>th</sup>, 2011

**Subject:** **Expense Claims involving a Travel Advance are now cleared using ECS**

ECS (Expense Claim System) now allows a Claimant to clear an outstanding Travel Advance within the ECS system. While Travel Advances are rarely issued, where the conditions warrant and an advance has been issued, the advance can now be cleared using ECS when recording all the expenses related to the outstanding advance.

All employees completing a Travel Claim, that includes an outstanding Advance, must now use ECS to complete their expense claim – rather than using the outdated excel form.

We believe that you will find this new feature easier to follow, than the outdated excel form, and ECS allows a user or Department Contact to query on outstanding advances, by using the Advances Tab. We expect that all expense claims that involve an advance will transition to ECS by the end of the summer.

Note; the process to request a Travel Advance has not changed; print off the manual form available @ the Travel / Expense Claim website and complete with the assistance of your departmental travel contact.

**If you have a Travel Advance outstanding or recently submitted a Travel Advance request; when preparing your expense claim; you must clear your travel advance via ECS by following the steps below:**

**How to Submit a Travel / Expense Claim that involves a Travel Advance**

1. Log onto ECS using your Central Login ID and password.
2. Select the Claims tab and click on the "Add New Expense Claim" or Edit an already existing claim
3. Note - If there is an Advance outstanding, a system message will pop-up notifying you that an advance is available to be cleared.
4. Select the advance to be cleared from the drop down menu.
5. If you select an Advance by mistake, you can easily unselect it as well.
6. Continue to fill out the claim as you would normally; Save, Validate & select Final Submission.
7. Print off your travel claim by clicking on the PDF icon. Verify that the Advance that you are clearing is displayed on the PDF Cover Page for your Travel claim.
8. Follow the normal steps to complete the claim; Gain necessary approvals, attach receipts, and then submit to Revenue Control

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](mailto:ecs@uoguelph.ca). Alternatively you can call Gabi Matteis @ 52840, Charin Rivet @ 52866, Glenn White @ 52863 or Guillaume Girouard @ 53996.