

Welcome to the UofG Expense Claim System (ECS)

Due to the current situation, we are now accepting claims by email.

The FINAL APPROVER (highest signing authority on the claim) must email a PDF of the claim/receipts, his/her approval and Claimant approval to ECS@uoguelph.ca in the following format:

- **The SUBJECT LINE must read: Claimant depart. name, Claimant last,/first name, Claim#, Claim\$ amount. EG: CCS, SMITH, John, Claim #123456, \$543.**
- The validated claim with receipts is attached in PDF format.
- **Do not email if receipts or approval from signing authority OR claimant are missing.**
- **Send only ONE email and one file/attachment for each claim.** Do NOT send multiple emails for the same claim or multiple claims in one email.
- If original signatures are not possible, while digital signatures are not permissible, an email approval included with the claim would be accepted but must state **"I approve claim# in the amount of \$X to be processed for payment."** Include this format for both approver and claimant.
- **ONLY THE FINAL APPROVER CAN EMAIL THE CLAIM TO ECS. It must be sent from his/her secure UoG account and include the CLAIMANT and Grantee approval (if applicable.) All approvals must follow the above format.**
- The claimant or depart. must retain the hard copy with original receipts until notified by ECS how to proceed once normal procedures resume.
- You can monitor the status of your claim/payment by logging in to your ECS account.