UNIVERSITY of GUELPH

OFFICE of THE PROVOST AND VICE-PRESIDENT (ACADEMIC)

FACULTY AND ACADEMIC STAFF RELATIONS

Sessional Lecturer PDR Claim Submission via Expense Claim System

SEPTEMBER 2021

Table of Contents

Professional Development Reimbursement (PDR) 2
CUPE 3913 Unit 2 Sessional Instructors 2

Expense Claim System (ECS) 3

Instructions 3
Step 1 - Log into ECS 3
Step 2 - Add a New PDR Claim 4
Step 3 - Enter General Information 4
Step 4 - Expense Input Receipts – NOT Previously Claimed 6
Step 5 - Expense Input Receipts – Previously Claimed 7
Step 6 - Coding 7
Step 7 - Verify and Print Claim 8
Step 8 - Submit the PDR Claim 10

Reimbursement 11

Professional Development Reimbursement (PDR)

CUPE 3913 Unit 2 Sessional Instructors

On an annual basis commencing in September of each year, the University will make available a professional development fund of $55,000 as of September 1, 2021. The purpose of this fund is to offset costs to the Sessional Lecturer to participate in academic conferences/seminars or to purchase materials in support of their professional/academic development. A Sessional Lecturer is entitled to such reimbursement to a maximum of $500 once per semester and subject to the availability of funds (total reimbursement for all Bargaining Unit members cannot exceed the amount available per year, therefore a claim may be pro-rated if funds exceeded). In addition, any remaining funds at the end of the academic year may be transferred from one year to the next. Reimbursement to the allowable maximum is made upon receipt of original receipts (not orders) detailing expenses. Please refer to Appendix C of the Unit 2 Collective Agreement.

Submission Deadlines:

Fall Semester Deadline: February 1
Winter Semester Deadline: June 1
Summer Semester Deadline: October 1

Reimbursements are processed AFTER the deadline for each semester.
During W20, S20, F20, W21, S21 and F21, claimants and department supervisors must submit all claims to ecs@uoguelph.ca with the email approval language "I approve claim… for $...". Instructions for email approval.

FASR reviews and reimbursement occurs AFTER the deadline for each semester.

For more information visit: https://www.uoguelph.ca/facultyrelations/tas-sessionals/sessional-lecturer-pdr

Expense Claim System (ECS)

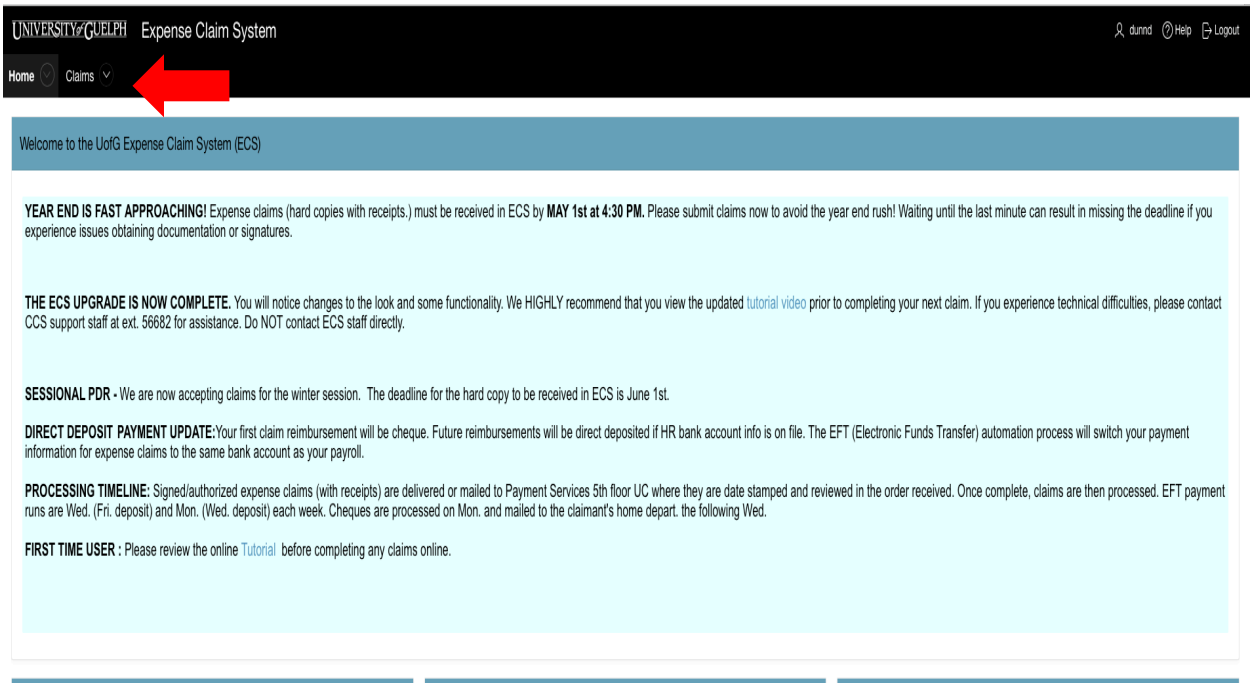
All PDR claims are submitted electronically through the Expense Claim System (ECS). The ECS is the same system used for Travel & Expense Claims. Complete the ECS tutorial to understand the basics of the system. However, **submitting a PDR has a different process than submitting a Travel & Expense Claim**. Please follow the following instructions:

Note: It is recommended to use Google Chrome. Other browsers have had difficulty with key functions that are required when submitting a PDR claim.

Instructions

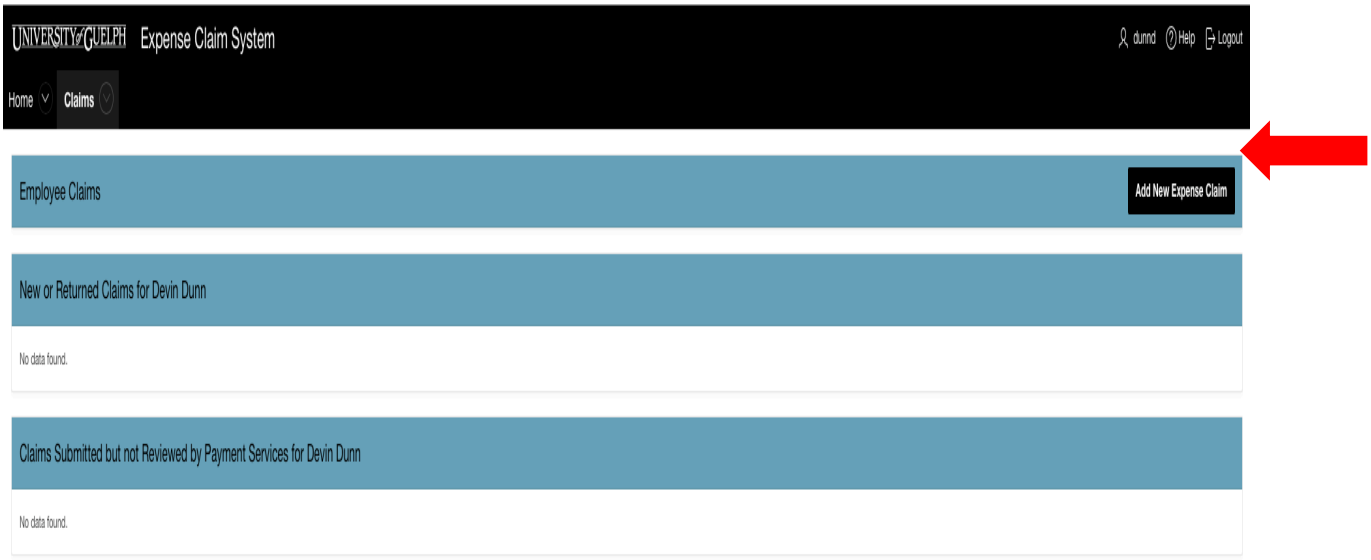
Step 1 - Log into ECS

Log into the ECS (https://ecs.cs.uoguelph.ca:8003) using your central login account. Click 'Claims' on the top right-hand corner. - It is recommended that you use Google Chrome, as others have had difficulty with other browsers.



Step 2 - Add a New PDR Claim

Click on 'Add New Expense Claim'. If you accidently create multiple claims you can reuse a claim number that hasn't been submitted.

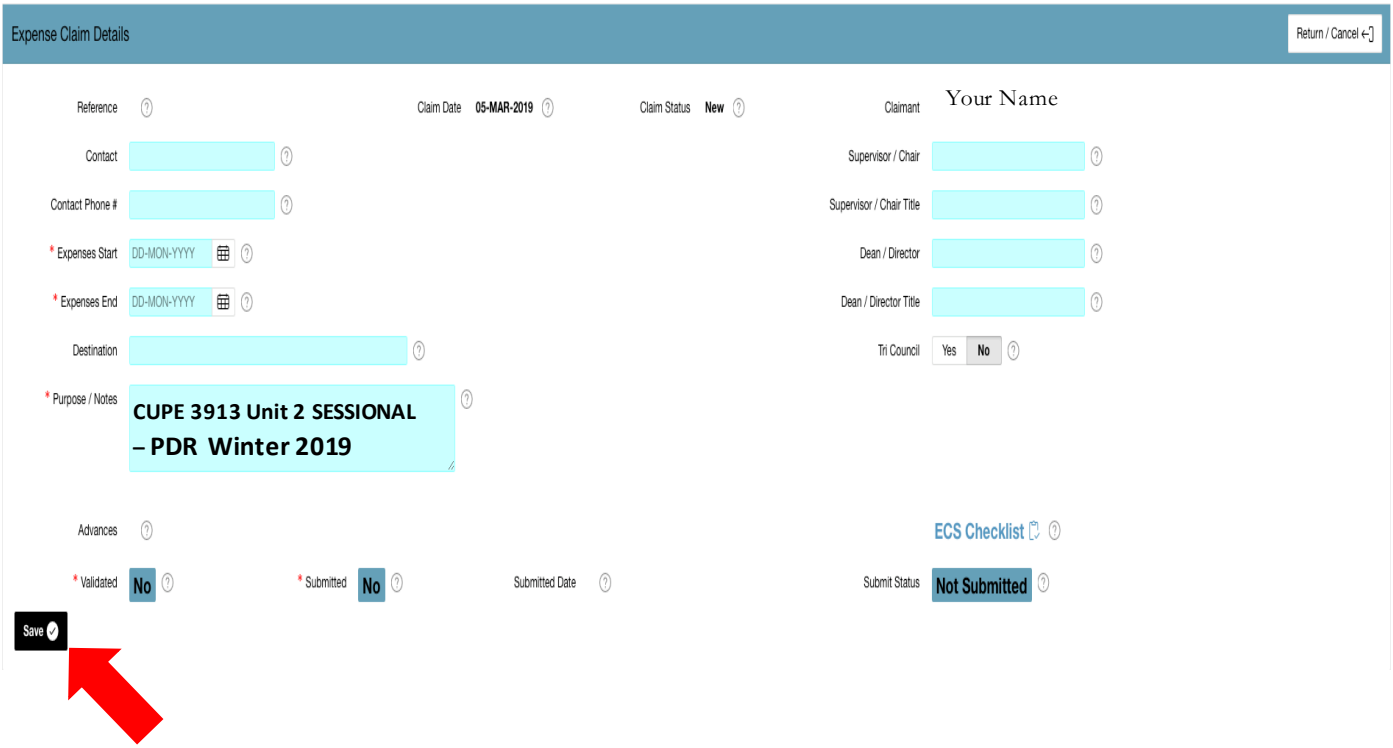


Step 3 – Enter Expense Claim Details

Please fill out the blanks highlighted in blue according to below:

- **Contact:** Your name.
- **Contact Phone #:** Your phone extension or cell phone.
- **Expenses Start:** Start date of your expense according to your receipts.
- **Expenses End:** End date of your expense according to your receipts. *(For example: If claiming computer/supplies expense, then the start and end date would be the same. If claiming expense for a conference, the start date would be the purchase date of conference and the end date would be the last day of travel.)*
- **Destination:** Location of your expense. *(Only complete if your PDR involved travel.)*
- **Purpose/Notes:** You MUST enter '**CUPE 3913 Unit 2 SESSIONAL – PDR for [semester and year]**' and an explanation of what the PDR was for, providing details. Include the College and Academic Unit(s) in which you teach. *(For example: Purchase new laptop for a DE course you are teaching; or Conference in Toronto which includes transportation and accommodations.)*
- **Supervisor/Chair:** Name of your Supervisor/Chair. *(They will be signing your PDR for submission.)*
- **Supervisor/Chair Title:** Title of your Supervisor/Chair.
- **Dean/Director:** Name of your Dean/Director. *(They do not have to sign your PDR for submission, unless you do not have a Supervisor/Chair.)*
- **Dean/Director Title:** Title of your Dean/Director.

Once all fields are complete, click ‘Save’



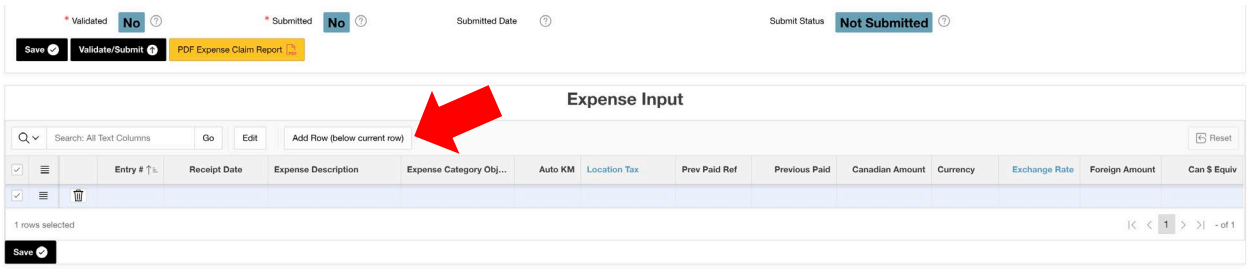
Step 4 - Expense Input Receipts – NOT Previously Claimed

If a previous claim has been submitted for this expense, i.e. laptop $1200 and you are carrying forward from your PDR a prior semester, please skip to Step 5 'Expense Input Receipts – Previously Claimed'.

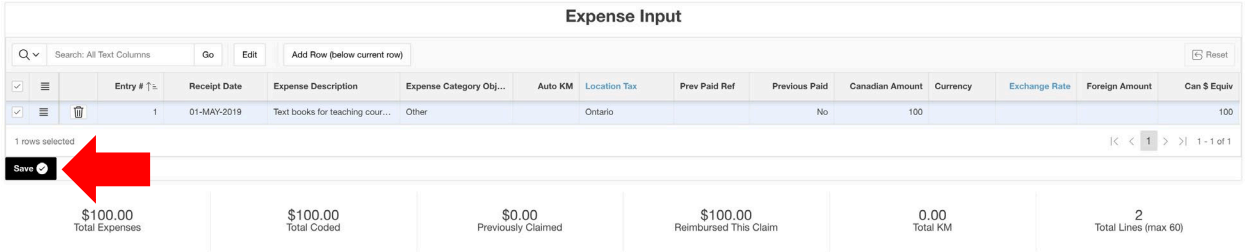
See 'Expense Input' section below the form you just completed. Enter all receipts according to below:

- **Entry #:** Each receipt is entered separately and numbered accordingly.
- **Receipt Date:** Date of purchase.
- **Expense Description:** A brief description of what the receipt is for. (For example: Laptop, laptop case, and charger; or hotel accommodations; or transportation to Toronto)
- **Expense Category Object Code:** Select the appropriate category or click 'Other'.
- **Auto KM:** Complete only if mileage was involved for your PDR.
- **Location Tax:** What tax was charged on the purchase depending on the location of purchase. If your PDR involves air fare, click 'Location Tax' in blue text above the field.
- **Previous Paid Reference/Previous Paid:** Leave blank.
- **Canadian Amount:** Enter the amount on the receipt if it is in Canadian Dollars (CAD).
- **Currency/Exchange Rate/Foreign Amount:** Only complete if the purchase was not in CAD. For instructions to complete these fields, please watch the ECS tutorial.

Continue completing the fields for all subsequent receipts. If needed, add more rows by clicking 'Add Row' at the top of the 'Expense Input'.



Example, $100 for textbooks, 'Other' Object Code 63103 - Supplies, Misc Teaching



Once all fields are entered, click 'Save'.

Go to Step 6.

Step 5 - Expense Input Receipts – Previously Claimed

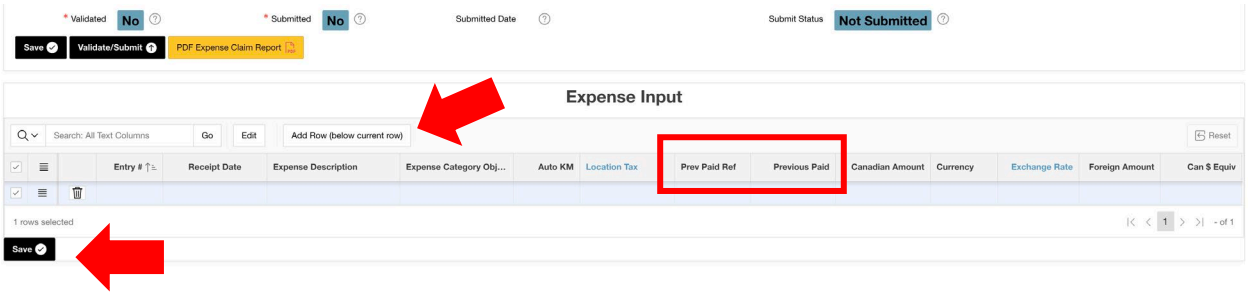
If this is a new PDR claim, please follow Step 4 - Expense Input Receipts – NOT Previously Claimed' section above. This step is only necessary if the current PDR claim is a carry forward from a previous semester claim, i.e. claim 2 of 3 for a laptop purchased for $1200.

See 'Expense Input' section below the form you just completed. Enter all receipts according to below:

- **Entry #:** Each receipt is entered separately and numbered accordingly.
- **Receipt Date:** Date of purchase.
- **Expense Description:** A brief description of what the receipt is for. (For example: Laptop, laptop case, and charger; or hotel accommodations; or transportation to Toronto)
- **Expense Category Object Code:** Select the appropriate category or click 'Other'.
- **Auto KM:** Complete only if mileage was involved for your PDR.
- **Location Tax:** What tax was charged on the purchase depending on the location of purchase. If your PDR involves air fare, click 'Location Tax' in blue text above the field.
- **Previous Paid Reference:** Enter the claim # from the previous PDR submission. *(It is a 5-digit number located on the first page of the printed PDR form; alternatively, check your history of claims in ECS.* ***A copy of your previous PDR claim is required for submission.****)*
- **Previous Paid:** Respond 'Yes'.
- **Canadian Amount:** Enter the **full** amount on the receipt if it is in Canadian Dollars (CAD).
- **Currency/Exchange Rate/Foreign Amount:** Only complete if the purchase was not in CAD. For instructions to complete these fields, please watch the ECS tutorial.
- **On a new expense line, add the current claim expense for the carry over item using same object code but Previous Paid will be 'No'.**

Continue completing the fields for all subsequent receipts. If needed, add more rows by clicking 'Add Row' at the top of 'Expense Input'.

Once all fields are entered, click 'Save'.



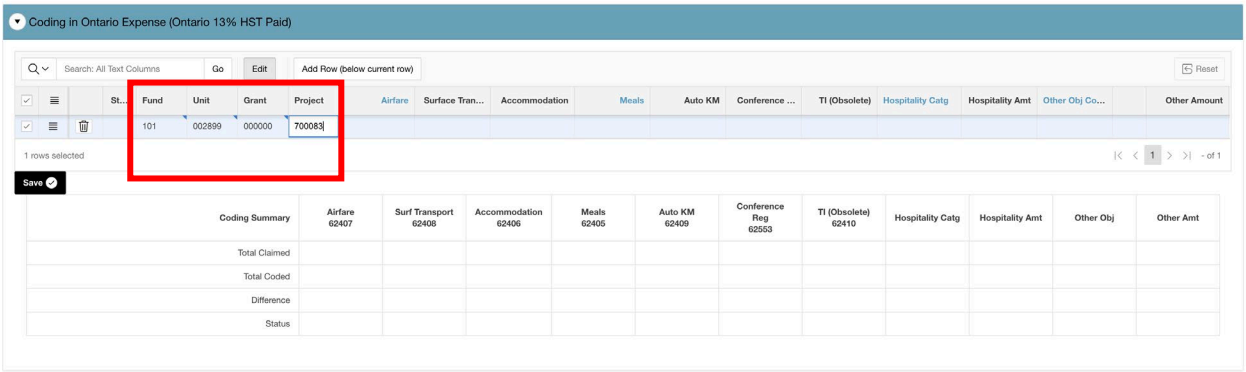
Repeats steps for each purchase in your claim.

Step 6 - Coding

Enter the following information in the Fund, Unit, Grant and Project fields exactly as shown:

Fund: 101
Unit: 002899
Grant: 000000
Project: 700083

Coding Input

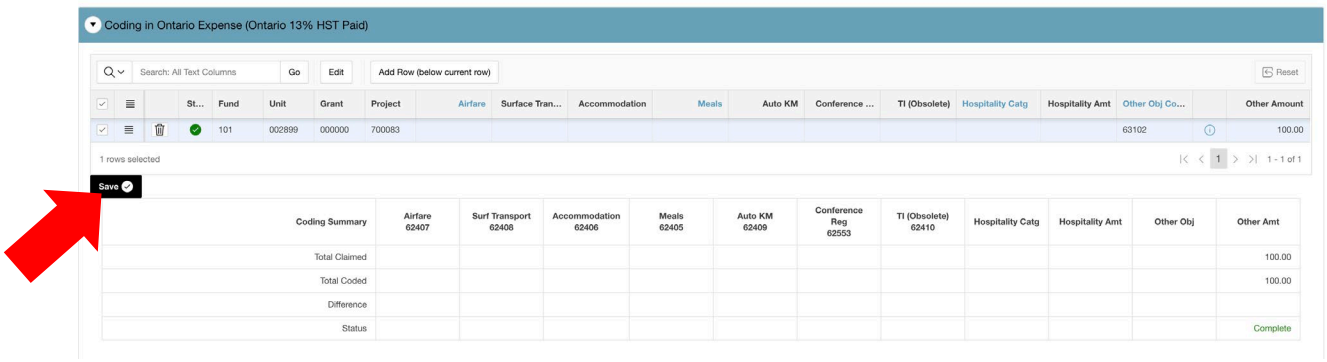


Enter the receipt amount under the appropriate object code, i.e. Airfare 62407.

If Other Object Code, enter the appropriate Object Code for the current expense line. Help with Object Codes is available here - https://www.uoguelph.ca/finance/object_codes?OBJECT_ID=&OBJECT_DESC=teaching&CATEGORY_DESC=

Depending on the expense category selected in Step 4 or 5, an amount will appear in the applicable column, i.e. 'Other Obj Code'. Enter the amount shown in "Total Claimed" in the first row of the column. The status will change to Complete.

Coding Input



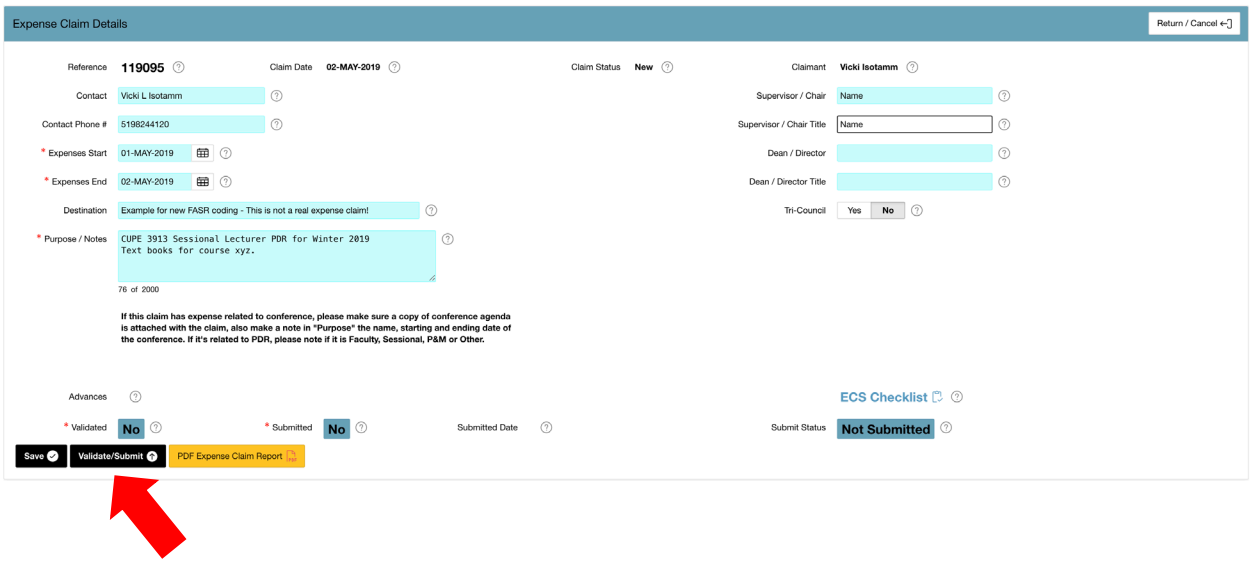
Click 'Save'.

Step 7 – Verify and Print Claim

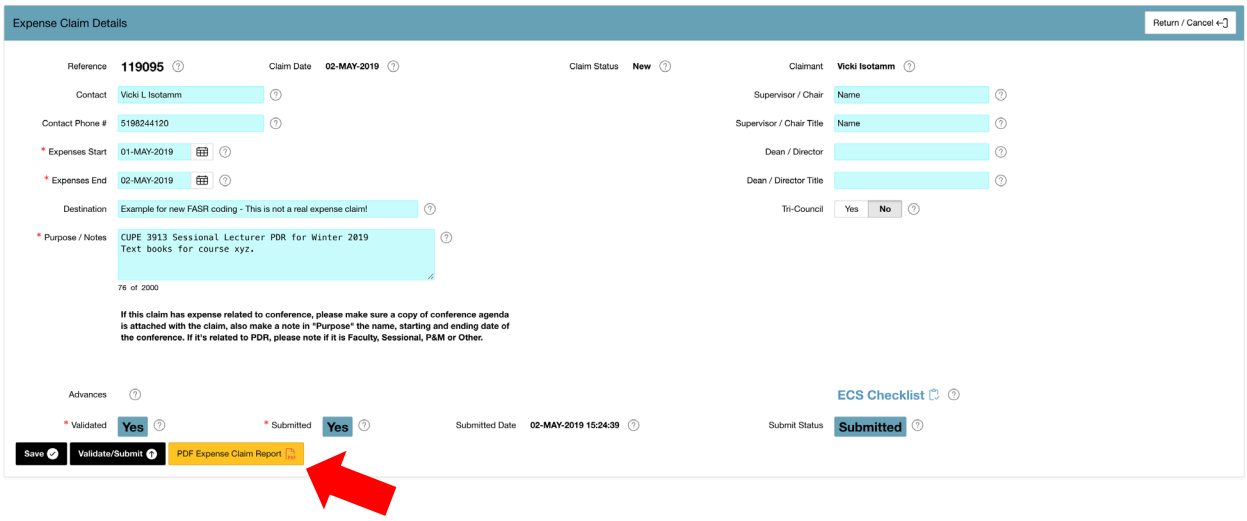
Click on 'Validate/Submit'.

If you have completed the form correctly, the Processing Status will say "Claim <number>: has been validated without warnings."

If there are errors on the form, the Processing Status will provide details. Errors must be corrected before submission is finalized.



Once the claim is validated successfully, click "PDF Expense Claim Report". (This will not work in Safari. Please use Google Chrome.)



The PDF of the Expense Claim Report is two pages. Print the report double-sided if possible. The second page must be printed landscape to ensure all coding is visible. Sign and date beside "Claimant". Do not use electronic signatures. For W20, S20, F20, W21, S21 and F21, all claims must be submitted using email approval signatures.

Travel and Business:

Claimant	Isotamm, Vicki
Home Department	PROVOST/VP ACADEMIC
Expense Claim Ref #	**119095**
Claim Date	02-MAY-2019
Expenses Start	01-MAY-2019
Expenses End	02-MAY-2019

Destination: Example for new FASR coding - This is not a real expense claim!

Purpose/Notes: CUPE 3913 Sessional Lecturer PDR for Winter 2019
Text books for course xyz.

This claim is identified as a Tri-Council Grant: N

Expense Claim Summary

Expense Category	Total Trip Expense	Previously Claimed Or Direct Billed	Expense Reimbursed This Claim
Airfare			
Surface Transport			
Accommodations			
Meals with Receipts			
Meals per Diem			
Auto KM ($)			
Conference Registration			
Travel - Incidentals			
Hospitality			
Other	100.00		100.00
Not Specified			
Total Expenses	100.00		100.00

By signing below, I hereby certify that all expenses being claimed are net of any supplier rebates and discounts; were incurred for University business purposes; were not previously reimbursed and that they are in compliance with University policies.
Isotamm, Vicki
Claimant Signature _____ Date _____

By signing below, I hereby certify that I have reviewed the expenditures on this claim and that they are in compliance with University policies, including that they were incurred for University business purposes.

Name / Name
Supervisor / Chair Signature _____ Date _____

***Dean / Director** Signature _____ Date _____

***Dean / Director signature is required for claims over $5,000.**

Contact: Vicki L Isotamm | Contact Phone: 5198244120 | Created by: visotamm

Expense Claim for Isotamm, Vicki Reference: 119095

Entry No	Receipt Date	Expense Description	Expense Category Object	Auto Km	Location Tax	Previous Pay Reference	Prev. Pay	Canadian Dollar Expense	Currency	Exchange Rate	Foreign Amount	Can $ Equivalent
1	01-MAY-2019	Text books for teaching course xyz	Other		Ont			100.00				100.00

Summary Totals: Total Expenses 100.00 Total KM 0 Previously Claimed/Direct Bill 0.00 Expense Reimbursed This Claim 100.00

Coding Input - In Ontario Expenses (Ontario HST Paid)

				Airfare	Surface Transport	Accommo-dations	Meals	Auto KM ($)	Conference Registration	Travel Incidentals	Hospitality Object	Hospitality	Other	Other
Fund	Unit	Grant	Project	62407	62408	62406	62405	62409	62553	62410	Code	$ Amount	Object Code	$ Amount
101	002899	000000	700083										63102	100.00
			Total Coded											100.00
			Total Claimed											100.00
			Difference											0.00
			Status											Complete

Other Province Expenses (within Canada non Ontario)

				Airfare	Surface Transport	Accommo-dations	Meals	Auto KM ($)	Conference Registration	Travel Incidentals	Hospitality Object	Hospitality	Other	Other
Fund	Unit	Grant	Project	62407	62408	62406	62405	62409	62553	62410	Code	$ Amount	Object Code	$ Amount
			Total Coded											
			Total Claimed											
			Difference											
			Status											

Outside Canada Expenses (No GST &/or HST)

				Airfare	Surface Transport	Accommo-dations	Meals	Auto KM ($)	Conference Registration	Travel Incidentals	Hospitality Object	Hospitality	Other	Other
Fund	Unit	Grant	Project	62407	62408	62406	62405	62409	62553	62410	Code	$ Amount	Object Code	$ Amount
			Total Coded											
			Total Claimed											
			Difference											
			Status											

Print Date: 2-May-2019 Page: 2 of 2

Step 8 - Submit the PDR Claim

Instructions since W20 - Instructions to submit for email approval during COVID-19.

Instructions Prior to W20: Submit both pages of the claim form as well as original receipts to your Department Administrator for Supervisor/Chair/Dean/Director approval. **Do not use electronic signatures. We will not accept electronic signatures.** The Department Administrator will submit forms to *Payment Services, 5th Floor, University Centre*, on your behalf.

If submitting a new PDR claim, be sure to include all your *original* receipts. Keep a copy of your submission and receipts; especially if another PDR submission is required for a subsequent semester.

If submitting a previously claimed PDR, be sure to include a copy of your previous submission and receipts.

Reimbursement

FASR reviews and reimbursement occurs AFTER the deadline for each semester.

Fall Semester Deadline: February 1

Winter Semester Deadline: June 1

Summer Semester Deadline: October 1

If the PDR claim is approved, reimbursements will be processed through direct deposit. If you do not have direct deposit, cheques will be mailed to your main department.