

## Expense Claim System (ECS) Info

ECS is an online expense claim reimbursement system, managed by Payment Services used for submitting [travel and expense claims](#) [1], etc. It can be used by employees of the University of Guelph once they have been setup as an authorized ECS user.

- [Getting Started- First Time User](#) [2]
- [Work Instruction in PDF](#) [3]
- [FAQs](#) [4]
- [ECS TIPS](#) [5]
- [Instruction for ECS Contacts - Adding a Dept User for Dept. List](#) [6]

**Take the Tutorial >>>>>**

Need Help with ECS? Email [ecs@uoguelph.ca](mailto:ecs@uoguelph.ca) [7] for questions about ECS that are not answered by the Tutorial or FAQs

**Source URL:** <https://www.uoguelph.ca/finance/departments-services/procurement-and-payables/payments-reimbursements/expense-claim-system-ecs-info>

### Links

[1] <https://www.uoguelph.ca/finance/node/2112>

[2] <https://www.uoguelph.ca/finance/node/1781>

[3] [https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/Instruction%20\\_%20Submitting%20a%20Travel%20and%20Business%20Expense%20claim.pdf](https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/Instruction%20_%20Submitting%20a%20Travel%20and%20Business%20Expense%20claim.pdf)

[4] <https://www.uoguelph.ca/finance/faq-travelexpense>

[5] <https://www.uoguelph.ca/finance/node/2595>

[6] <https://www.uoguelph.ca/finance/sites/uoguelph.ca.finance/files/public/ECS%20-%20How%20to%20Add%20New%20Dept%20User%20to%20a%20Dept.%20List%20-%20Instructions%20for%20ECS%20Contacts.docx>

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