



OFFICE *of* THE PROVOST AND
VICE-PRESIDENT (ACADEMIC)

FACULTY AND ACADEMIC STAFF RELATIONS

Sessional Lecturer PDR Claim Submission via Expense Claim System

Table of Contents

Professional Development Reimbursement (PDR)	2
CUPE 3913 Unit 2 Sessional Instructors	2
Expense Claim System (ECS)	2
Instructions	3
Step 1 - Log into ECS	3
Step 2 - Add a New PDR Claim	3
Step 3 - Enter General Information	4
Step 4 - Expense Input Receipts – NOT Previously Claimed	5
Step 5 - Expense Input Receipts – Previously Claimed	6
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 \$35,000. 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 \$400 once per semester and subject to the availability of funds (total reimbursement for all Bargaining Unit members cannot exceed the amount available per year). In addition, any remaining funds may be transferred from one year to the next. Reimbursement to the allowable maximum is made upon receipt of original receipts detailing expenses. Please refer to Appendix C of the Unit 2 Collective Agreement.

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.

Welcome to the UofG Expense Claim System (ECS)

YEAR END IS FAST APPROACHING! Expense claims (hard copies with receipts.) must be received in ECS by **MAY 1st at 4:30 PM**. Please submit claims now to avoid the year end rush! Waiting until the last minute can result in missing the deadline if you experience issues obtaining documentation or signatures.

THE ECS UPGRADE IS NOW COMPLETE. You will notice changes to the look and some functionality. We **HIGHLY** recommend that you view the updated [tutorial video](#) prior to completing your next claim. If you experience technical difficulties, please contact CCS support staff at ext. 56682 for assistance. Do **NOT** contact ECS staff directly.

SESSIONAL PDR - We are now accepting claims for the winter session. The deadline for the hard copy to be received in ECS is June 1st.

DIRECT DEPOSIT PAYMENT UPDATE: Your first claim reimbursement will be cheque. Future reimbursements will be direct deposited if HR bank account info is on file. The EFT (Electronic Funds Transfer) automation process will switch your payment information for expense claims to the same bank account as your payroll.

PROCESSING TIMELINE: Signed/authorized expense claims (with receipts) are delivered or mailed to Payment Services 5th floor UC where they are date stamped and reviewed in the order received. Once complete, claims are then processed. EFT payment runs are Wed. (Fri. deposit) and Mon. (Wed. deposit) each week. Cheques are processed on Mon. and mailed to the claimant's home depart. the following Wed.

FIRST TIME USER : Please review the online [Tutorial](#) before completing any claims online.

Step 2 - Add a New PDR Claim

Click on 'Add New Expense Claim'.

UNIVERSITY OF GUELPH Expense Claim System

Home Claims

Employee Claims

Add New Expense Claim

New or Returned Claims for Devin Dunn

No data found.

Claims Submitted but not Reviewed by Payment Services for Devin Dunn

No data found.

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 – PDR for [semester]'** 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'.

Expense Claim Details Return / Cancel ←

Reference	Claim Date	05-MAR-2019	Claim Status	New	Claimant	Your Name
Contact	<input type="text"/>				Supervisor / Chair	<input type="text"/>
Contact Phone #	<input type="text"/>				Supervisor / Chair Title	<input type="text"/>
* Expenses Start	<input type="text" value="DD-MON-YYYY"/>				Dean / Director	<input type="text"/>
* Expenses End	<input type="text" value="DD-MON-YYYY"/>				Dean / Director Title	<input type="text"/>
Destination	<input type="text"/>				Tri Council	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose / Notes	<input type="text" value="CUPE 3913 Unit 2 – PDR for Fall 2019"/>					

Advances

* Validated No Submitted No Submitted Date ECS Checklist

Submit Status Not Submitted

Save 

Step 4 - Expense Input Receipts – NOT Previously Claimed

If a previous claim has been submitted and you are carrying forward from your PDR last 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'.

* Validated No * Submitted No Submitted Date Submit Status Not Submitted

Save Validate/Submit PDF Expense Claim Report

Expense Input

Q Search: All Text Columns Go Edit Add Row (below current row)

Reset

	Entry # ↑	Receipt Date	Expense Description	Expense Category Object	Auto KM	Location Tax	Prev Paid Ref	Previous Paid	Canadian Amount	Currency	Exchange Rate	Foreign Amount	Can \$ Equiv
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input checked="" type="checkbox"/>													

1 rows selected Total 5

Save

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 PDR claim is a carry forward from a previous semester.

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 reference # 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](#).

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'.

* Validated **No** ? * Submitted **No** ? Submitted Date ? Submit Status **Not Submitted** ?

Save Validate/Submit PDF Expense Claim Report

Expense Input

Q Search: All Text Columns Go Edit Add Row (below current row) Reset

	Entry # ↑	Receipt Date	Expense Description	Expense Category Object	Auto KM	Location Tax	Prev Paid Ref	Previous Paid	Canadian Amount	Currency	Exchange Rate	Foreign Amount	Can \$ Equiv
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input type="checkbox"/>													
<input checked="" type="checkbox"/>													

1 rows selected Total 5

Save

Step 6 - Coding

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

Fund: 101
 Unit: 000492
 Grant: 000000
 Project: 700083

Coding Input

▼ Coding in Ontario Expense (Ontario 13% HST Paid)

Q Search: All Text Columns Go Edit Add Row (below current row) Reset

Sta..	Fund	Unit	Grant	Project	Airfare	Surface Trans...	Accommodation	Meals	Auto KM	Conference Reg	TI (Obsolete)	Hospitality Catg	Hospitality Amt	Other Obj Code	Other Amount
<input checked="" type="checkbox"/>	101	000492	000000	700083											
<input type="checkbox"/>															
<input type="checkbox"/>															

1 rows selected Total 3

Save

Coding Summary	Airfare 62407	Surf Transport 62408	Accommodation 62406	Meals 62405	Auto KM 62409	Conference Reg 62553	TI (Obsolete) 62410	Hospitality Catg	Hospitality Amt	Other Obj	Other Amt
Total Claimed											
Total Coded											
Difference											
Status											

Depending on the expense category selected in Step 4 or 5, an amount will appear in the applicable column. Enter the amount shown in “Total Claimed” in the first row of the column. The status will change to Complete. Click ‘Save’.

Coding in Ontario Expense (Ontario 13% HST Paid)

Sta...	Fund	Unit	Grant	Project	Airfare	Surface Trans...	Accommodation	Meals	Auto KM	Conference Reg	TI (Obsolete)	Hospitality Catg	Hospitality Amt	Other Obj Code	Other Amount
101	000492	000000	700083			200.00									

1 rows selected Total 3

Save

Coding Summary	Airfare 62407	Surf Transport 62408	Accommodation 62406	Meals 62405	Auto KM 62409	Conference Reg 62553	TI (Obsolete) 62410	Hospitality Catg	Hospitality Amt	Other Obj	Other Amt
Total Claimed		200.00									
Total Coded		200.00									
Difference											
Status		Complete									

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 complete, click ‘Save’.

Expense Claim Details Return / Cancel [-]

Reference **116362** ⓘ Claim Date **05-MAR-2019** ⓘ Claim Status **New** ⓘ Claimant **Devin Dunn** ⓘ

Contact ⓘ Supervisor / Chair **TEST** ⓘ

Contact Phone # ⓘ Supervisor / Chair Title **TEST** ⓘ

* Expenses Start **05-MAR-2019** ⓘ Dean / Director **TEST** ⓘ

* Expenses End **05-MAR-2019** ⓘ Dean / Director Title **TEST** ⓘ

Destination ⓘ Tri Council **Yes** **No** ⓘ

* Purpose / Notes **TEST By FASR Coop** ⓘ

17 of 2000

Advances ⓘ **ECS Checklist** ⓘ

* Validated **No** ⓘ * Submitted **No** ⓘ Submitted Date ⓘ Submit Status **Not Submitted** ⓘ

Save **Validate/Submit** **PDF Expense Claim Report**

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

Expense Claim Details Return / Cancel [+]

Reference **116362** ? Claim Date **05-MAR-2019** ? Claim Status **New** ? Claimant **Devin Dunn** ?

Contact ? Supervisor / Chair **TEST** ?

Contact Phone # ? Supervisor / Chair Title **TEST** ?

* Expenses Start **05-MAR-2019** ? Dean / Director **TEST** ?

* Expenses End **05-MAR-2019** ? Dean / Director Title **TEST** ?


Destination ? Tri Council Yes No ?

* Purpose / Notes **TEST By FASR Coop** ?

17 of 2000

Advances ? [ECS Checklist](#) ?

* Validated **No** ? * Submitted **No** ? Submitted Date ? Submit Status **Not Submitted** ?



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.**



Travel and Business Expense Cl
 Claimant: Dunn, Devin
 Home Department: PROVOST/VP ACADEMIC
 Expense Claim Ref #: 116362
 Claim Date: 05-MAR-2019
 Expenses Start: 05-MAR-2019
 Expenses End: 05-MAR-2019

Destination:
 Purpose/Notes: TEST By FASR Coop

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	200.00		200.00
Accommodations			
Meals with Receipts			
Meals per Diem			
Auto KM (\$)			
Conference Registration			
Travel - Incidentals			
Hospitality			
Other			
Not Specified			
Total Expenses	200.00		200.00

By signing below, I hereby certify that all expenses being claimed are not 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.
 Claimant: Dunn, Devin
 Signature: _____ Date: _____

APPROVALS: 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.

TEST / TEST Supervisor / Chair Signature: _____ Date: _____
 TEST / TEST *Dean / Director Signature: _____ Date: _____
 * Dean / Director signature is required for claims over \$5,000.

Contact: _____ Contact Phone: _____ Created by: L. dunn

Print Date: 5-Mar-2019 Page: 1 of 2

Expense Claim for Dunn, Devin Reference: 116362

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
0	05-MAR-2019	Transportation	Surface Transport		Out			200.00				200.00
Summary Totals: Total Expenses			200.00	Total KM 0		Previously Claimed/Direct Bill 0.00		Expense Reimbursed This Claim		200.00		

Coding Input - In Ontario Expenses (Ontario HST Paid)

Fund	Unit	Grant	Project	Airfare	Surface Transport	Accommodations	Meals	Auto KM (\$)	Conference Registration	Travel Incidentals	Hospitality Object Code	Hospitality \$ Amount	Other Object Code	Other \$ Amount
101	000492	000000	700083	62407	62408	62406	62405	62409	62553	62410				
Total Coded					200.00									
Total Claimed					200.00									
Difference					0.00									
Status					Complete									

Other Province Expenses (within Canada non Ontario)

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

Outside Canada Expenses (No GST &/or HST)

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

Step 8 - Submit the PDR Claim

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

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.