



Submitting a Travel and Business Expense claim

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Expense claim system (ECS)

Employees should submit expenses/claims through the Expense Claim System (ECS). Completing the ECS tutorial is the first step to understanding the process. The instructions below provide further details on how to submit a claim.

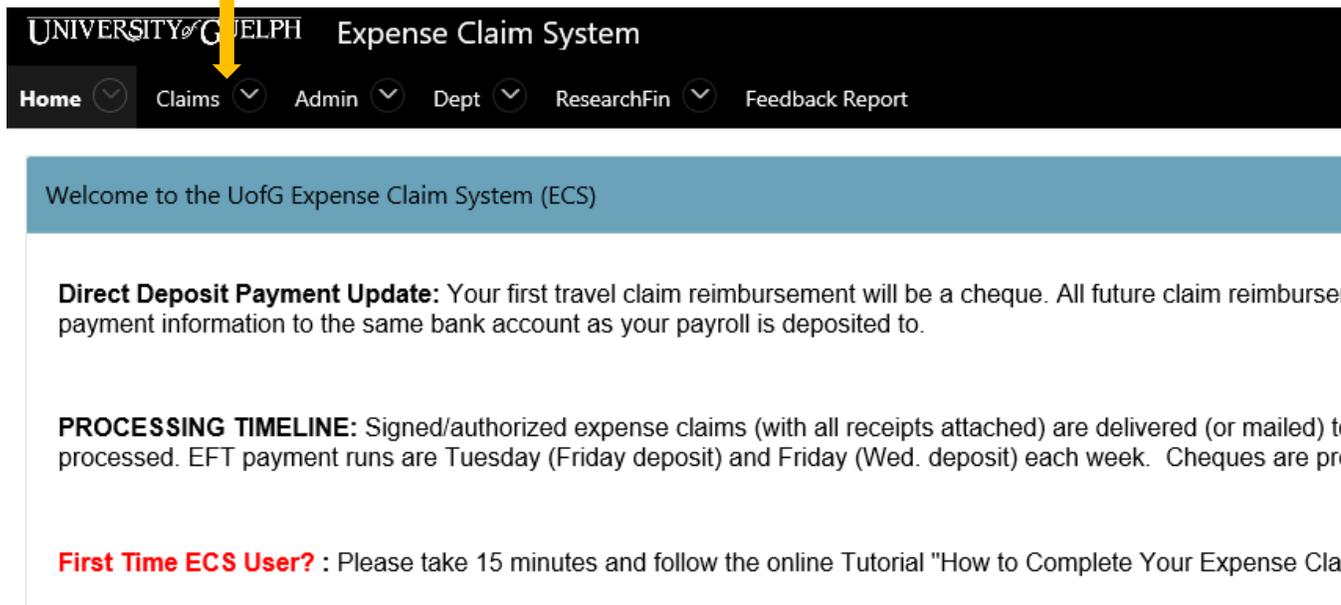
Tips:

- Google Chrome and Firefox are the preferred the browsers for ECS. Internet Explorer does not work well and is not supported.
- Periodically clear cookies and cache to avoid issues.
- Avoid using the Back button of browser, instead use the “RETURN/CANCEL” button at the right up corner of the webpage to go to the previous page.

Instructions

Step 1 – Log into ECS

Log into ECS (insert link) using your central login account. Select **Claims** from the **Claims tab** drop down menu.



UNIVERSITY OF GUELPH Expense Claim System

Home Claims Admin Dept ResearchFin Feedback Report

Welcome to the UofG Expense Claim System (ECS)

Direct Deposit Payment Update: Your first travel claim reimbursement will be a cheque. All future claim reimbursement payment information to the same bank account as your payroll is deposited to.

PROCESSING TIMELINE: Signed/authorized expense claims (with all receipts attached) are delivered (or mailed) to be processed. EFT payment runs are Tuesday (Friday deposit) and Friday (Wed. deposit) each week. Cheques are processed on the following business day.

First Time ECS User? : Please take 15 minutes and follow the online Tutorial "How to Complete Your Expense Claim".

Step 2 – Add a new claim

Select 'Add new expense claim' button.



Home Claims Admin Dept ResearchFin Feedback Report

Employee Claims [Add New Expense Claim](#)

New or Returned Claims for [REDACTED]
No data found.

Claims Submitted but not Reviewed by Payment Services for [REDACTED]
No data found.

Claims Reviewed by Payment Services for [REDACTED]

Tips:

- Review the "ECS Checklist" before you enter a claim.

Step 3 – Complete the Tri Council Input (when applicable)

- Click 'Yes' if it is a 'Tri Council' Claim. You will notice that there is a more specific requirement for filling 'Purpose / Notes' for 'Tri Council Claim'
- If Claimant is not Grant Leader, select 'No', you will need to complete the claimant's affiliation to the Grant.
- Make sure to use Tri Council Grant coding if it is a 'Tri Council' Claim
- If this is a Tri Council claim, the Grant Leader is required on the appropriate field on the cover page of the claim.

Expense Claim Details Return / Cancel

Reference [REDACTED] Claim Date 08-FEB-2019 Claim Status New Claimant [REDACTED]

Contact [REDACTED]
Contact Phone # [REDACTED]
* Expenses Start DD-MON-YYYY
* Expenses End DD-MON-YYYY
Destination [REDACTED]
* Purpose / Notes [REDACTED]

Provide justification (i.e. how it's directly related to the funded research) if your claim includes one of these expenses: Computers, tablets, modems, emerging technology and other hardware and/or specialized software (2 to 3 sentences).

Advances [REDACTED]
* Validated No * Submitted No Submitted Date [REDACTED]

Supervisor / Chair [REDACTED]
Supervisor / Chair Title [REDACTED]
Dean / Director [REDACTED]
Dean / Director Title [REDACTED]
Tri Council Yes No
Grant Leader [REDACTED]

Is Claimant the Grant Leader? Yes No If no fill out affiliation
Affiliation with Tri-Agency Grant [REDACTED]

ECS Checklist [REDACTED]
Submit Status Not Submitted

Tips:

- There will be no more separate Tri-council form to be printed or signed, it is combined with the expense claim. Claimant and Grant leader will sign the Tri-council certificate on the expense claim.

Step 4 – Enter general information

Complete the fields highlighted in blue:

- **Contact:** Your name or the name of the Dept. Administrator
- **Contact Phone #:** The applicable UoG 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 a single expense/receipt, the start and end date would be the same. If claiming multiple expenses, the start date would be the earliest receipt date and the end date would be the latest receipt date).
- **Destination:** Location of travel if applicable.
- **Purpose/Notes:** Enter details of the items on the claim, purpose of each, and additional information regarding any unusual purchases/circumstances for review and audit clarification.
- **Supervisor/Chair:** Name of your Supervisor/Chair.
- **Supervisor/Chair Title:** Title of your Supervisor/Chair.
- **Dean/Director:** Name of your Dean/Director. (This approval is required if you do not have a Supervisor/Chair and/or if your claim is \$5000 or over.)
- **Director/Dean Title:** Input the appropriate Dean or Director title.
- **Advances:** If you have an outstanding advance, select the (applicable) advance from the dropdown to apply/reconcile. (See Appendix 3: How to Complete the “Advance Form”)

Advances

Select/UnSelect Advance

10000.00 Available for Invoice: 30001950-4690A VARSITY TEAM TRAVEL MEALS

Once complete, click ‘Save’.

Expense Claim Details Return / Cancel

Reference Claim Date **06-FEB-2019** Claim Status **New** Claimant

Contact

Contact Phone #

* Expenses Start

* Expenses End

Destination

* Purpose / Notes

Supervisor / Chair

Supervisor / Chair Title

Dean / Director

Dean / Director Title

Tri Council

Grant Leader

Provide justification (i.e. how it's directly related to the funded research) if your claim includes one of these expenses: Computers, tablets, modems, emerging technology and other hardware and/or specialized software (2 to 3 sentences).

Is Claimant the Grant Leader? If no fill out affiliation

Affiliation with Tri-Agency Grant

ECS Checklist

Submit Status **Not Submitted**

Advances

* Validated

* Submitted

Submitted Date

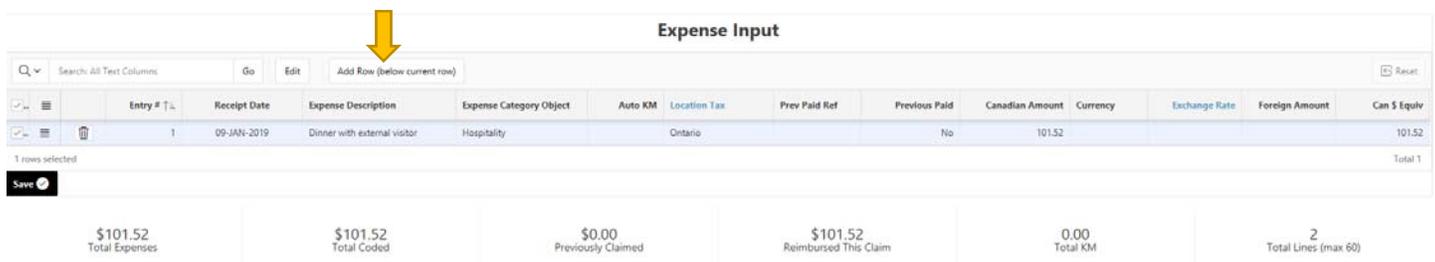
Save

Step 5 – Enter Expense Receipts – *Not previously claimed.*

Enter all receipts according to below:

- **Receipt #:** Each receipt is entered separately and numbered chronologically.
- **Receipt Date:** Date of purchase from the receipt.
- **Please note as policy stipulates, claims must be submitted within 12 months of the receipt date(s). Receipts with dates older than 12 months are considered staled dated and not eligible for reimbursement. The system will no longer allow you to input dates older than 12 months.**
- **Expense/Auto trip description:** A brief description of the expense. (e.g. laptop, laptop case and charger, hotel accommodations, transportation to event).
- **Expense Category Object:** Select the appropriate category or click 'Other'.
- **Auto KM:** Complete only if mileage was involved in your claim. (Map required.)
- **Location Tax:** Select the applicable location based on the location and tax. (Ontario 13% HST, Other Provinces GST, Outside Canada No HST or GST.) Please click on the Location Tax header in blue for help, particularly when claiming **airfare** as the location is not straightforward.
- **Previous Paid Reference/Previous Paid:** If you have expenses previously paid, see instructions below. If no, leave field blank.
- **Canadian Amount:** Enter the total from the receipt if it is in Canadian Dollars (CAD).
- **Currency/Exchange Rate/Foreign Amount:** Enter the currency type only if the purchase was not in CAD\$.
- For instructions to complete these fields, please watch the [ECS tutorial](#).

Complete as above for all subsequent receipts, as applicable. If needed, add more rows by clicking 'Add' at the top of 'Expense Input'



The screenshot shows the 'Expense Input' interface. At the top, there is a search bar and a button to 'Add Row (below current row)'. Below this is a table with the following columns: Entry #, Receipt Date, Expense Description, Expense Category Object, Auto KM, Location Tax, Prev Paid Ref, Previous Paid, Canadian Amount, Currency, Exchange Rate, Foreign Amount, and Can \$ Equiv. A single row of data is visible: Entry # 1, Receipt Date 09-JAN-2019, Expense Description Dinner with external visitor, Expense Category Object Hospitality, Auto KM, Location Tax Ontario, Prev Paid Ref, Previous Paid No, Canadian Amount 101.52, Currency, Exchange Rate, Foreign Amount, and Can \$ Equiv 101.52. Below the table, there is a 'Save' button and a summary section with the following values: Total Expenses \$101.52, Total Coded \$101.52, Previously Claimed \$0.00, Reimbursed This Claim \$101.52, Total KM 0.00, and Total Lines (max 60) 2.

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
1	09-JAN-2019	Dinner with external visitor	Hospitality		Ontario		No	101.52				101.52

1 rows selected

Save

\$101.52 Total Expenses \$101.52 Total Coded \$0.00 Previously Claimed \$101.52 Reimbursed This Claim 0.00 Total KM 2 Total Lines (max 60)

Tips:

- The CDN\$ equivalent column will only calculate once the entered data is SAVED. (new feature)
- The total lines of the expense claim (entry lines and coding lines combined) must be less than 60 lines.
- If you have multiple meals to claim, a “Meal Log” is suggested to use to save time and simplify the claim. See Appendix 2.
- Missing Receipt: In rare instances where a duplicate or replacement receipt cannot be obtained from the vendor, you can utilize a “Missing Receipt Form”. See Appendix 1.
-

Step 6 – Enter Expense Receipts – Previously Paid or Claimed. *This step is required if you have expenses that have been previously claimed or direct billed that are related to the current expenses/claim. Entering previously paid expenses ensures that the “Total Trip Expense” amount on the front page of the hard copy is accurate for the signing authority. This is also a Tri-Council requirement.*

Enter all receipts same as Step 5 above, but must also include:

- **Previous Paid Reference:** Enter the applicable claim or reference #.
- **Previous Paid:** Select “Yes”.
- **Receipt Date:** Note that the date you enter here needs to be in the range of the dates from and to in the Claim Header and must include the dates of the previous paid receipts.
- Expenses/amounts entered as previous paid do **not** require coding - Step 7.

Tri Council Input

Expense Input

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
1	09-JAN-2019	Dinner with external visitor	Hospitality		Ontario		No	101.52				101.52
2	01-JAN-2019	Taxi	Other		Ontario	100074	Yes	100				100
											Total	2

1 rows selected

Save

Step 7 - Coding

Enter the applicable coding in the Fund, Unit, Grant and Project fields. Please contact your department for this information if necessary.

Coding Input

Coding in Ontario Expense (Ontario 13% HST Paid)

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

Stat...	Fund	Unit	Grant	Project	Airfare	Surface Transp...	Accommodation	Meals	Auto KM	Conference Reg	TI (Obsolete)	Hospitality Catg	Hospitality Amt	Other Obj Code	Other Amount
1 rows selected															Total 1

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									101.52		
Total Coded											
Difference									101.52		
Status									Incomplete		

Depending on the expense category selected in Step 2 or 3, an amount will appear in the applicable column. Enter the amount shown in “Total Claimed” in the first row of the column. Click ‘Save’. The status will change to **Complete**.

Coding Input

Coding in Ontario Expense (Ontario 13% HST Paid)

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

Stat...	Fund	Unit	Grant	Project	Airfare	Surface Transp...	Accommodation	Meals	Auto KM	Conference Reg	TI (Obsolete)	Hospitality Catg	Hospitality Amt	Other Obj Code	Other Amount
	101	000492	000000	700083								Entertainment (Ext...	101.52		
1 rows selected															Total 1

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									101.52		
Total Coded									101.52		
Difference											
Status									Complete		

Tips:

- Pay attention to the coding status symbol. If a  is displayed, the coding is invalid and requires correction. If necessary, contact your department for correct coding.
- All of the blue coding headings contain helpful information. Click “Airfare”, “Meal”, “Hospitality”, or “Other Object Code” to access.

Step 8 – Validate and Print Claim

Select 'Validate/Submit'.

If the form is complete, the Processing Status will indicate “Submitted.” It will show the date submitted.

If there are errors, the Processing Status will provide details. An error message will appear in the top right-hand corner, indicating the errors that require correction. Errors must be corrected before validation will be permitted.

Expense Claim Details Return / Cancel ↵

Reference **100089** ⓘ Claim Date **28-JAN-2019** ⓘ Claim Status **New** ⓘ Claimant **██████** ⓘ

Contact **██████** ⓘ Supervisor / Chair **kkkkkk** ⓘ

Contact Phone # **56224** ⓘ Supervisor / Chair Title **kkkkkk** ⓘ

* Expenses Start **01-JAN-2019** ⓘ Dean / Director **kkkkkk** ⓘ

* Expenses End **17-JAN-2019** ⓘ Dean / Director Title **kkkkkk** ⓘ

Destination **Toronto** ⓘ Grant Leader ⓘ

Purpose / Notes **Conference expenses** ⓘ

19 of 2000

Tri Council Yes No

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

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



Once the claim is validated successfully, select “PDF Expense Claim Report”.

Expense Claim Details Return / Cancel ↵

Reference **100089** ⓘ Claim Date **28-JAN-2019** ⓘ Claim Status **New** ⓘ Claimant **██████** ⓘ

Contact **██████** ⓘ Supervisor / Chair **kkkkkk** ⓘ

Contact Phone # **56224** ⓘ Supervisor / Chair Title **kkkkkk** ⓘ

* Expenses Start **01-JAN-2019** ⓘ Dean / Director **kkkkkk** ⓘ

* Expenses End **17-JAN-2019** ⓘ Dean / Director Title **kkkkkk** ⓘ

Destination **Toronto** ⓘ Grant Leader ⓘ

Purpose / Notes **Conference expenses** ⓘ

19 of 2000

Tri Council Yes No

* Validated **Yes** ⓘ Submitted **Yes** ⓘ Submitted Date **28-JAN-2019** ⓘ Submit Status **Submitted** ⓘ

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



Below is an example of the first page of the form.



Travel and Business Expense Claim

Claimant [REDACTED]
 Home Department PAYMENT SERVICES
 Expense Claim Ref # 100089
 Claim Date 28-JAN-2019
 Expenses Start 01-JAN-2019
 Expenses End 17-JAN-2019

Destination

Purpose/Notes

Tri-council 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	101.52		101.52
Other			
Not Specified			
Total Expenses	101.52		101.52

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.

Evans, Laura
 Claimant 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.

kkkkkk / kkkkkk
 Supervisor / Chair Signature _____ Date _____

Grant Leader Signature _____ Date _____

kkkkkk / kkkkkk
 *Dean / Director Signature _____ Date _____

* Dean / Director signature is required for claim: over \$5,000.

Contact: [REDACTED] Contact Phone: 56224 Created by: [REDACTED]

Step 9 - Submit the Claim

Print, sign and date the form. If there is a large “Unvalidated watermark” across the first page, the claim has not been successfully validated. You will need to correct the necessary errors and revalidate. Where possible, print two sided and ensure the coding page is formatted to “landscape” **ensuring all coding is visible**.

Submit the claim form and coding page along with the **original** receipt to your Department Administrator for Supervisor/Chair/Dean/Director approval.

Receipts must be numbered according to the applicable claim form entry and attached in order to the claim hard copy. Tape receipts to letter size paper to prevent them becoming lost or separated and for scanning purposes.

Electronic signatures are not permissible. Once the claimant and required authorizing signature(s) have been obtained, your Department Administrator will submit the hard copy forms and receipts to Payment Services, 5th Floor, University Centre on your behalf.

***Retain a scanned copy of the submission and receipt(s) for your records.**

Claims Submitted but not Reviewed by Payment Services for [REDACTED]

Claim Date	Claim Reference	Edit Claim	Tri Council	Purpose	Destination	Amount	Last Updated	Claim Status	Last Updated By
28-JAN-2019	100089		N	Conference expenses	Toronto	101.52	28-JAN-2019 10:17:15	New	[REDACTED]

1 - 1

PROCESSING TIMELINE: Signed/authorized expense claims (with all receipts attached) are delivered/mailed to Payment Services, 5th floor, UC then date stamped and verified in order. Once complete, claims are processed. If there are issues or missing documentation, you will be contacted via email. EFT payment runs are Tuesday (Friday deposit) and Friday (Wed. deposit) each week. Cheques are processed on Monday and mailed to the claimant home department on Wednesday. Where possible, all cheques will be switched over to EFT.

You can monitor the status of claims/payments at any time by logging in to your ECS account. Please do not contact ECS for this information unless:

1. It has been 7-10 business days since the claim was **received** in ECS.
2. No email communication has been received regarding issues.

Appendix 1: When and how to use Missing Receipt Form:

When a receipt has been lost or not provided, **contact the vendor FIRST to obtain a duplicate or replacement.** If a replacement cannot be obtained, the missing receipt form can be utilized. Please be sure to include the following:

1. Transaction date, vendor info, purchase detail and price breakdown.
2. Claimant signature and authorizing signature from the department.
3. Proof of payment. i.e. Credit slip from the purchase or a bank statement with this transaction highlighted.
4. For dining expenses, a declaration that “no alcohol was included” if the coding does not permit. See hospitality help for clarification.

Here is the link of [Missing Receipt Form](#). There are more specific guidelines on the form.

Appendix 2: How to fill up an “Advance Form”.

The Advance form is available on the ECS website and must be **downloaded prior to completing.** Please note the following:

1. The Advance form requires 5-7 business days for processing.
2. The Advance request requires claimant signature, departmental approval/signature and **Dean signature** for requests \$2,000 or more.
3. The claim to clear the advance must be received in ECS 30 days from the date of the Termination Date on the form.
4. Airfare and accommodation expense should not be included on an advance. Airfare should be direct billed and accommodation, if paid up front, submitted on an expense claim.
5. The advance total cannot include any items already paid. These must be submitted on an expense claim.

Here is the link of [Advance Form](#). There are more specific guidelines on the form.

Appendix 3: How to use “Meal Log”

When numerous meal expenses are incurred, it is highly recommended they be **grouped together** on the claim form:

1. Enter each receipt on the log, ensuring each field is completed. Enter the receipt total in the correct "Location (Tax)".
2. Enter the **total for each location** (Tax) (Ontario, Other Province, Outside Canada) as a separate line on the expense claim form.
3. Attach receipts in order to the meal log and include with the expense claim hard copy.

Here is the link of [Meal Log](#). There are more specific guidelines on the form.