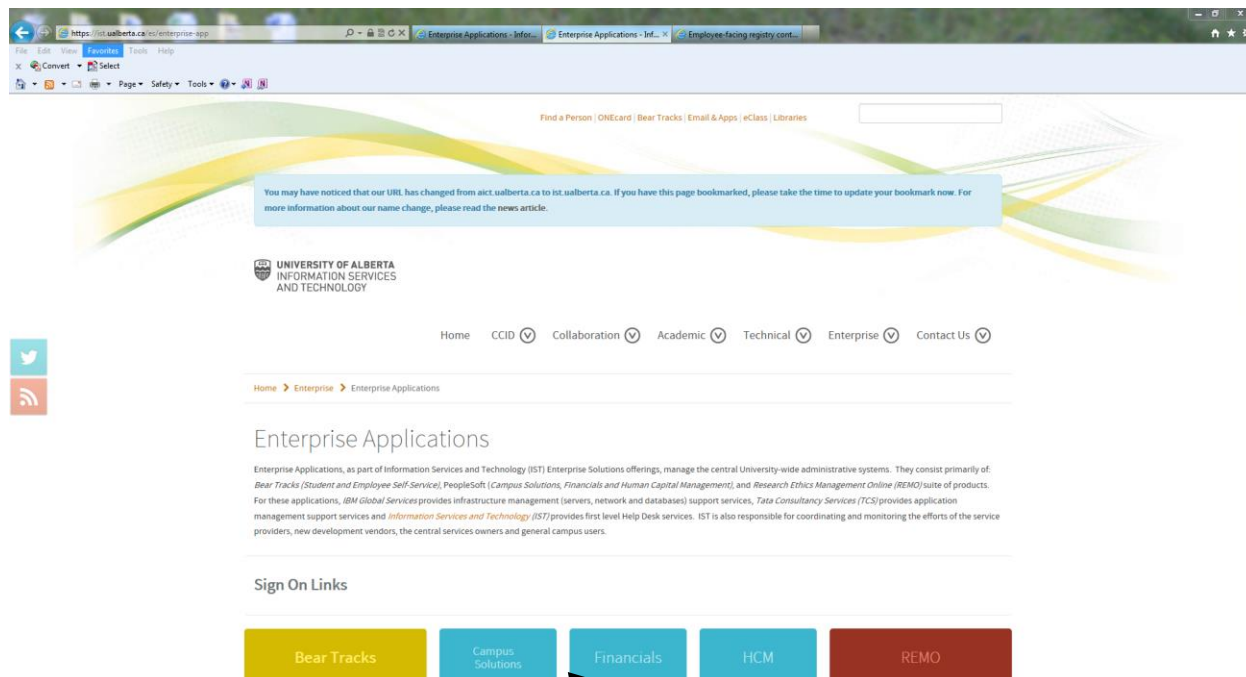


USE FOR RELOCATION SERVICES ONLY

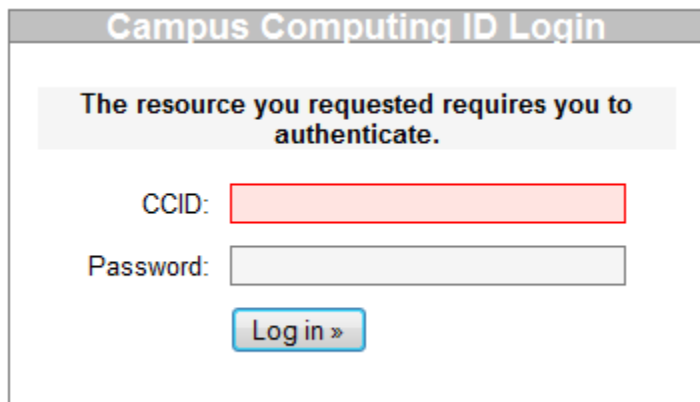
Instruction on Submitting an Expense Report: (example – Travel)

Visit <https://ist.ualberta.ca/services/enterprise-applications/enterprise-solutions>



Click on Financials

Login using your CCID and Password



(continued on next page)



Click **Create Expense Report**

Template Information			
	Template	Description	Template Type
Select	EXPENSES	Non-Travel Expenses	Public Template
Select	TRAVEL	Travel Expenses	Public Template

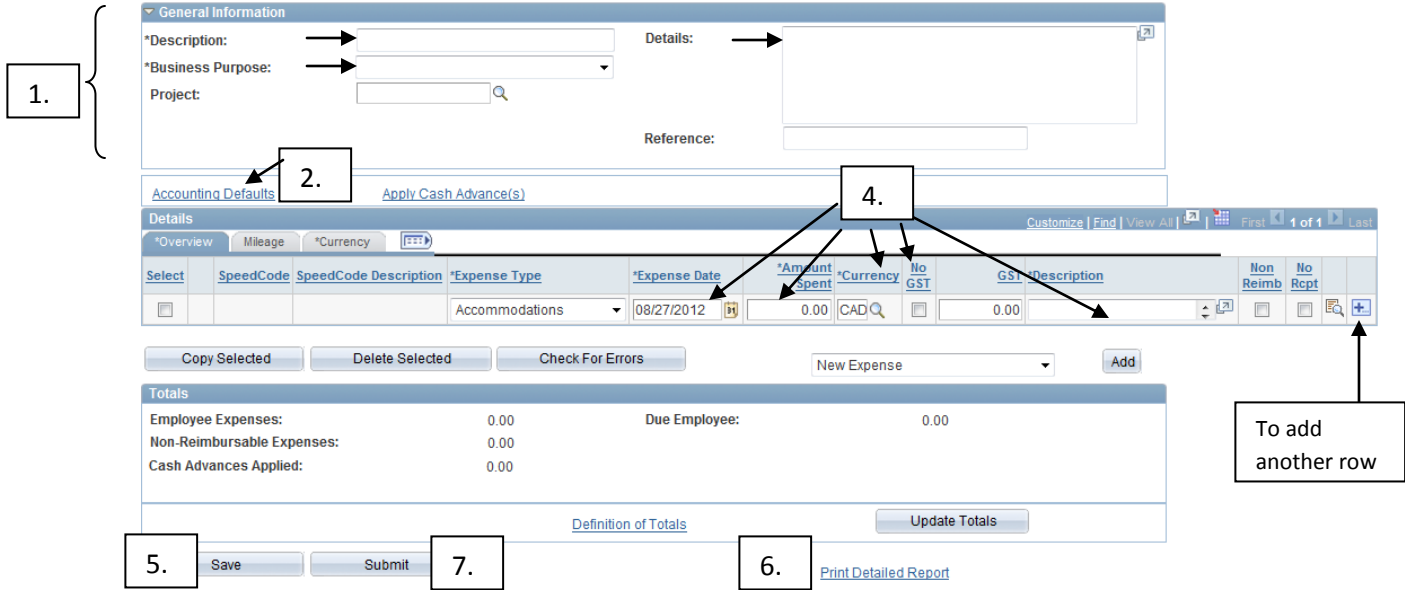
Select the appropriate template (**Travel**)

Add Expense Types:

Select	Expense Type
<input checked="" type="checkbox"/>	Accommodations
<input type="checkbox"/>	Airfare

Select the applicable **Expense Type** – click **OK** at the bottom

(continued on next page)



(The numbers below correspond to the number above)

1. Complete the **General Information** as follows (**Description:** Relocation, **Business Purpose:** Relocation, **Details:** *example* - Househunting – June 11 – 14, 2012)
2. Click the **Accounting Defaults** link

3. →

Speedcode	Description	%	*GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory
81311	Relocation Expenses	100.00	UOFAE	100	720325	81174	0						

3. Enter 81311 for Relocation **Speed Code**, press **TAB** – Click **OK**
4. *Note **Expense Date** (change if applicable)
 *Indicate **Amount Spent**
 *Note **Currency**- please leave at CAD – Canadian, if required, use [this web site](#) for the *Currency Converter* and enter only Canadian currency on your expense report (in section 2 of the *Currency Converter*, enter all zero’s for *foreign exchange charges*)
 ***GST** – please ensure if CAD – Canadian, that you do not check “no GST” so it will automatically calculate the GST for you (if receipts have HST, then GST will be equal to the HST X 5%)
 *Enter **Description** (name of hotel , # of nights and \$ per night - **Please note**, it is important to include this information)
5. Click **Save** (the system automatically generates a report ID)
6. Click the link **Print Detailed Report**
7. Click **Submit**
 (continued on next page)

8. Make a copy of the claim form and receipts for your files
9. Attach original receipts and submit the claim form to: 2-60 Relocation Services, University Terrace
10. Relocation Services will verify all items on the expense report. The approver of the electronic submission may “send back” your claim and Relocation Services will provide additional supporting details for you to modify your claim. To modify your claim you need to choose Modify if your claim has been sent back to you and you need to know the report ID
Important: After you modify, Save/Print Detailed Report/Submit again
11. If modifications are not required, Relocation Services will submit the claim with original receipts to HR Finance for completion of your claim.

Note – the reimbursement will be automatically direct deposited and will appear in approximately 1-2 weeks.