

Travel Expense Reimbursement How to Guides (for RA's and Postdocs).

General - pages 1- 10.

“Allowance” Expense details - page 12.

“GroundTrans” Expense details - page 13.

“Registrations” Expense Report - page 14.

“Accommodations” Expense Report - page 15.

Solving Common Issues - page 16.

Step 1 - Contact the Bridging Divides admin assistant (Kate - kforer@ualberta.ca) or financial analyst (Shaheena - ssmercha@ualberta.ca) to ensure the expenses you incurred are eligible for reimbursement and for the specific speed code you will need in order to complete the form. Please include the name of the PI you work for in your email.

Step 2 - Collect scanned copies of all your receipts, relevant emails in pdf form, as well as a pdf version of the conference agenda/program or a screenshot of your Google calendar with scheduled meetings from the dates you travelled.

Step 3 - Select “Financials” from “Enterprise Applications”.

<https://www.ualberta.ca/information-services-and-technology/enterprise-applications/index.html>

UNIVERSITY OF ALBERTA Information Services & Technology

Explore Services Teaching Toolkit Research Computing Enterprise Apps Self Service Security Initiatives

Enterprise Applications

Enterprise Applications

Access Enterprise Applications

- ARISE
- Bear Tracks
- Campus Solutions
- EDRMS
- Financials**
- Freshservice
- GSMS
- HCM
- Slate
- SupplyNet

New User? [Learn more about each application.](#)

Training

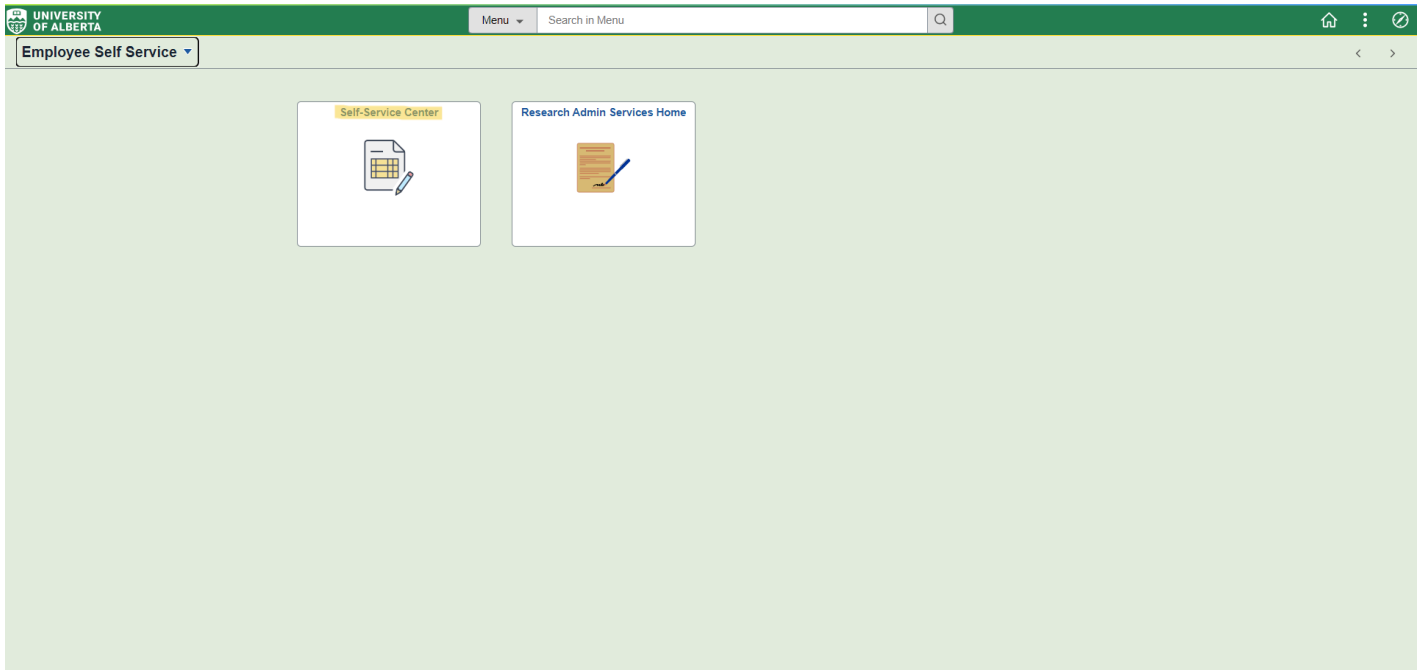
- ARISE - Human Ethics and Animal Care & Use Ethics Application Training
- Bear Tracks Employee Self Service Training
- Bear Tracks Instructor Self-Service Training
- Graduate Studies Management Solution (GSMS) User Training
- PeopleSoft Campus Solutions, Bear Tracks & AdAstra Feature Training
- PeopleSoft General User Training (Campus Solutions / Financials / HCM)
- SupplyNet Procurement User Training
- Freshservice Training and Resources

Security Forms, User Roles & Access

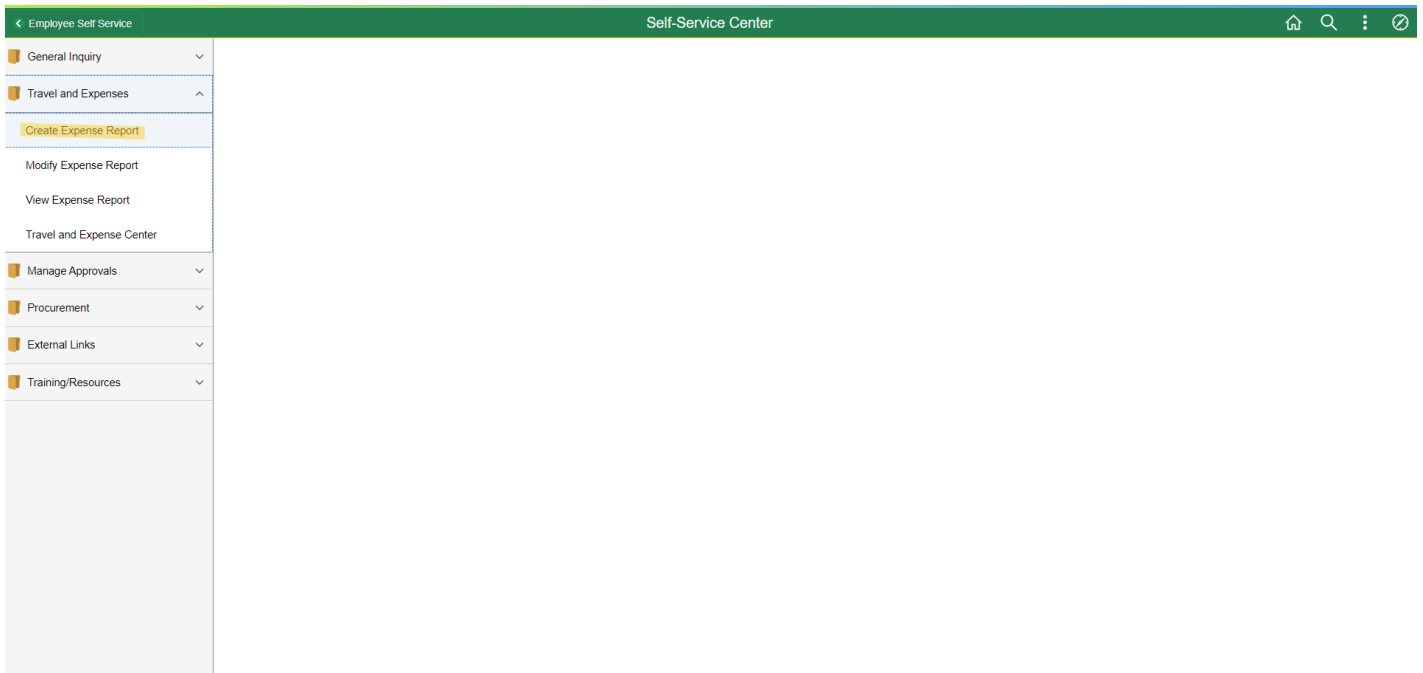
- EDRMS - Requesting User Access
- eSecurity - PeopleSoft User Roles and Descriptions
- eSecurity - Requesting PeopleSoft User Access
- GSMS - User Roles and Descriptions
- GSMS - Requesting User Access
- SupplyNet - Requesting User Access
- SupplyNet - Research Project Substantial Access Request

Step 4 - Login with your CCID and password.

Step 5 - From the “Employee Self Service” homepage, select “Self-Service Centre”.



Step 6 - From the “Travel and Expenses” drop down menu on the left hand side of the screen, select “Create Expense Report”.



Step 7 - Ensure you've selected "Add a New Value" from the tabs at the top of the page, enter your Employee ID number (7-digit number on the front of your OneCard) and click "Add".

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Expense Report

Find an Existing Value Add a New Value

*Empl ID

Add

Find an Existing Value Add a New Value

Step 8 - Select "TRAVEL - Travel Expenses".

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Create Expense Report

Select a Template

Report ID NEXT

Template	Description	Template Type
<input type="button" value="Select"/> CCARD	Credit Card Statement	Public Template
<input type="button" value="Select"/> EXPENSES	Non-Travel Expenses	Public Template
<input type="button" value="Select"/> TRAVEL	Travel Expenses	Public Template

Copy from Existing Expense Report

Step 9 - Select all Expense Types that apply, then click “OK”.

For meal reimbursement, select “Allowance - CA/US \$70/day”.

For airport taxis/Uber/subway fare etc., select “GroundTrans”.

For conference registration, select “Registrations”.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

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External Links

Training/Resources

Add Expense Types:

Select	Expense Type
<input type="checkbox"/>	Accommodations
<input type="checkbox"/>	Airfare
<input checked="" type="checkbox"/>	Allowance - CA/US \$70/day
<input type="checkbox"/>	Allowance Int. \$95/Day
<input type="checkbox"/>	F and O use only
<input type="checkbox"/>	Gas Purchases-Receipted
<input checked="" type="checkbox"/>	GroundTrans
<input type="checkbox"/>	Hospitality/Meeting/WS
<input type="checkbox"/>	Km Allownce \$0.50/Km
<input type="checkbox"/>	Km AllownceSupp\$0.04/Km
<input type="checkbox"/>	Miscellaneous
<input type="checkbox"/>	Parking/Visitor Permits
<input checked="" type="checkbox"/>	Registrations
<input type="checkbox"/>	Telephone/Internet
<input type="checkbox"/>	Vehicle Rental

OK Cancel

Step 10 - Fill in the general information.

Report description (max. 22 characters): [destination city's airport code] [month visited] [year visited] [your last name or initials]

Details: [destination city] [month visited] [year visited] reimbursements for [full name]. [Bridging Divides position] for [PI name].

Start Date

End Date

City/Country

Self-Service Center

Create Expense Report

Kate Forer

Actions: ...Choose an Action **GO**

*Business Purpose: [Dropdown]

*Report Description: YEGMay2024Forer

Reference: [Text]

Project: [Text]

*Start Date: 05/14/2024

*End Date: 05/14/2024

Attachments: [Link]

Print Detailed Report

Details: Edmonton May 2024 reimbursements for Kate Forer, Administrative Assistant for Sandeep Agrawal.

Tap Number: [Text]

*City/Country: [Text]

Expenses

Expand All | Collapse All

*Accounting Defaults(Select Speedcode or Charfield string)

*Date	*Expense Type	*Description	*Amount	*Currency
05/14/2024	Allowance - CA/US \$70/day	254 characters remaining	0.00	CAD
<input checked="" type="checkbox"/> Default Rate <input type="checkbox"/> Non-Reimbursable <input type="checkbox"/> No Receipt <input type="checkbox"/> No GST				
*Exchange Rate: 1.00000000 Base Currency Amount: 0.00 CAD		GST: [Text]		
Accounting Details				
05/14/2024	GroundTrans	254 characters remaining	0.00	CAD

Steps for filling in the different types of expenses:

“Allowance - CA/US \$70/day” found on page 12

“GroundTrans” found on page 13

“Registration” found on page 14

Please note: You will need to enter each additional expense manually. To do this, you must completely fill in the required information for each expense, then click the “+” on the top, right hand side of the expense section.

Step 11 - Select “Attachments” (please note: file names have a 30 character limit, if over character limit you will not be able to submit your report and will have to delete the uploaded file and change the file name from the saved version on your computer).

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Create Expense Report

Report ID: Kate Forer

*Business Purpose: [Dropdown]

*Report Description: YEGMay2024Forer

Reference: [Search]

Project: [Search]

*Start Date: 05/14/2024

*End Date: 05/14/2024

Details: Edmonton May 2024 reimbursements for Kate Forer, Administrative Assistant for Sandeep Agrawal

Tap Number: [Input]

*City/Country: [Input]

Actions: ...Choose an Action

GO

Save for Later

Summary and

Expenses

Expand All

Collapse All

*Accounting Defaults(Select Speedcode or Chartfield string)

Total: 0.00 CAD

*Date: 05/14/2024

*Expense Type: Allowance - CA/US \$70/day

*Description: [Input]

*Amount: 0.00

*Currency: CAD

254 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

*Exchange Rate: 1.00000000

Base Currency Amount: 0.00 CAD

GST: [Input]

Accounting Details

*Date: 05/14/2024

*Expense Type: GroundTrans

*Description: [Input]

*Amount: 0.00

*Currency: CAD

254 characters remaining

Step 11.1 - Select “Add Attachments”.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Create Expense Report

Report ID: Kate Forer

*Business Purpose: [Dropdown]

*Report Description: YEGMay2024Forer

Reference: [Search]

Project: [Search]

*Start Date: 05/14/2024

*End Date: 05/14/2024

Details: Edmonton May 2024 reimbursements for Kate Forer, Administrative Assistant for Sandeep Agrawal

Tap Number: [Input]

*City/Country: [Input]

Actions: ...Choose an Action

GO

Save for Later

Summary and

Expenses

Expand All

Collapse All

*Accounting Defaults(Select Speedcode or Chartfield string)

Total: 0.00 CAD

*Date: 05/14/2024

*Expense Type: Allowance - CA/US \$70/day

*Description: [Input]

*Amount: 0.00

*Currency: CAD

254 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

*Exchange Rate: 1.00000000

Base Currency Amount: 0.00 CAD

GST: [Input]

Accounting Details

*Date: 05/14/2024

*Expense Type: GroundTrans

*Description: [Input]

*Amount: 0.00

*Currency: CAD

254 characters remaining

Expense Report Attachments

Report ID: NEXT

Attachment is required and the file name of the attachment file should be 30 characters or less.

Details

File Name

Description

User

Name

Date/Time Stamp

View

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK

Cancel

Step 11.2 - “Choose File” from documents collected in Step 2 (can only select files that have been downloaded onto your computer, it cannot come from your Google drive), once file has been added, select “Upload”.

The screenshot shows the 'Self-Service Center' interface. On the left, a navigation menu includes 'General Inquiry', 'Travel and Expenses', 'Manage Approvals', 'Procurement', 'External Links', and 'Training/Resources'. The 'Travel and Expenses' section is active, showing 'Create Expense Report' as the selected option. The main content area displays the 'Create Expense Report' form. A modal window titled 'Expense Report Attachments' is open, showing a table with columns: File Name, Description, User, and Date/Time Stamp. A 'File Attachment' sub-modal is also open, displaying 'Choose File' and 'No file chosen' buttons, along with 'Upload' and 'Cancel' buttons. The background page shows the 'Create Expense Report' form with fields for date (05/14/2024), description (GroundTrans), and amount (0.00 CAD).

Step 11.3 - Description must include the “Expense Type” and the date purchased.

The screenshot shows the 'Self-Service Center' interface. On the left, a navigation menu includes 'General Inquiry', 'Travel and Expenses', 'Manage Approvals', 'Procurement', 'External Links', and 'Training/Resources'. The 'Travel and Expenses' section is active, showing 'Create Expense Report' as the selected option. The main content area displays the 'Create Expense Report' form. A modal window titled 'Expense Report Attachments' is open, showing a table with columns: File Name, Description, User, Name, and Date/Time Stamp. The 'Description' column is highlighted in yellow. The background page shows the 'Create Expense Report' form with fields for date (05/14/2024), description (GroundTrans), and amount (0.00 CAD).

Step 11.4 - Repeat Steps 11.1 - 11.3 until you have uploaded all of your receipts, as well as the conference program/agenda or a screenshot of your calendar, with the meetings you attended.

Step 12 - Select “Accounting Defaults (Select Speedcode or Chartfield string)”.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Create Expense Report

Kate Forer

Business Purpose

Report Description: YEGMay2024Forer

Reference

Project

Start Date: 05/14/2024

End Date: 05/14/2024

Attachments

Print Detailed Report

Actions: ...Choose an Action

GO

Details: Edmonton May 2024 reimbursements for Kate Forer. Administrative Assistant for Sandeep Agrawal.

Tap Number

City/Country

Expenses

Expand All | Collapse All

Accounting Defaults(Select Speedcode or Chartfield string)

Total: 0.00 CAD

Date: 05/14/2024

Expense Type: Allowance - CA/US \$70/day

Description: 254 characters remaining

Amount: 0.00

Currency: CAD

Default Rate

Non-Reimbursable

No Receipt

No GST

Exchange Rate: 1.00000000

Base Currency Amount: 0.00 CAD

GST

Accounting Details

Date: 05/14/2024

GroundTrans

Amount: 0.00

Currency: CAD

Step 12.1 - Enter given speed code (from Step 1), “GL Unit” should always read “UOFAB”.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Create Expense Report

Accounting Defaults

Report ID NEXT

Accounting Summary

Speedcode	Description	%	GL Unit	Fund	Dept	Program	Class	PC Bus Unit	Project	Activity	Source Type
		100.00	UOFAB		360400						

Add ChartField Line

OK

Step 12.2 - For each individual expense, select the “Accounting Details” drop down menu and confirm the speed code and GL Unit are correct.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

*Business Purpose

*Report Description

Reference

Project

*Start Date

*End Date

Details

Tap Number

*City/Country

Expenses

Expand All Collapse All

*Accounting Defaults(Select Speedcode or Chartfield string)

Total 13.19 CAD

*Date 05/14/2024

*Expense Type Allowance - CA/US \$70/day

*Description Lunch at Farrow.

*Amount 13.19

*Currency CAD

238 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

*Exchange Rate 1.00000000

Base Currency Amount 13.19 CAD

Accounting Details

Chartfields

SpeedCode	Description	Amount	*GL Unit	Monetary Amount	Account	Fund	Dept	Program	Class	PC
		13.19	UOFAB	13.19	503236		360400			

Step 13 - Once all your information has been accurately entered, select “Save for Later”.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

*Business Purpose

*Report Description YEGMay2024Forer

Reference

Project

*Start Date 05/14/2024

*End Date 05/14/2024

Details Edmonton May 2024 reimbursements for Kate Forer, Administrative Assistant for Sandeep Agrawal.

Tap Number

*City/Country

Expenses

Expand All Collapse All

*Accounting Defaults(Select Speedcode or Chartfield string)

Total 0.00 CAD

*Date 05/14/2024

*Expense Type Allowance - CA/US \$70/day

*Description

*Amount 0.00

*Currency CAD

254 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

*Exchange Rate 1.00000000

Base Currency Amount 0.00 CAD

GST

Accounting Details

GroundTrans

*Date 05/14/2024

*Amount 0.00

*Currency CAD

254 characters remaining

Step 14 - Select “Print Detailed Report” and download/save a copy of your travel expense report.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

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View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

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Training/Resources

Create Expense Report

Kate Forer

Business Purpose

Report Description YEGMay2024Forer

Reference

Project

Start Date 05/14/2024

End Date 05/14/2024

Attachments

Print Detailed Report

Actions ...Choose an Action GO

Details Edmonton May 2024 reimbursements for Kate Forer. Administrative Assistant for Sandeep Agrawal.

Tap Number

City/Country

Expenses

Expand All Collapse All Accounting Defaults(Select Speedcode or Chartfield string)

Total 0.00 CAD

Date Expense Type Description Amount Currency

05/14/2024 Allowance - CA/US \$70/day 0.00 CAD

254 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

Exchange Rate 1.00000000

Base Currency Amount 0.00 CAD

GST

Accounting Details

05/14/2024 GroundTrans 0.00 CAD

254 characters remaining

Step 15 - Select “Summary and Submit”.

Employee Self Service Self-Service Center

General Inquiry

Travel and Expenses

Create Expense Report

Modify Expense Report

View Expense Report

Travel and Expense Center

Manage Approvals

Procurement

External Links

Training/Resources

Create Expense Report

Kate Forer

Business Purpose

Report Description YEGMay2024Forer

Reference

Project

Start Date 05/14/2024

End Date 05/14/2024

Attachments

Print Detailed Report

Actions ...Choose an Action GO

Details Edmonton May 2024 reimbursements for Kate Forer. Administrative Assistant for Sandeep Agrawal.

Tap Number

City/Country

Expenses

Expand All Collapse All Accounting Defaults(Select Speedcode or Chartfield string)

Total 0.00 CAD

Date Expense Type Description Amount Currency

05/14/2024 Allowance - CA/US \$70/day 0.00 CAD

254 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

Exchange Rate 1.00000000

Base Currency Amount 0.00 CAD

GST

Accounting Details

05/14/2024 GroundTrans 0.00 CAD

254 characters remaining

Step 16 - Agree to “terms and conditions”, then click “Submit Expense Report”.

Employee Self Service

Self-Service Center

New Window | Help | Personalize Page

General Inquiry

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Modify Expense Report

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Create Expense Report

Kate Forer

*Business Purpose

*Description YEGMay2024Forer

Reference

Totals

Employee Expenses (1 Line)	5.00 CAD	Non-Reimbursable Expenses	0.00 CAD	Employee Credits	0.00 CAD
Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD

Amount Due to Employee 5.00 CADAmount Due to Supplier 0.00 CAD

The information provided in this expense report is accurate and complete. The expenses are reasonable and in compliance with the Travel Processes and Expense Procedure, the Expense Reimbursement Procedure, and all other university policies, procedures and guidelines, as well as sponsor/donor terms and conditions.

For research projects, these expenses contribute to the direct costs of the funded research and the benefits are directly attributable to the funded research/activities. These expenses are required to carry out the research project. Expenses must have the proper documentation attached to the online report in order for payment to be processed.

Submit Expense Report

Step 17 - Email your saved travel expense report (from Step 13) and all attachments (collected at Step 2, used at Step 11) to kforer@ualberta.ca, for our records.

Allowance - CA/US \$70/day

This is for meals you purchased during your trip. The reimbursement maximum is \$70 per day. Please refer to the chart below to calculate your daily allowance for your trip. If a meal is provided, please subtract said meal from your daily reimbursement maximum. If you would like to confirm your daily reimbursement maximum, please contact Kate at kforer@ualberta.ca.

	Daily Reimbursement Maximum
24 hours in destination city OR flight arrives in destination city before 10am local time OR flight departs destination city after 10pm local time.	\$70 (\$15 breakfast, \$15 lunch, \$30 dinner, \$10 incidental).
Flight departs destination city before 10am local time.	\$15 breakfast + \$10 incidental
Flight arrives in destination city before 3pm local time.	\$15 lunch + \$30 dinner + \$10 incidental
Flight arrives in destination city after 4:30pm local time.	\$30 dinner + \$10 incidental
Flight departs destination city after 3pm local time.	\$15 breakfast + \$15 lunch + \$10 incidental

Step 1 - Using your receipt, fill in expense details for “Allowance - CA/US \$70/day”.

Date: [found on receipt]

Expense Type: “Allowance - CA/US \$70/day”

Description (max. 254 characters): [meal] at [location].

Select “No GST”.

Amount: [if total amount is less than the meal per diem, enter exact amount, including tax and tip, if applicable] [if amount exceeds meal per diem, enter per diem maximum and make note of amount not covered].

Employee Self-Service | Self-Service Center | New Window | Help | Personalize Page

Create Expense Report
Kate Forer

Actions: ...Choose an Action | GO

Attachments | Print Detailed Report

*Business Purpose: [Dropdown]
 *Report Description: [Text Field]
 Reference: [Text Field]
 Project: [Text Field]
 *Start Date: [Calendar] *End Date: [Calendar]
 Details: [Text Field]
 Tap Number: [Text Field]
 *City/Country: [Text Field]

Expenses | Expand All | Collapse All | *Accounting Defaults(Select Speedcode or Chartfield string)

Date	Expense Type	Description	Amount	Currency
05/14/2024	Allowance - CA/US \$70/day	Lunch at Farrow. 238 characters remaining	13.19	CAD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt
☒ No GST

*Exchange Rate: 1.00000000
 Base Currency Amount: 13.19 CAD

Accounting Details

Date	Accounting Details	Amount	Currency
05/14/2024	GroundTrans	0.00	CAD

254 characters remaining

☒ Default Rate
☐ Non-Reimbursable

*Exchange Rate: 1.00000000

GroundTrans

This expense type is for airport taxis (to and from YEG and destination airport), public transportation in the destination city, taxis in the destination city. Ground transportation costs are fully reimbursed, as long as you are using them for work related destinations (ex, from the conference centre to the hotel).

Step 1 - Using your receipt or invoice, fill in expense details for “GroundTrans”.

Date: [found on receipt]

Expense Type: “GroundTrans”

Description: [type of transportation] from [starting location] to [destination].

Select “No GST”.

Amount: [enter exact amount found on receipt, tax and tip included, if applicable].

Employee Self Service Self-Service Center

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Create Expense Report

Kate Forer

Business Purpose

Report Description

Reference

Project

Start Date

End Date

Details

Attachments

Print Detailed Report

Actions

Choose an Action

GO

Tap Number

City/Country

Expenses

Expand All

Collapse All

Accounting Defaults(Select Speedcode or Chartfield string)

Total

0.00

CAD

Date	Expense Type	Description	Amount	Currency
05/14/2024	GroundTrans	Airport taxi from home to YEG airport.	80.00	CAD

216 characters remaining

Default Rate

Non-Reimbursable

No Receipt

No GST

Exchange Rate

1.00000000

Base Currency

Amount

0.00

CAD

Accounting Details

Date	Expense Type	Description	Amount	Currency
05/14/2024	Registrations		0.00	CAD

254 characters remaining

Default Rate

Non-Reimbursable

Exchange Rate

1.00000000

Base Currency

Amount

Registration

If you paid any registration fees for the conference you're attending, please add this expense. Conference registration fees are 100% reimbursed.

Step 1 - Using your receipt or invoice, fill in expense details for "Registration"

Date: [found on invoice]

Expense Type: "Registration"

Description: [conference name] in [destination city] from [start date - day, month, year] - [end date - day, month, year]

Select "No GST".

Amount: [enter exact amount found on receipt, including tax].

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Create Expense Report
Kate Forer
Save for Later | Summary and Si

Business Purpose
Report Description
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End Date
Details
Attachments
Print Detailed Report

Actions
Choose an Action
GO

Tap Number
City/Country

Expenses
Expand All | Collapse All
Accounting Defaults(Select Speedcode or Chartfield string)

Date	Expense Type	Description	Amount	Currency
05/14/2024	Registrations	<div>254 characters remaining</div>	0.00	CAD

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt
☒ No GST

Exchange Rate
1.00000000
Base Currency Amount
0.00
CAD

Accounting Details

Expand All | Collapse All
Total
0.00
CAD

Accommodations

If you paid for your accommodations with your personal credit card, please add this expense to your report. All expenses are covered, minus any food and alcohol. For future reference, please contact Kate (kforer@ualberta.ca), to arrange accommodations either through the UAlberta system (HAP form) or with the Bridging Divides credit card.

Step 1 - Using the invoice received from prepayment or final receipt given at check-out, please fill in expense details for “Accommodations”

Date: [found on invoice]

Expense Type: “Accommodations”

Description: Stay at [name of accommodation] in [destination city] from [start date - day, month, year] to [check out date - day, month, year].

Select “No GST”

Amount: [enter exact amount on receipt/invoice, including tax].

Self-Service Center

Create Expense Report

Kate Forer

Actions: ...Choose an Action **GO**

Attachments
Print Detailed Report

*Business Purpose

*Report Description

Reference

Project

*Start Date *End Date

Details

Tap Number

*City/Country

Expenses

Expand All | Collapse All *Accounting Defaults(Select Speedcode or Chartfield string)

*Date	*Expense Type	*Description	*Amount	*Currency
05/14/2024	Accommodations	<input type="text"/>	0.00	CAD

254 characters remaining

Calculate VAT

☒ Default Rate
☐ Non-Reimbursable
☐ No Receipt

☒ No GST

*Exchange Rate 1.00000000
 Base Currency Amount 0.00 CAD

Accounting Details

Expand All | Collapse All

Total 0.00 CAD

Solving Common Issues

Employee Self Service Self-Service Center

General Inquiry

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Travel and Expense Center

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Training/Resources

*Business Purpose

*Report Description

Reference

Project

*Start Date

*End Date

Details

Attachments

Print Detailed Report

Actions

...Choose an Action

GO

Tap Number

*City/Country

Expenses

Expand All

Collapse All

*Accounting Defaults(Select Speedcode or Chartfield string)

Total

80.00

CAD

*Date

05/14/2024

*Expense Type

GroundTrans

Description

Airport taxi from home to YEG airport.

*Amount

80.00

*Currency

CAD

216 characters remaining

☒ Default Rate

☐ Non-Reimbursable

☒ No Receipt

☒ No GST

*Exchange Rate

1.00000000

Base Currency Amount

80.00

CAD

Accounting Details

Chartfields

SpeedCode	Description	Amount	*GL Unit	Monetary Amount	Account	Fund	Dept	Program	Class	PC E
		80.00	UOFAB	80.00	503206		360400			

05/14/2024

0.00

CAD