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

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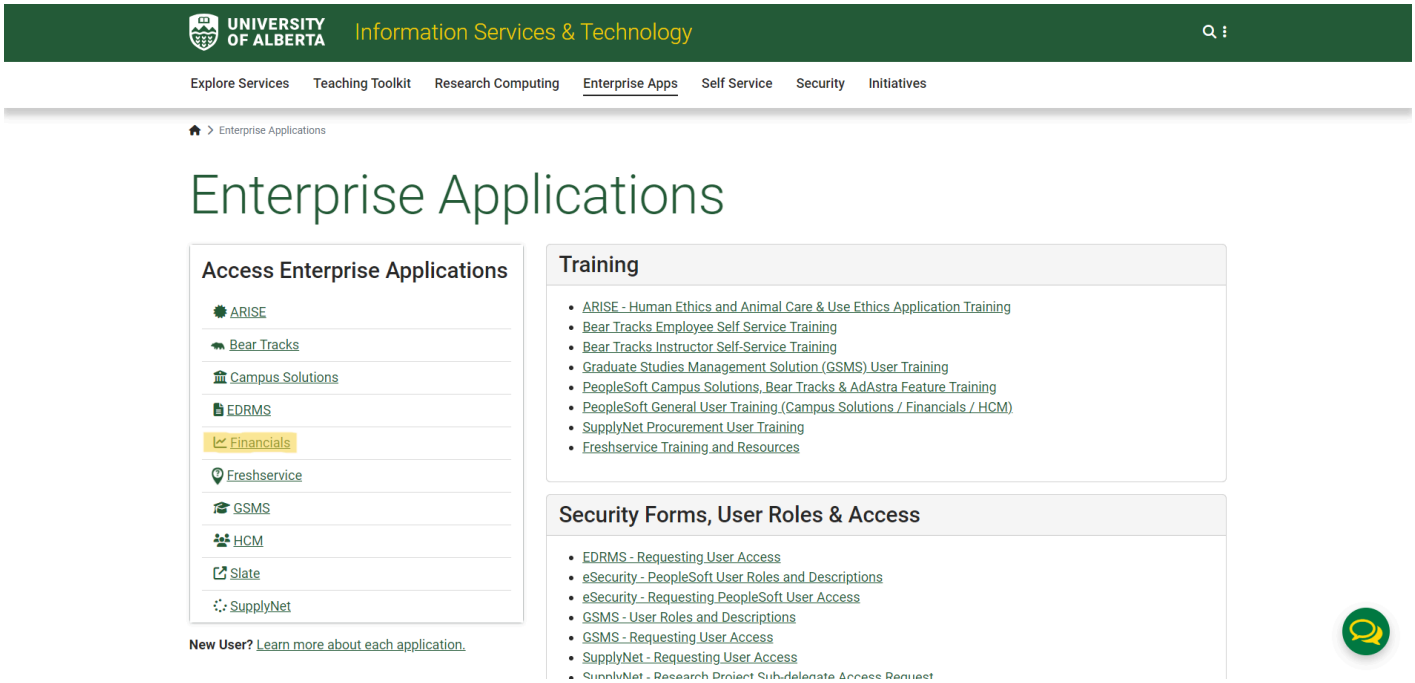
"Allowance" Expense details - page 12.
"GroundTrans" Expense details - page 13.
"Registrations" Expense Report - page 14.
"Accommodations" Expense Report - page 15.
Solving Common Issues - page 16.

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.

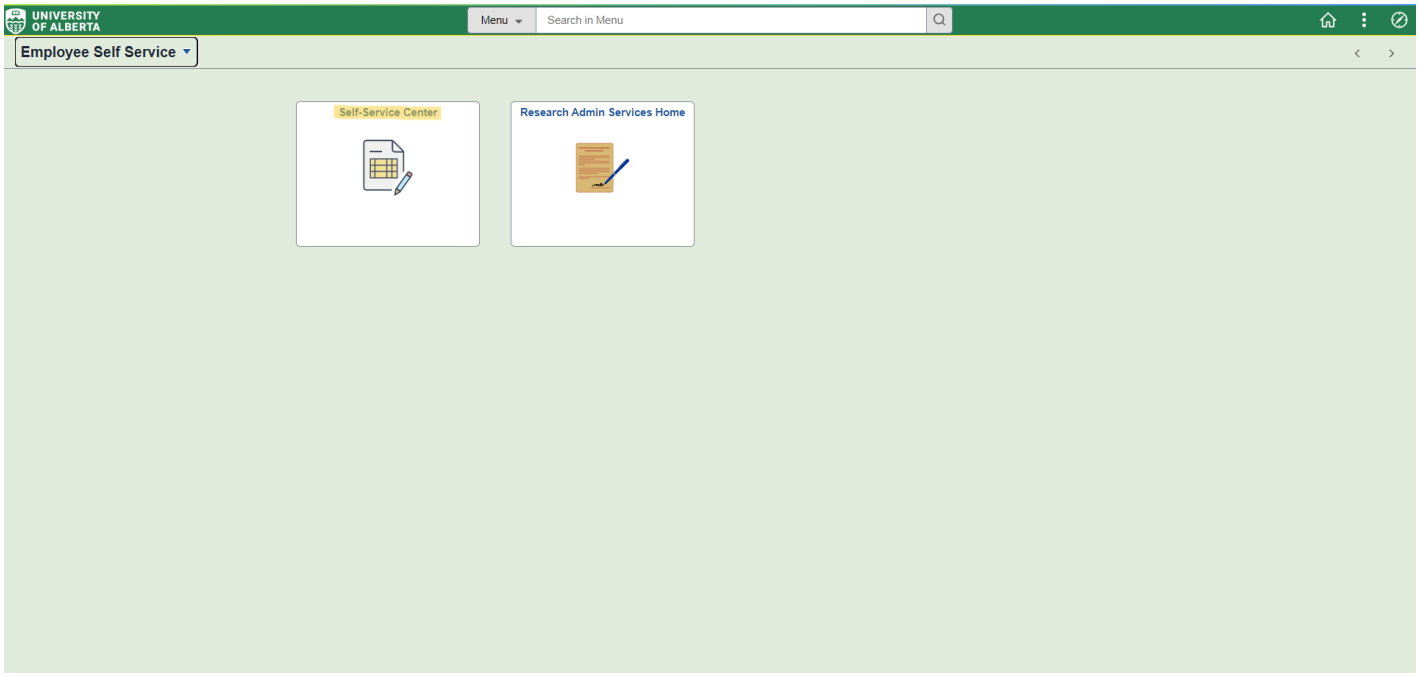
Step 2 - Collect scanned copies of all your receipts, relevant emails in pdf form, as well as a pdf version of the conference agenda/program or a screenshot of your Google calendar with scheduled meetings from the dates you travelled.

Step 3 - Select "Financials" from "Enterprise Applications".
https://www.ualberta.ca/information-services-and-technology/enterprise-applications/index.html

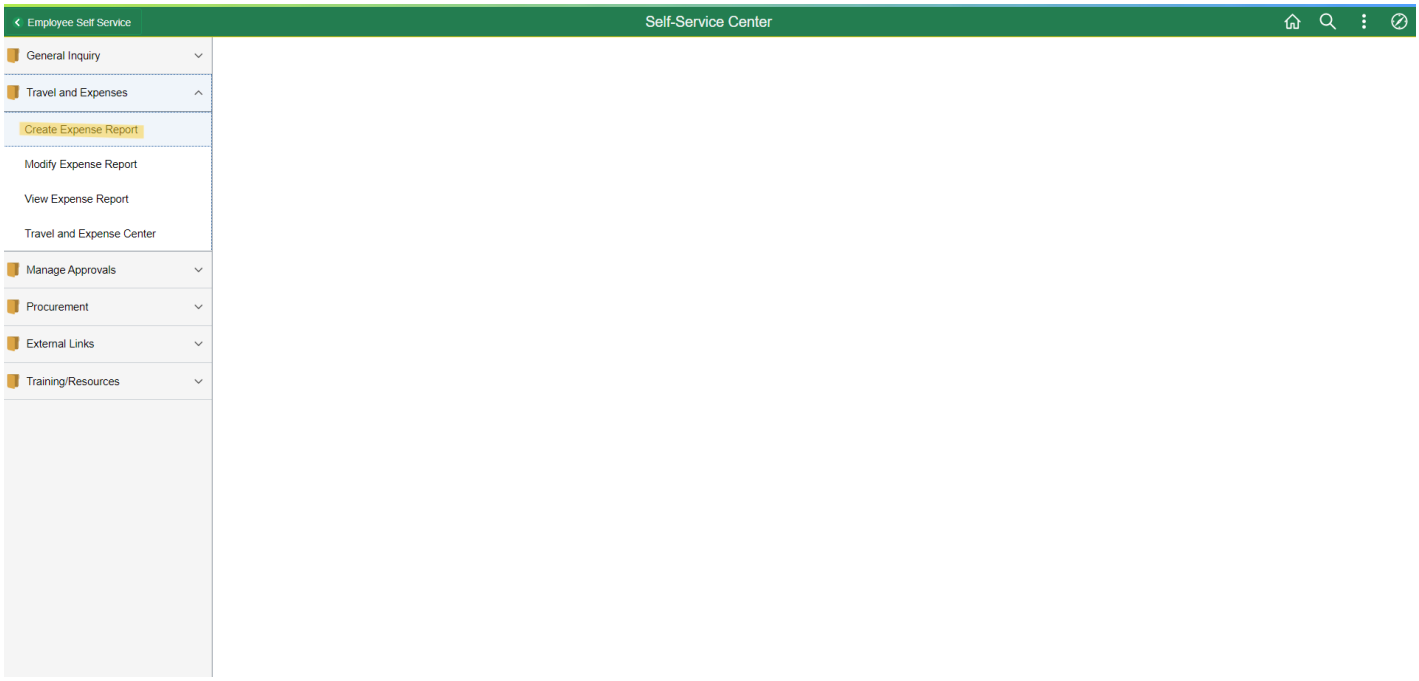


Step 4 - Login with your CCID and password.

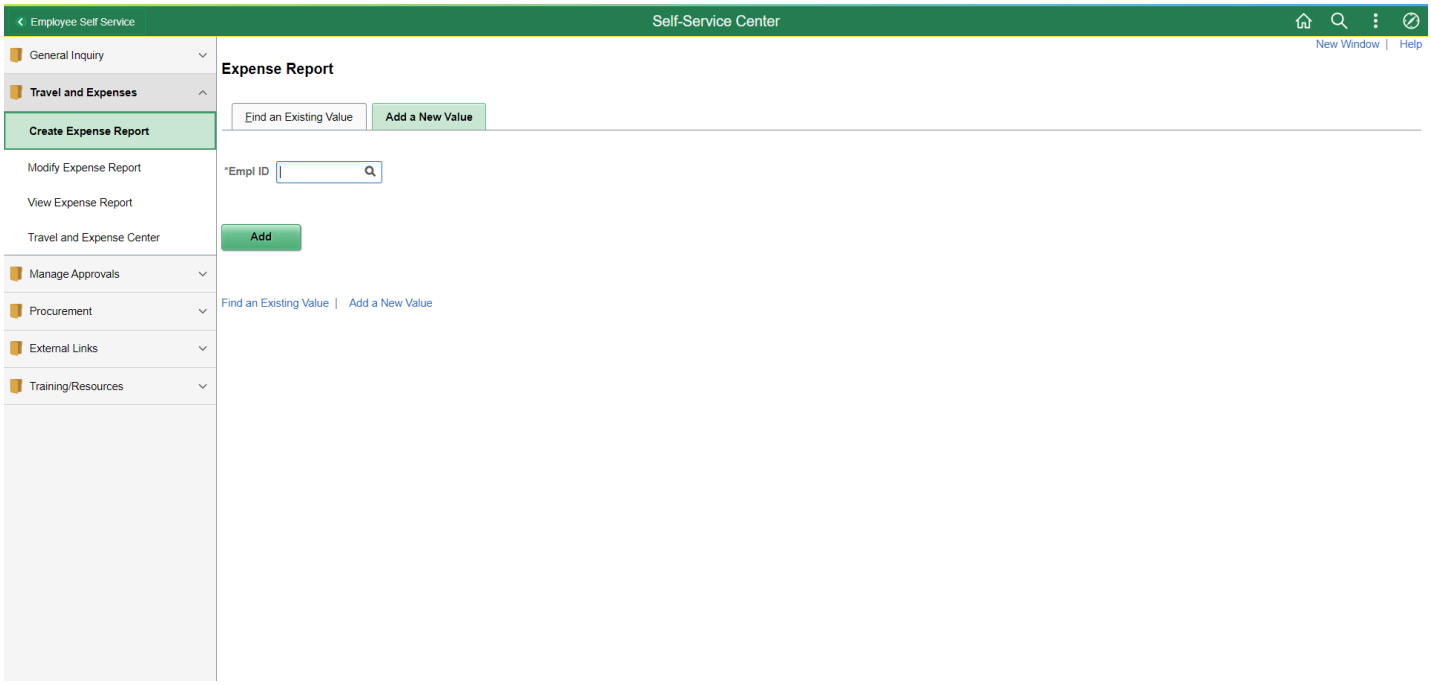
Step 5 - From the “Employee Self Service” homepage, select “Self-Service Centre”.



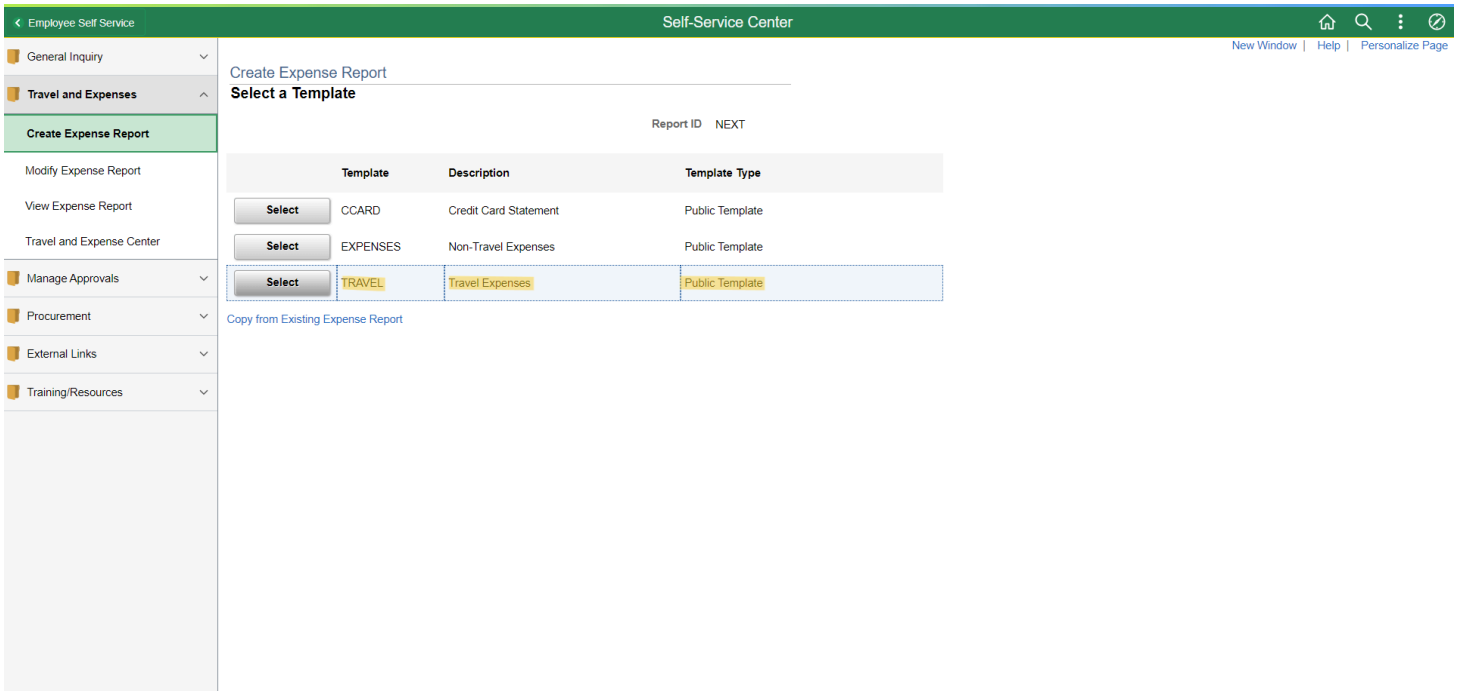
Step 6 - From the “Travel and Expenses” drop down menu on the left hand side of the screen, select “Create Expense Report”.



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".



Step 8 - Select "TRAVEL - Travel Expenses".

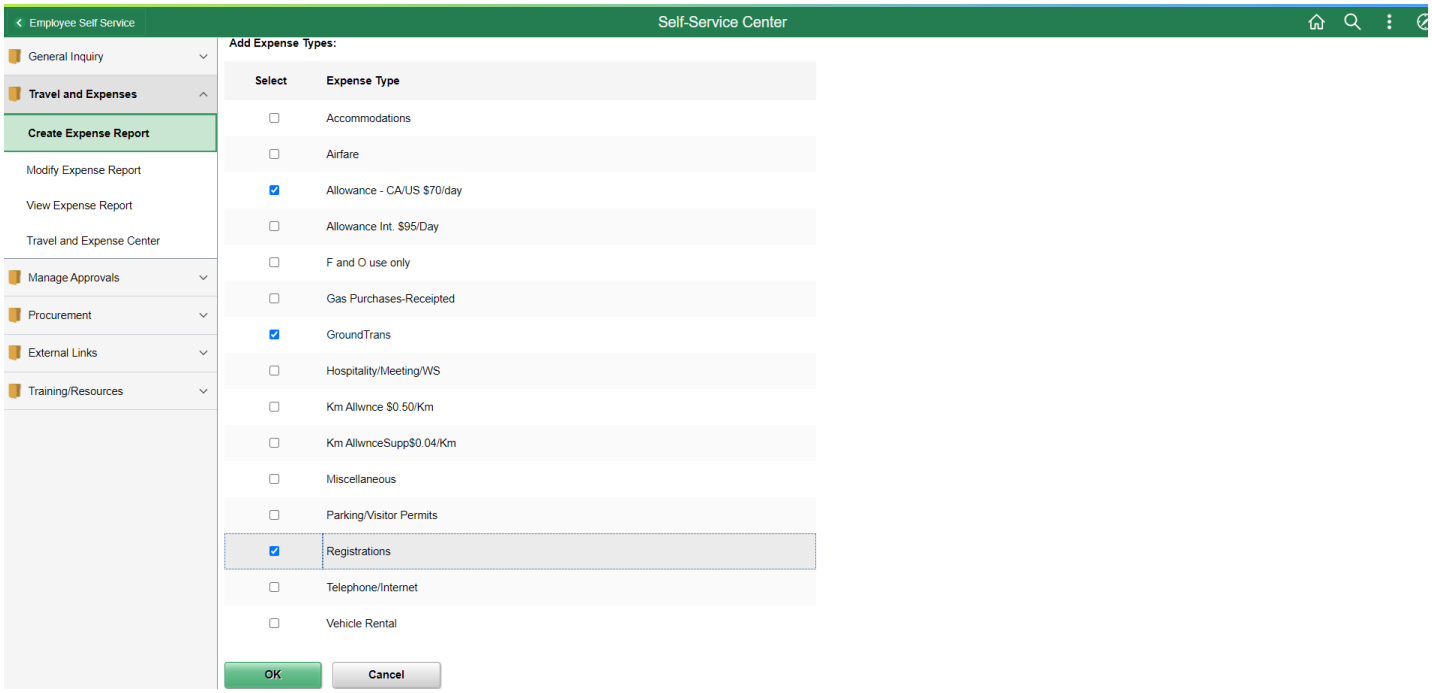


Step 9 - Select all Expense Types that apply, then click “OK”.

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

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

For conference registration, select “Registrations”.



Step 10 - Fill in the general information.

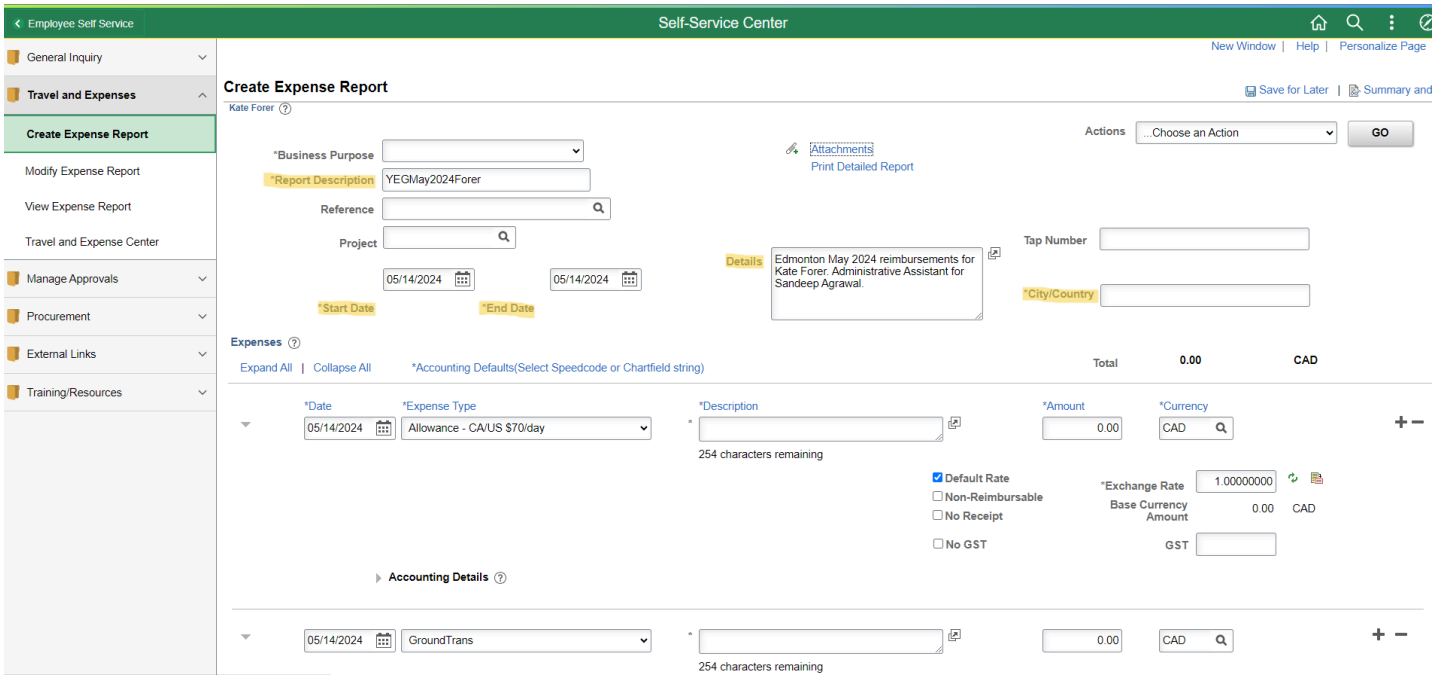
Report description (max. 22 characters): [destination city's airport code] [month visited] [year visited] [your last name or initials]

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

Start Date

End Date

City/Country



Steps for filling in the different types of expenses:

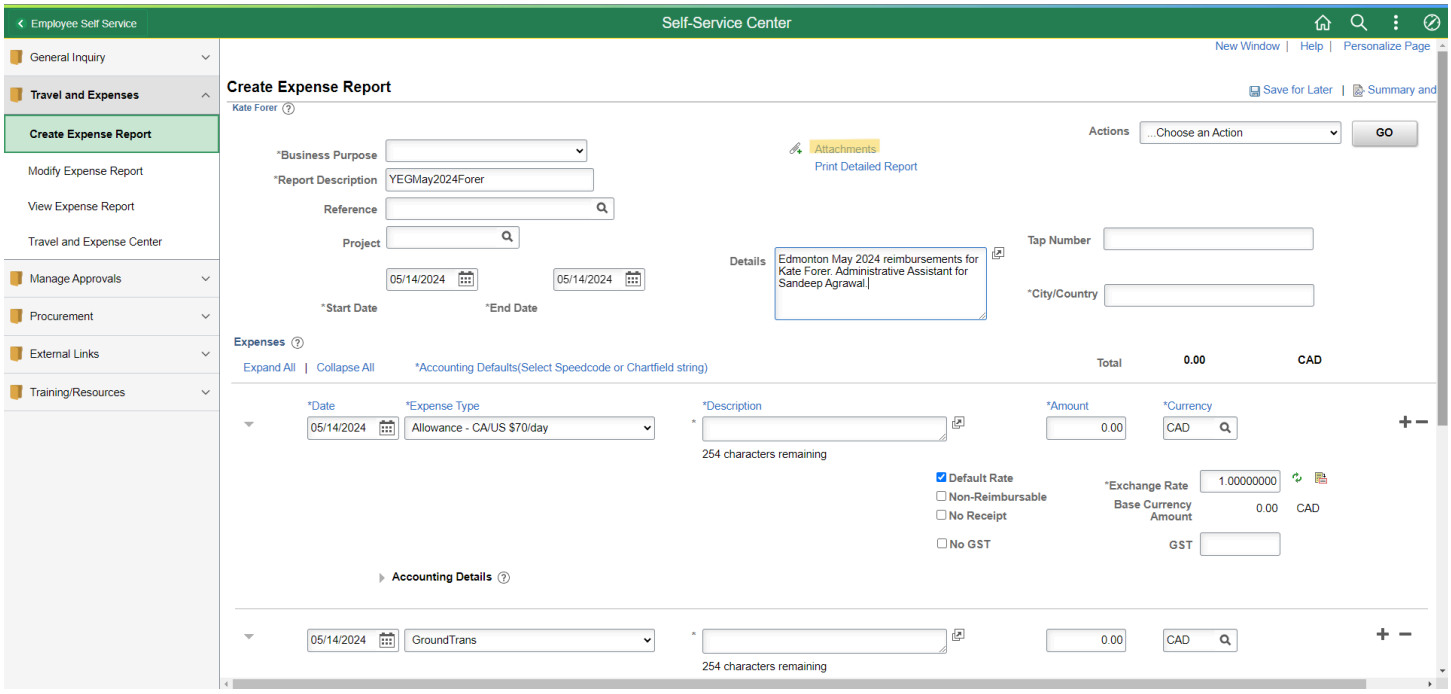
"Allowance - CA/US $70/day" found on page 12

"GroundTrans' found on page 13

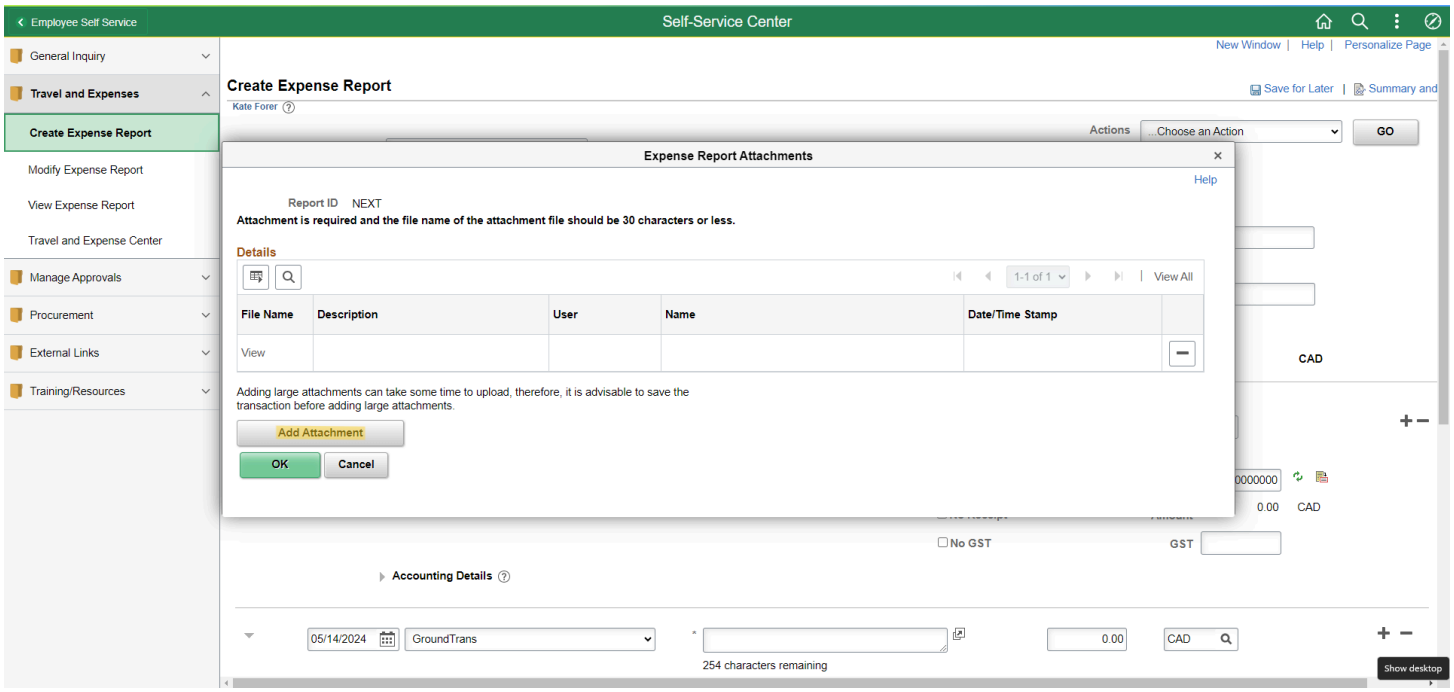
"Registration" found on page 14

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.

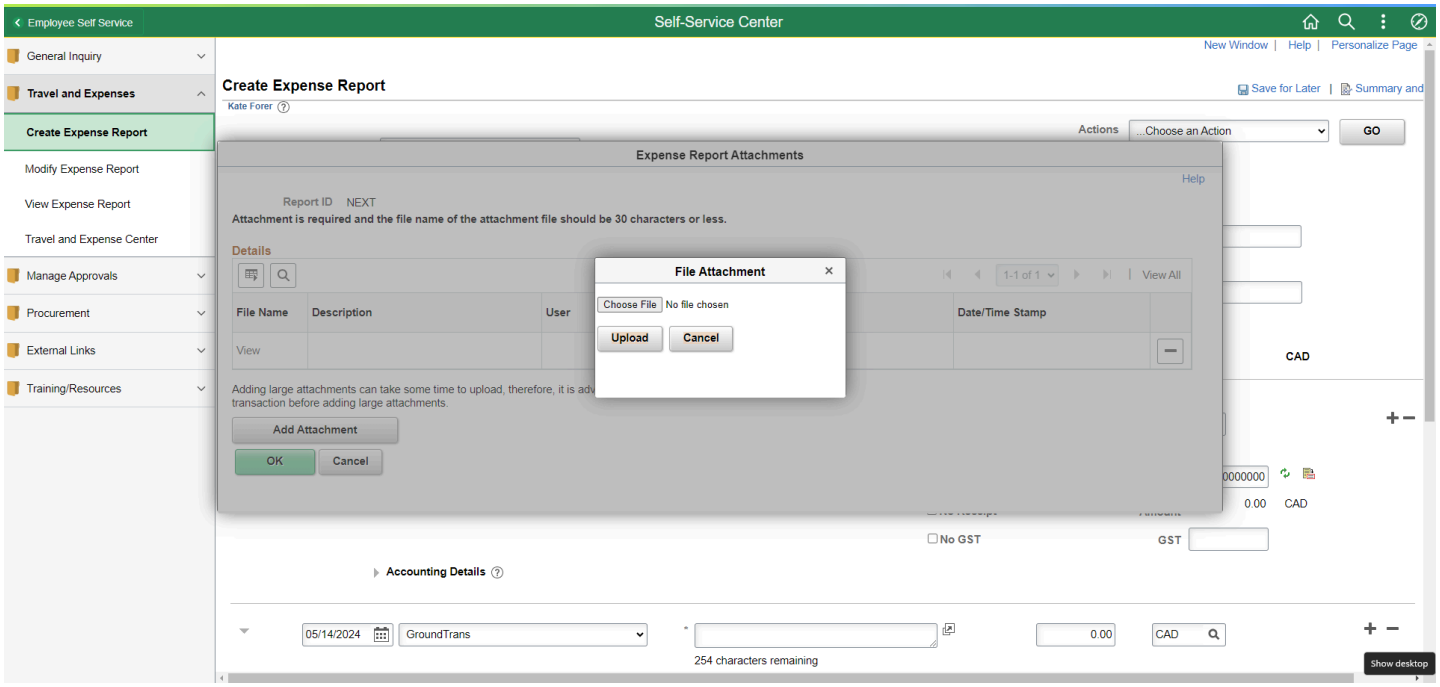
Step 11 - Select "Attachments" (please note: file names have a 30 character limit, if over character limit you will not be able to submit your report and will have to delete the uploaded file and change the file name from the saved version on your computer).



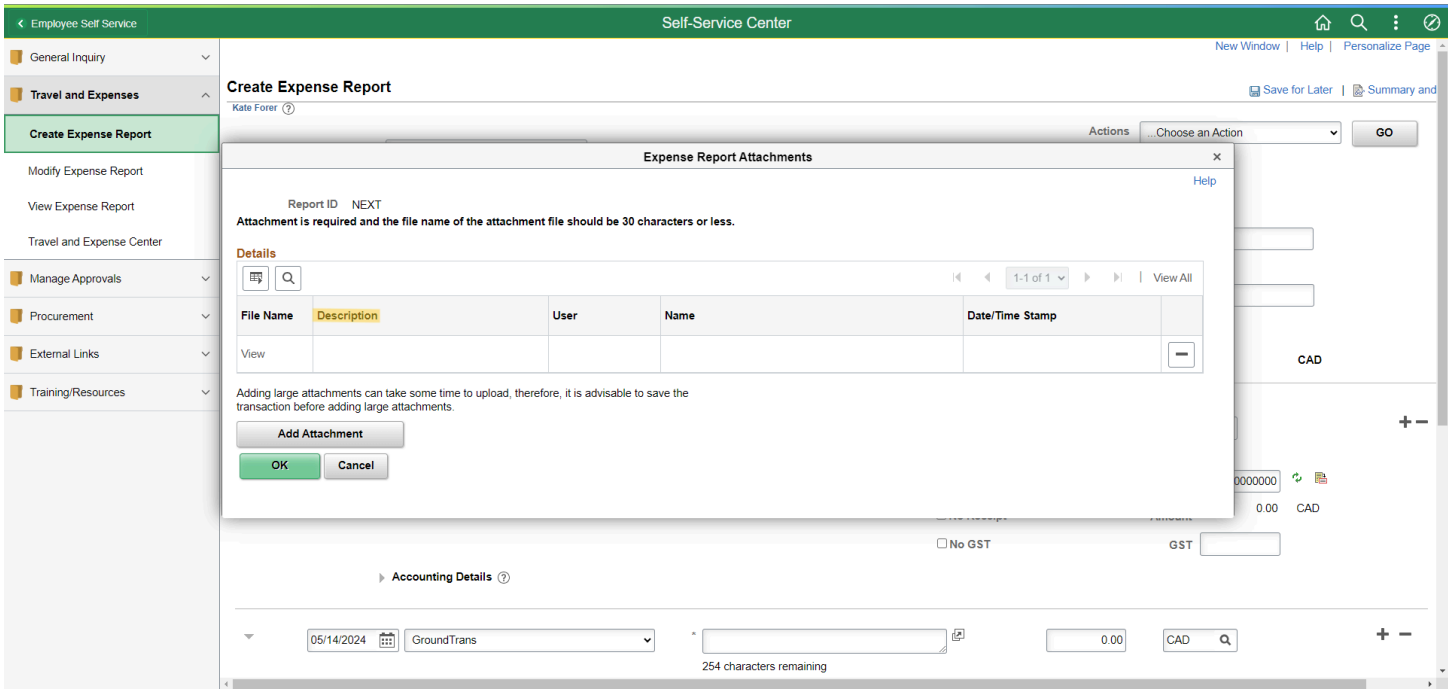
Step 11.1 - Select "Add Attachments".



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".

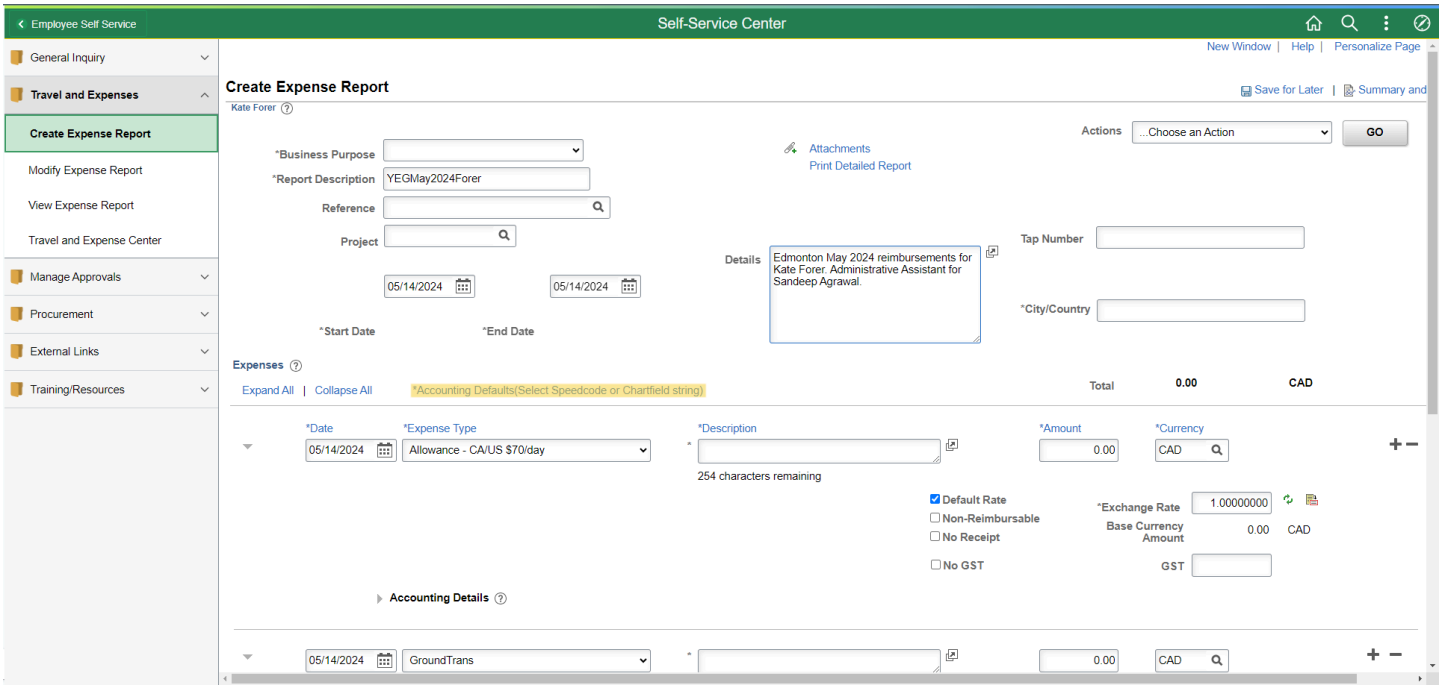


Step 11.3 - Description must include the "Expense Type" and the date purchased.

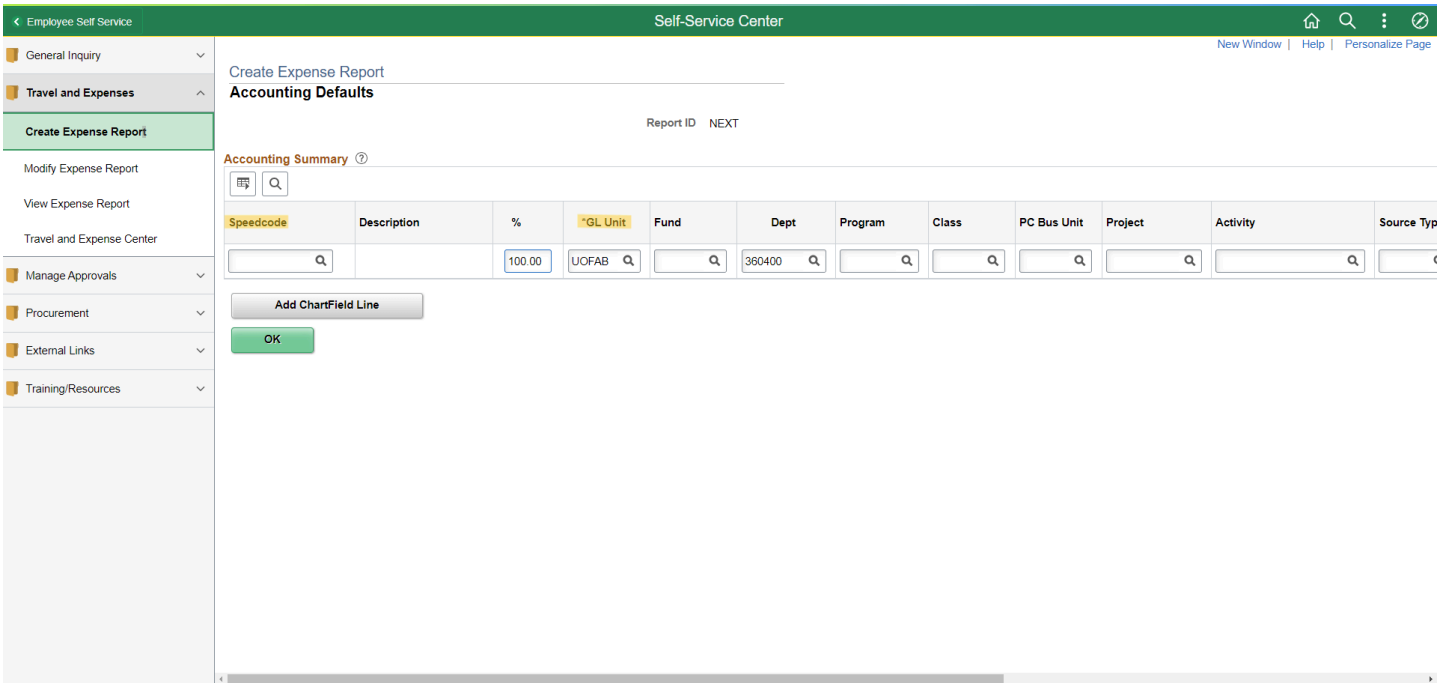


Step 11.4 - Repeat Steps 11.1 - 11.3 until you have uploaded all of your receipts, as well as the conference program/agenda or a screenshot of your calendar, with the meetings you attended.

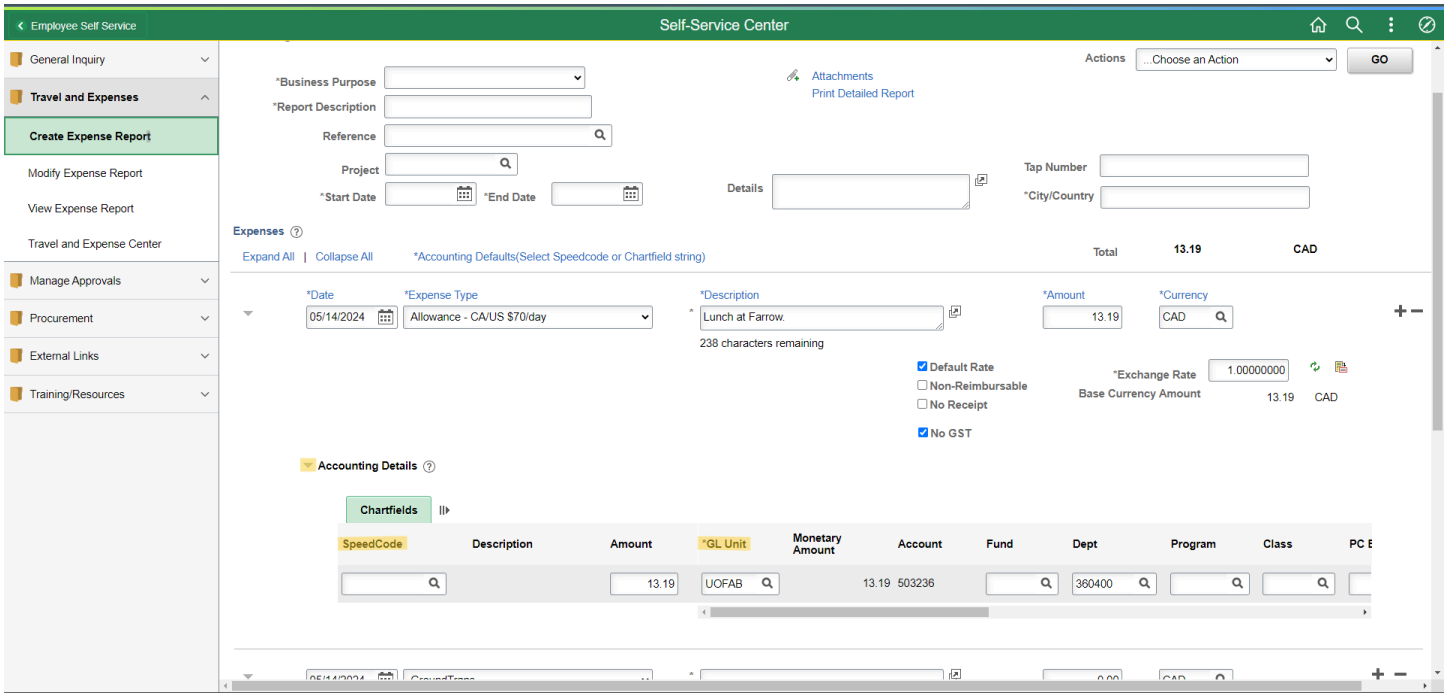
Step 12 - Select “Accounting Defaults (Select Speedcode or Chartfield string)”.



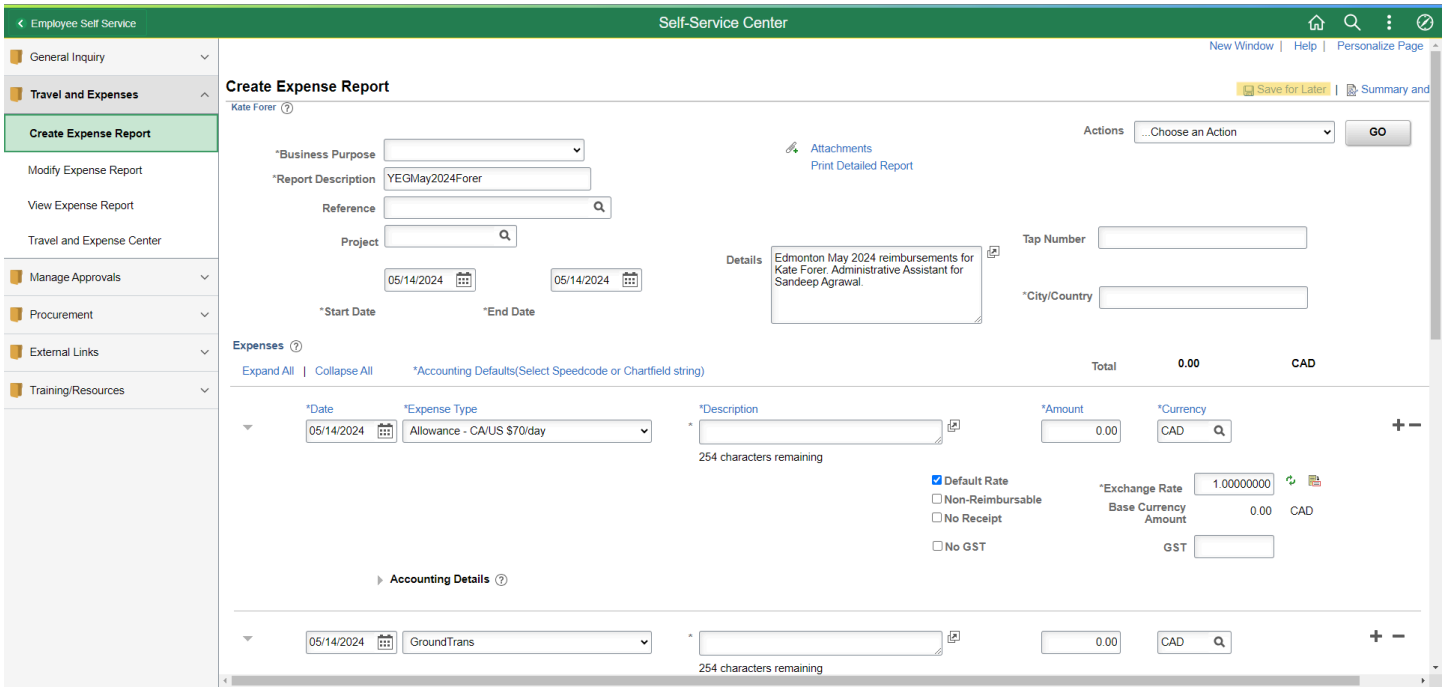
Step 12.1 - Enter given speed code (from Step 1), “GL Unit” should always read “UOFAB”.



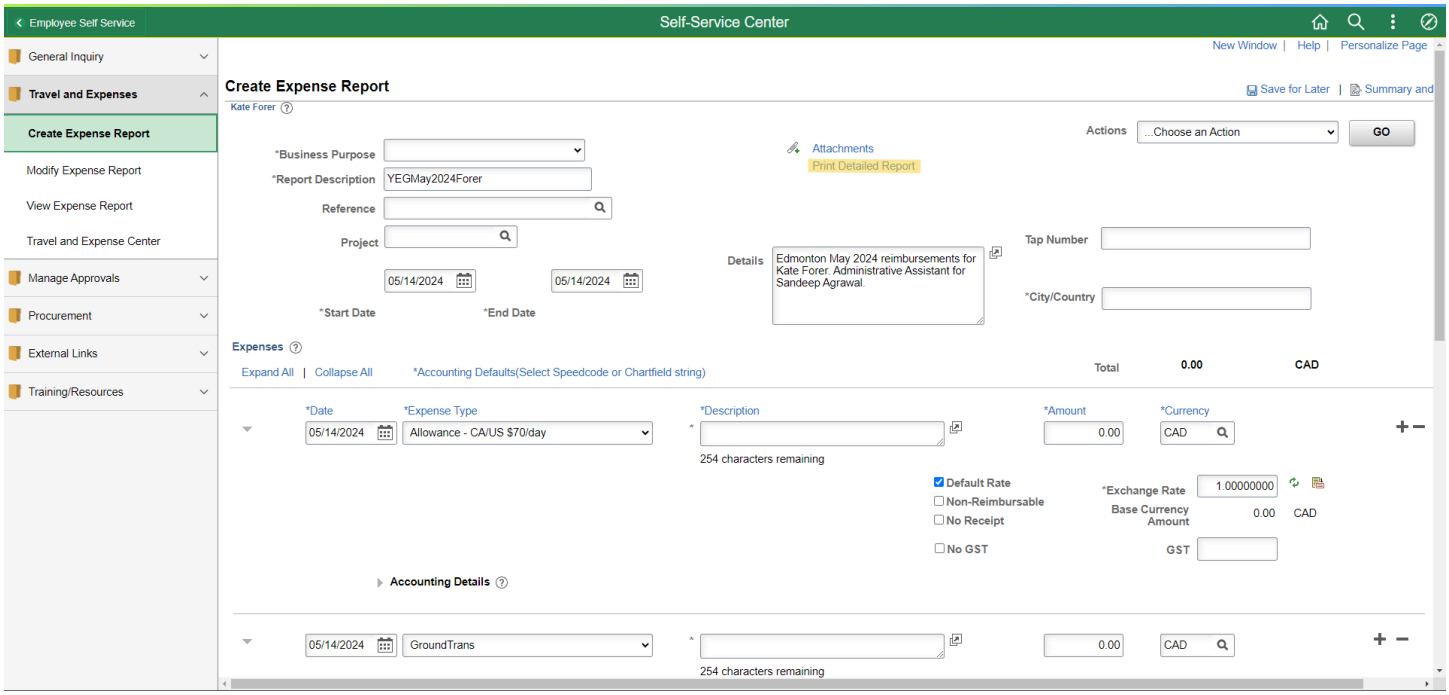
Step 12.2 - For each individual expense, select the "Accounting Details" drop down menu and confirm the speed code and GL Unit are correct.



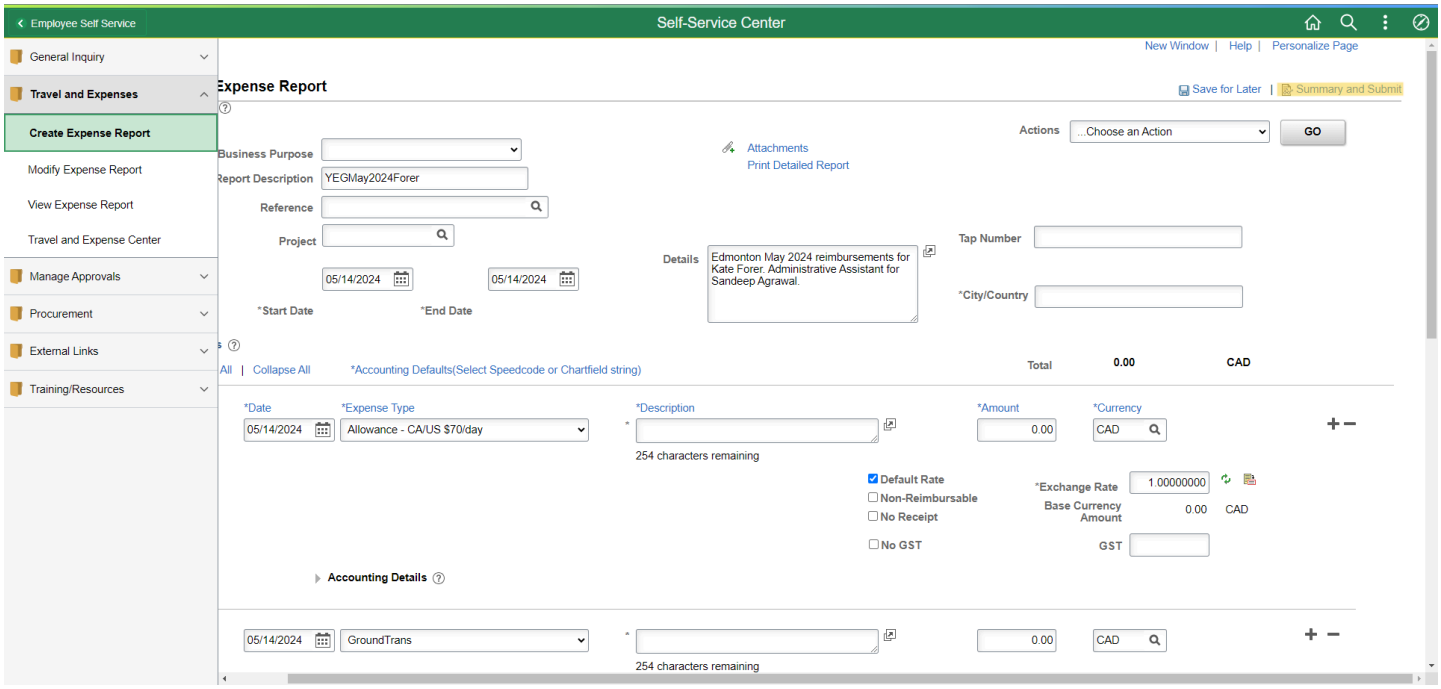
Step 13 - Once all your information has been accurately entered, select "Save for Later".



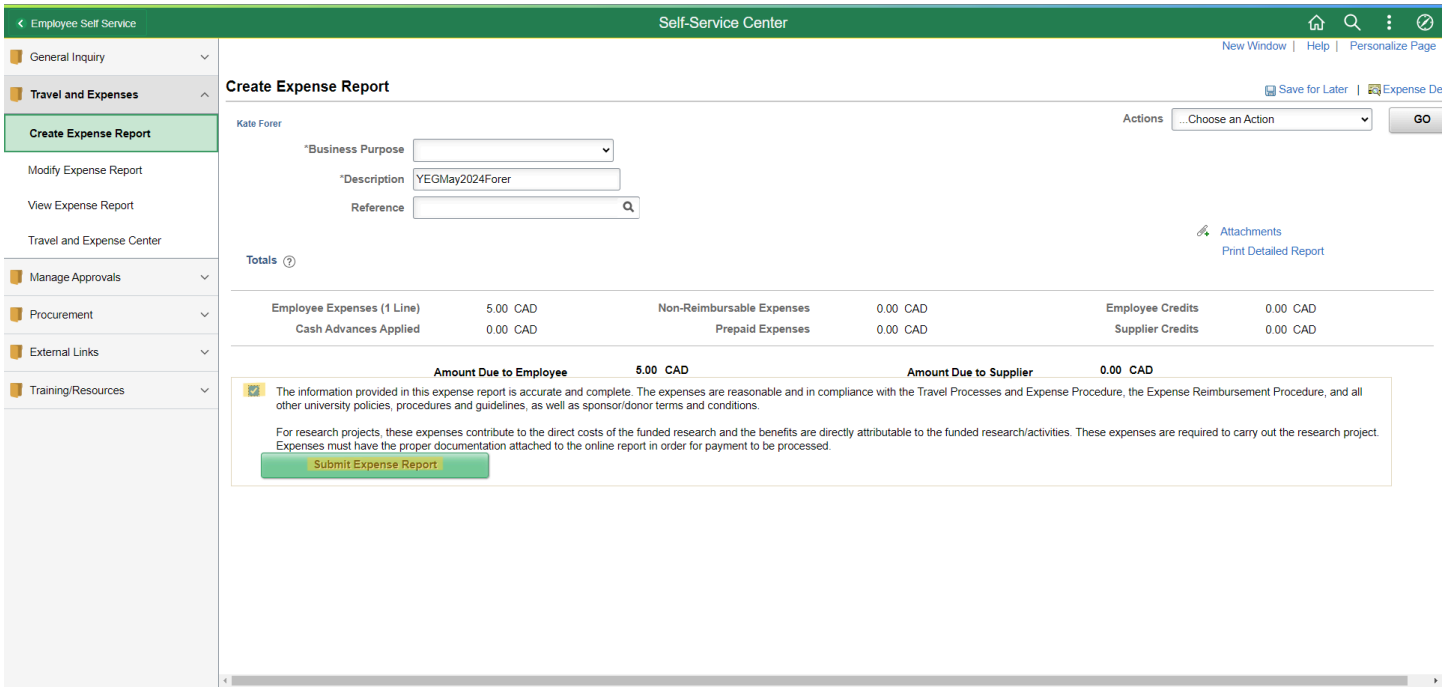
Step 14 - Select “Print Detailed Report” and download/save a copy of your travel expense report.



Step 15 - Select “Summary and Submit”.



Step 16 - Agree to “terms and conditions”, then click “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".

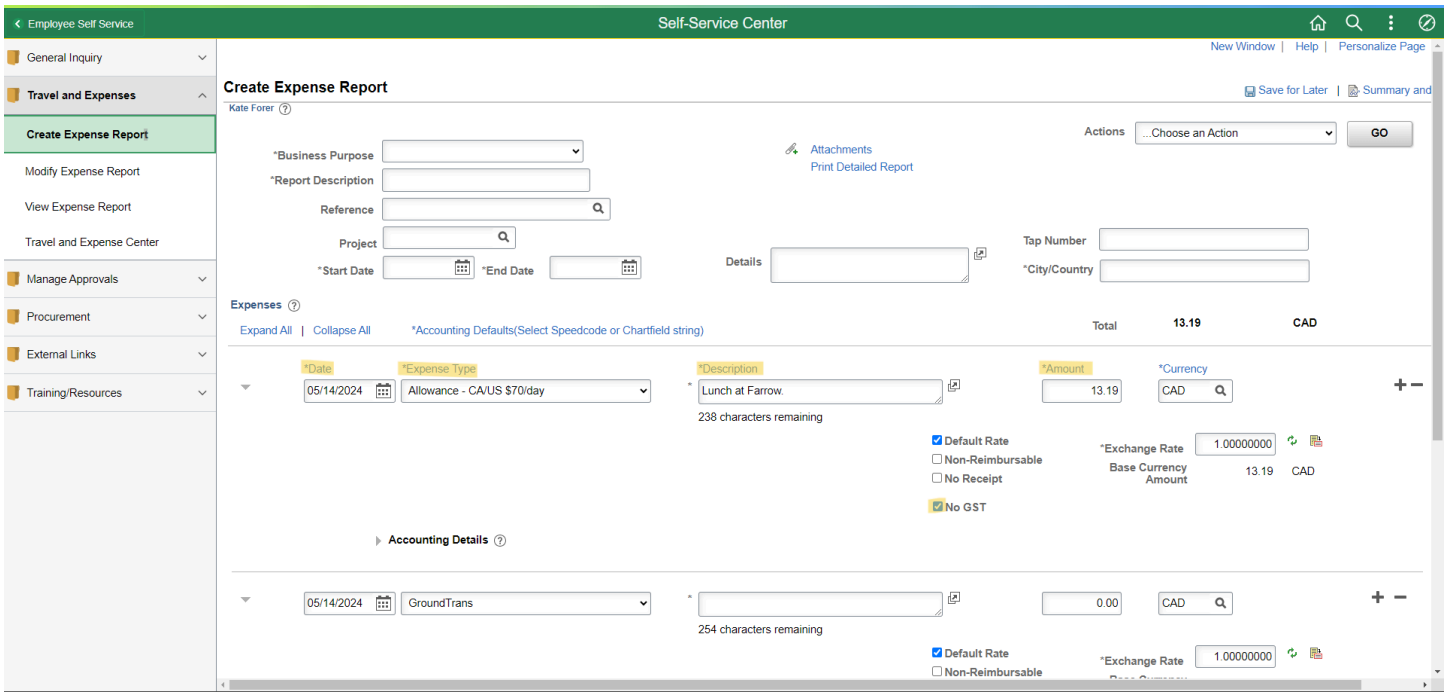
Date: [found on receipt]

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].



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".

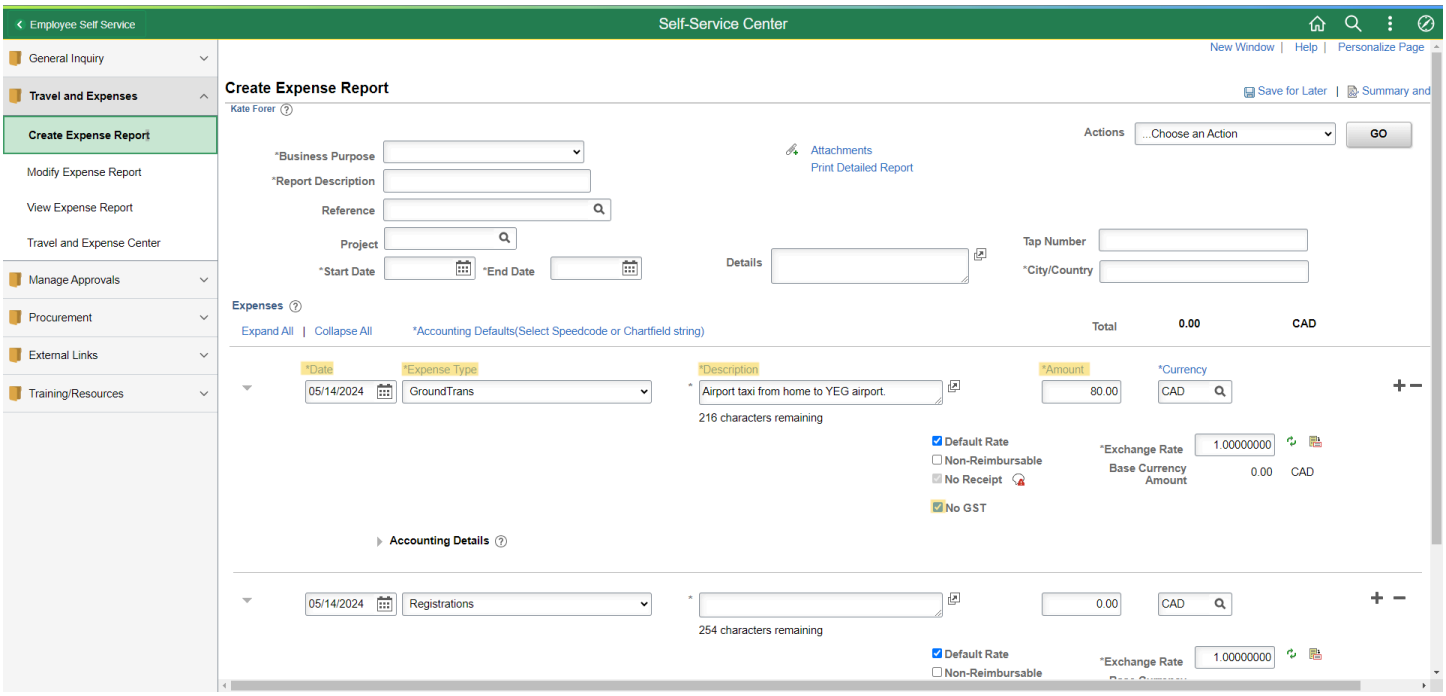
Date: [found on receipt]

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].



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"

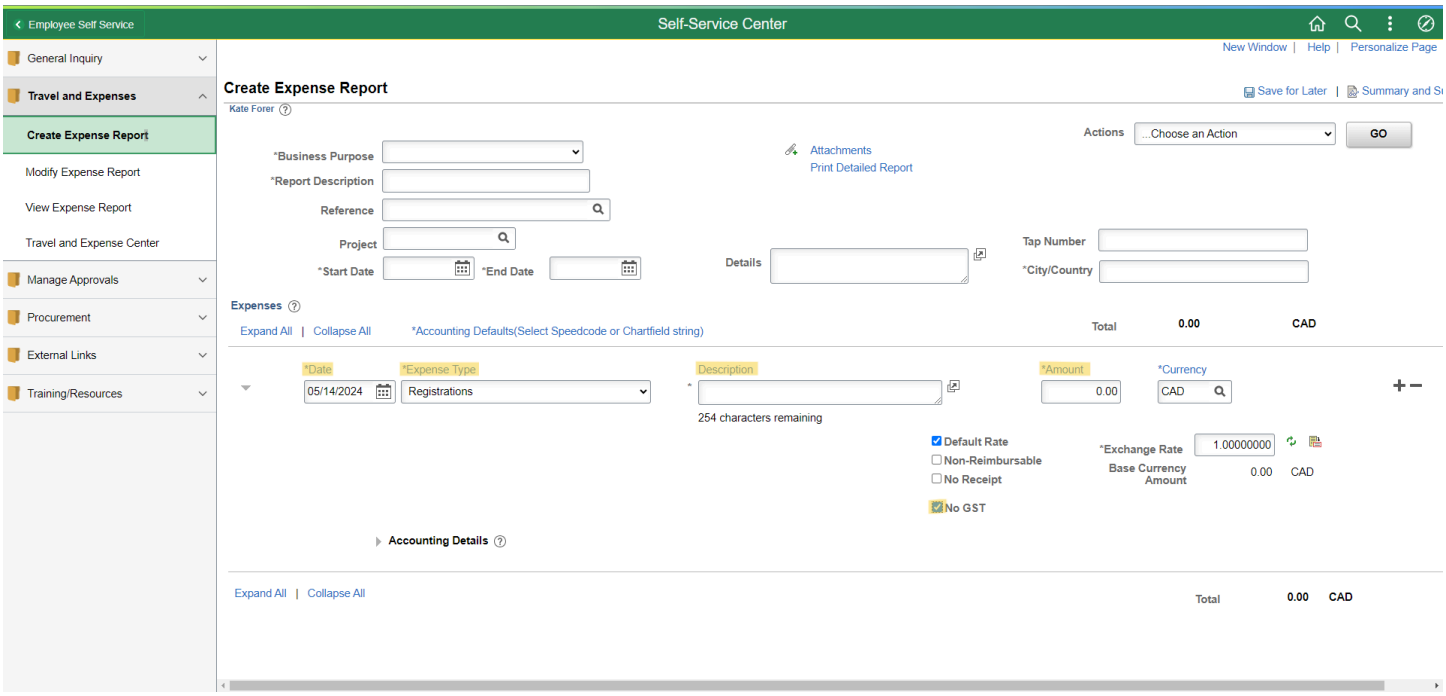
Date: [found on invoice]

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].



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"

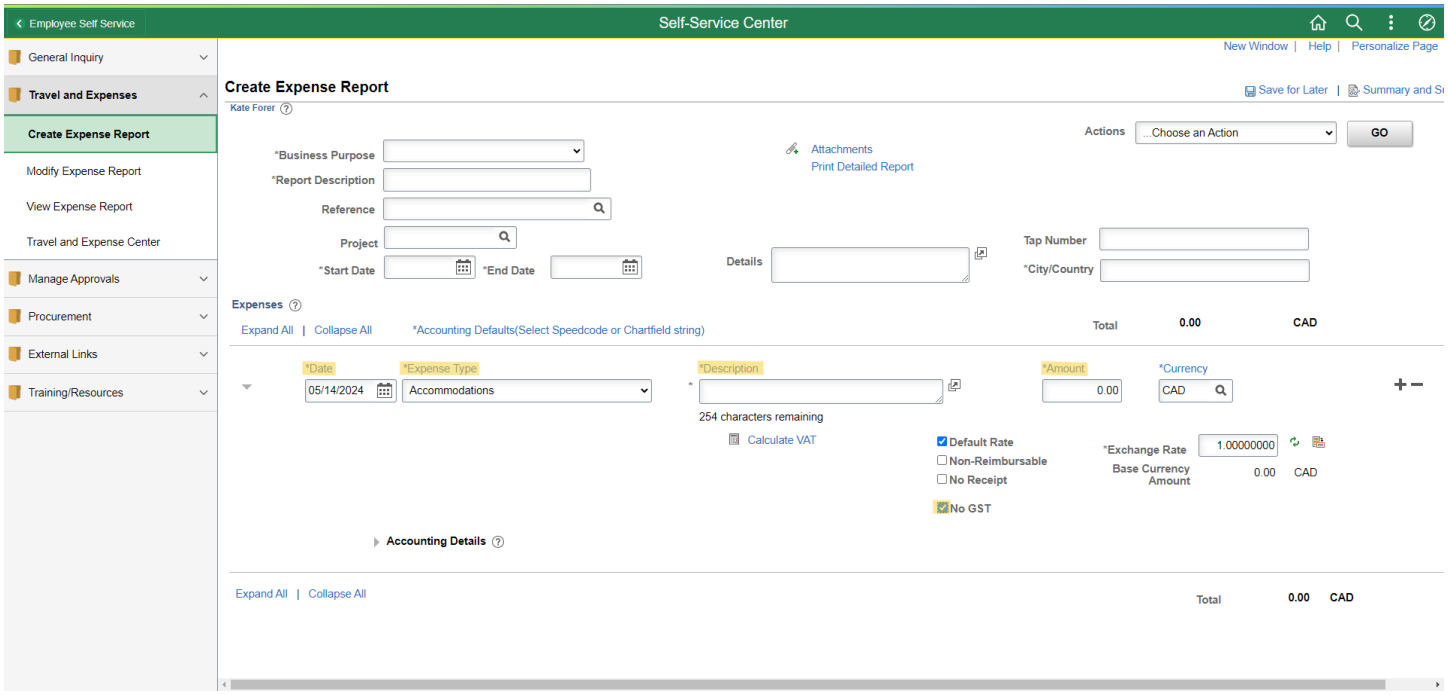
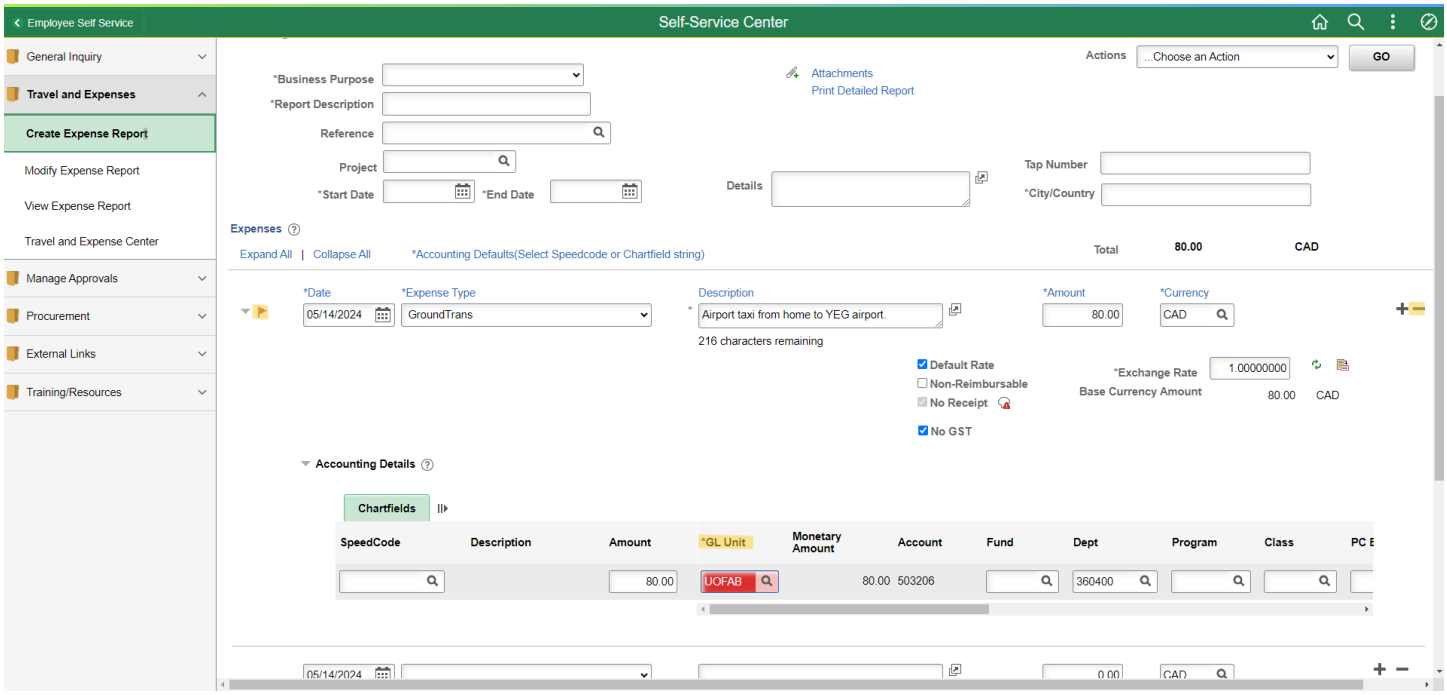
Date: [found on invoice]

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].



Solving Common Issues