Claimants and Delegates

User Guide

Contents

FINANCIAL ADMINISTRATION COMMUNITY TRAINING & SOLUTIONS

V3: Updated January 2015

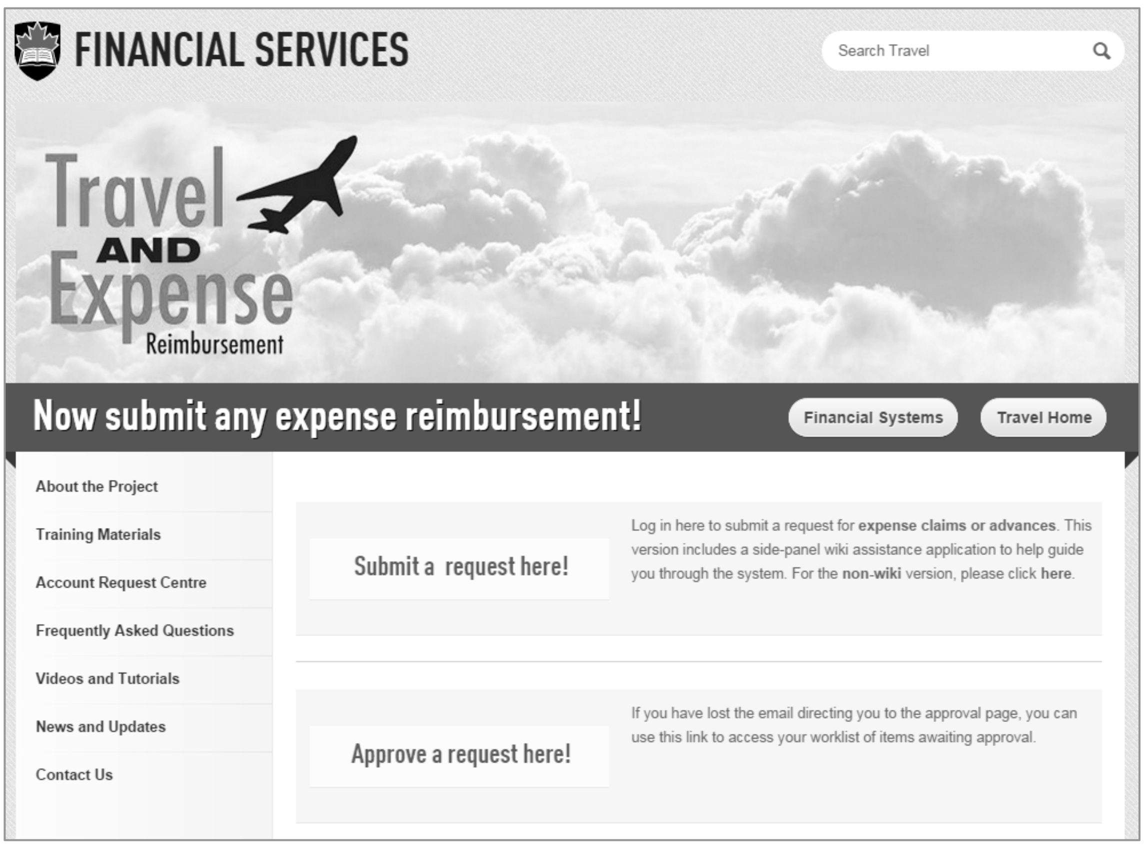
Chapter 1: Signing In

This section will cover:

- ✓ How to get to Travel & Expense
- ✓ Your username and password
- ✓ How to request access to the system

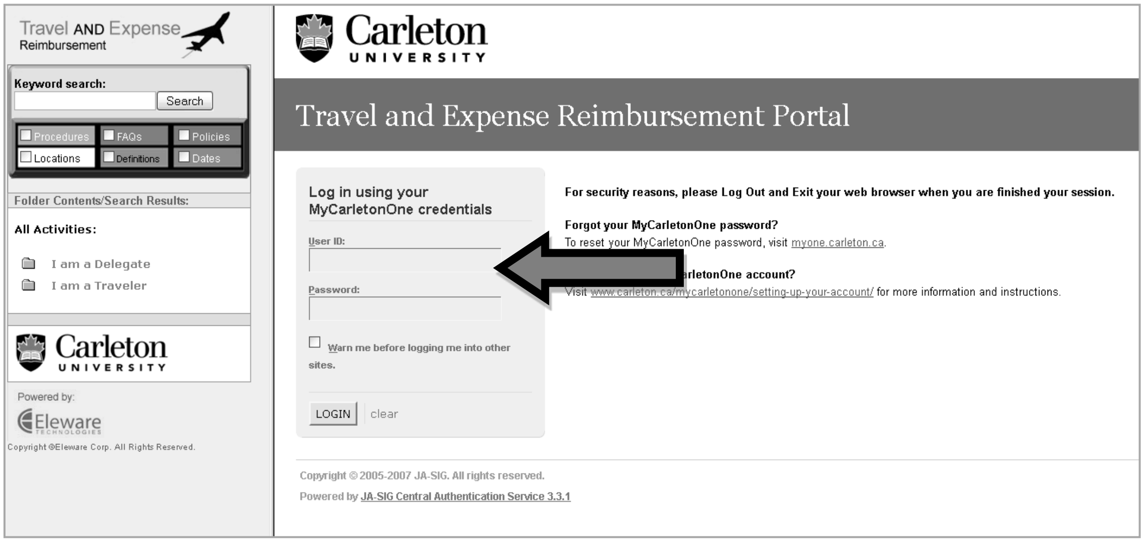
How to Sign In to Travel & Expense

The gateway to the Travel & Expense Reimbursement system can be found at http://www.carleton.ca/travel. It can be accessed at any time, from anywhere, without the use of the Virtual Private Network (VPN).



Log In

Click on the '**Submit a request here!**' link. You will be redirected to the Travel & Expense Sign In.



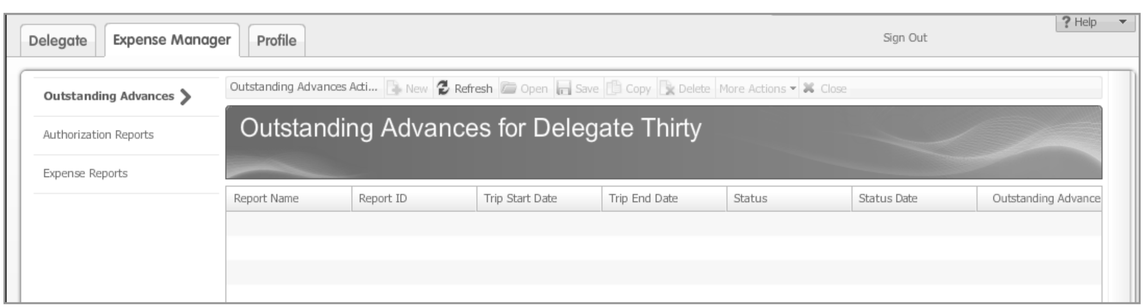
The login screen is split to display a wiki-help guide on the left, and the login on the right.

Note: You can also access a non-wiki version login from www.carleton.ca/travel*, or slide the split-screen bar to the left to hide the wiki while it is not in use.*

To log in, you must supply your **MyCarletonOne** credentials:

Enter your **User ID** and **Password**. Click the **LOGIN** button.

Once logged in, you will be directed to the **Expense Manager tab**, showing your list of **Outstanding Advances** (for claimants), if any, or the **Delegate tab** (for delegates).



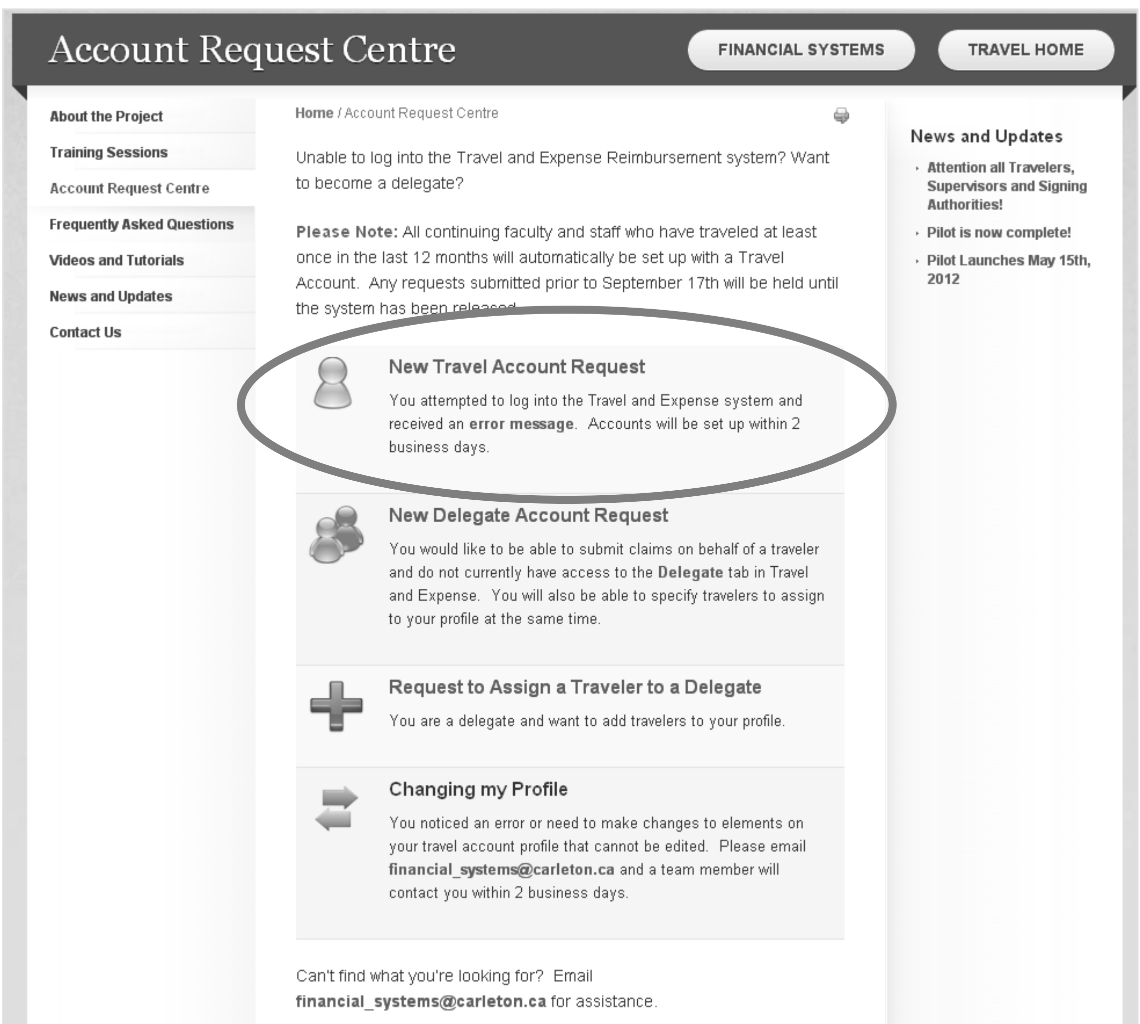
If you cannot log in, you may have encountered one of the following issues:

- The credentials you provided are invalid, either because you entered the wrong user id/password combination, or you have not signed up for MyCarletonOne. Visit https://myone.carleton.ca if you experience this issue.

- You have successfully authenticated to your MyCarletonOne account, but you do not have access to the Travel and Expense or Workflow systems. Use the Account Request Centre options at www.carleton.ca/travel/account-requests to request access to the system. See **Account Management** below.
- Your screen is blank, though you were able to sign in previously. This is an indication that you have encountered issues with your web browser. Use the refresh button in your web browser to resolve this issue OR clear your browser cache. For assistance, email financial_systems@carleton.ca.

Account Management

On first use of the Travel and Expense Reimbursement system, you will need to request access by completing a web form in our Account Request Centre at www.carleton.ca/travel/account-requests. Once you have submitted this form, a Financial Systems team member will set up your account and respond to you within 2 business days.



Chapter 2: My Profile

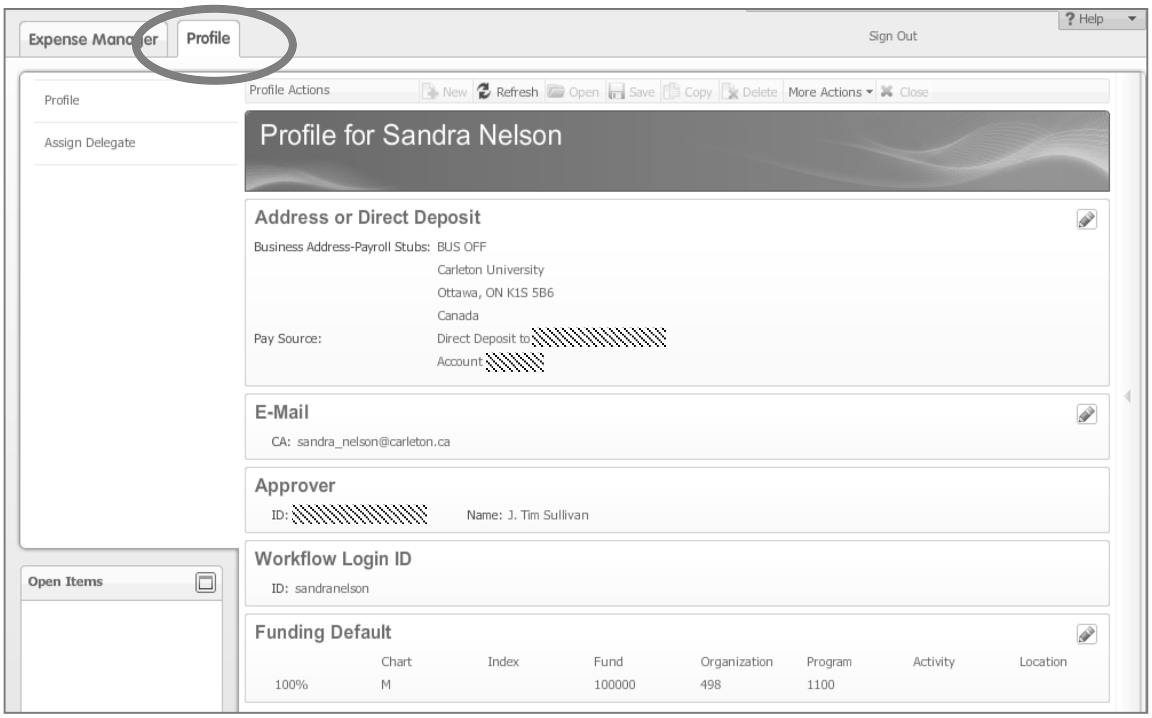
This section will cover:

- ✓ Your profile components
- ✓ How to update your profile components
- ✓ How to Assign a Delegate

Profile Components

Your profile directs the Travel & Expense system on how to handle the documents you submit. You can click on the Profile tab at any time to view your profile.

**Note: Delegates may view profiles for claimants to whom they are assigned by selecting the claimant on the Delegate tab. Refer to <u>Chapter 6: Acting as a Delegate</u> of this document.*



Address or Direct Deposit

The Address or Direct Deposit component tells the Travel and Expense system how to process your payment. Faculty and staff must receive payment by Direct Deposit. The address listed here should reflect your current banking arrangements. For anyone not paid through payroll, the address listed should indicate your current mailing address for payment via cheque.

To change your address for cheque payment, click on the edit icon and select the appropriate address from the list. If your current address is not available, you must update your address before creating a travel document using Carleton Central (http://central.carleton.ca).

E-Mail

The E-mail address indicates where the Travel & Expense system will send all notifications, including your original submission notification, and any alerts regarding returned or denied documents, and the final processing notification.

To change your e-mail address, click on the edit icon and select the appropriate e-mail address from the list. If your current e-mail is not available, please send an e-mail to financial_systems@carleton.ca to request that it be added to the system.

Approver

The individual listed in the Approver field is your direct supervisor. This individual must electronically approve your submissions before they can be processed. This field cannot be manually updated. If, however, this individual is not the correct approver, please email financial_systems@carleton.ca to request a change. We ask that you copy the supervisor currently listed on your profile, and the one for which you are requesting the change in case confirmation is required.

Workflow Login ID

Your Workflow Login ID tells the system who you are for approval purposes and document routing. This field cannot be manually updated.

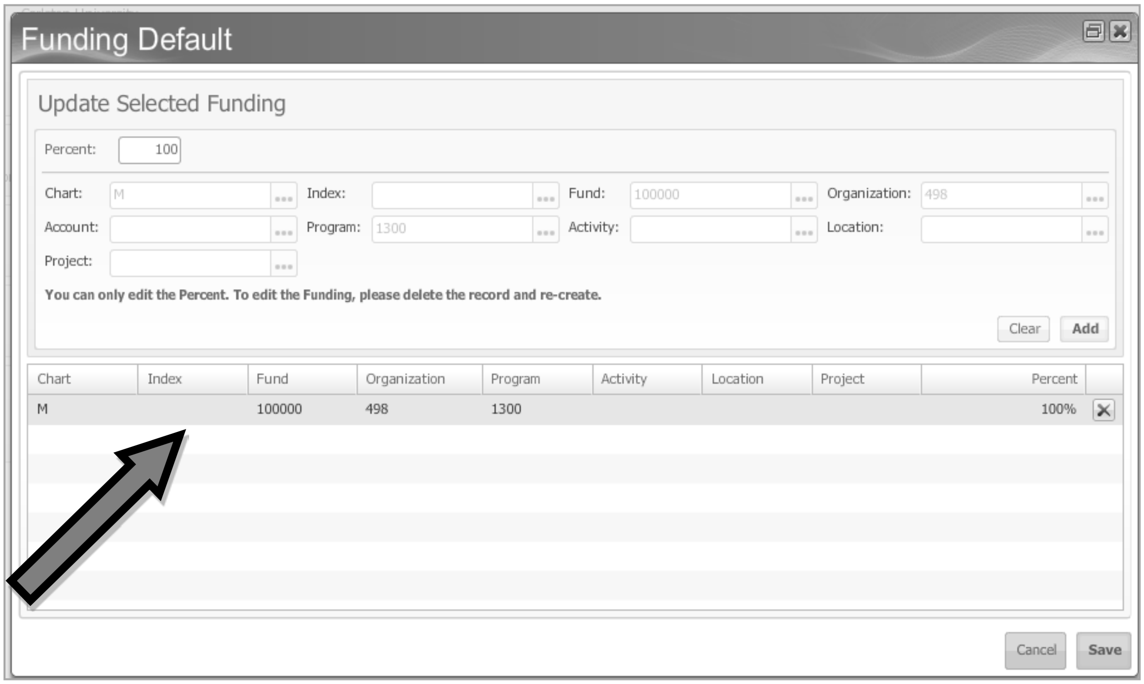
Funding Default

The Fund, Orgn, and Prog listed here is your funding default. This means that any time you create a new document, this FOAPAL will be used. You can change the default when you first create a document, or each time you enter a new expense item. You can add or update your profile default at any time by clicking on the edit icon .

Funding Default

	Chart	Index	Fund	Organization	Program	Activity	Location
100%	M		100000	498	1300		

To update/change an existing Funding (FOAPAL) default:



You can update the percent of an existing line, but to update a default, you must first select the existing one and delete it.

1. Click on the existing default in the bottom grid.
2. Click on the delete button.
3. The **Chart** will already have an 'M' in the field. If it does not, enter it now.
4. Leave **Index** blank.
5. Enter the **Fund Number** for your new default, or click on the fund search to see a list of funds available to you.
6. For non-operating or ancillary funds, the **Organization** and **Program** code will automatically default. **DO NOT CHANGE THESE**. For operating and ancillaries, you will need to enter the **Organization**. The program will then default.
7. You may add an Activity code, but it is not required.
8. Leave **Location** blank.
9. Click Add.
10. Click Save.

View video examples on Funding Defaults and splitting funding across multiple FOAPALs at www.carleton.ca/travel/videos.

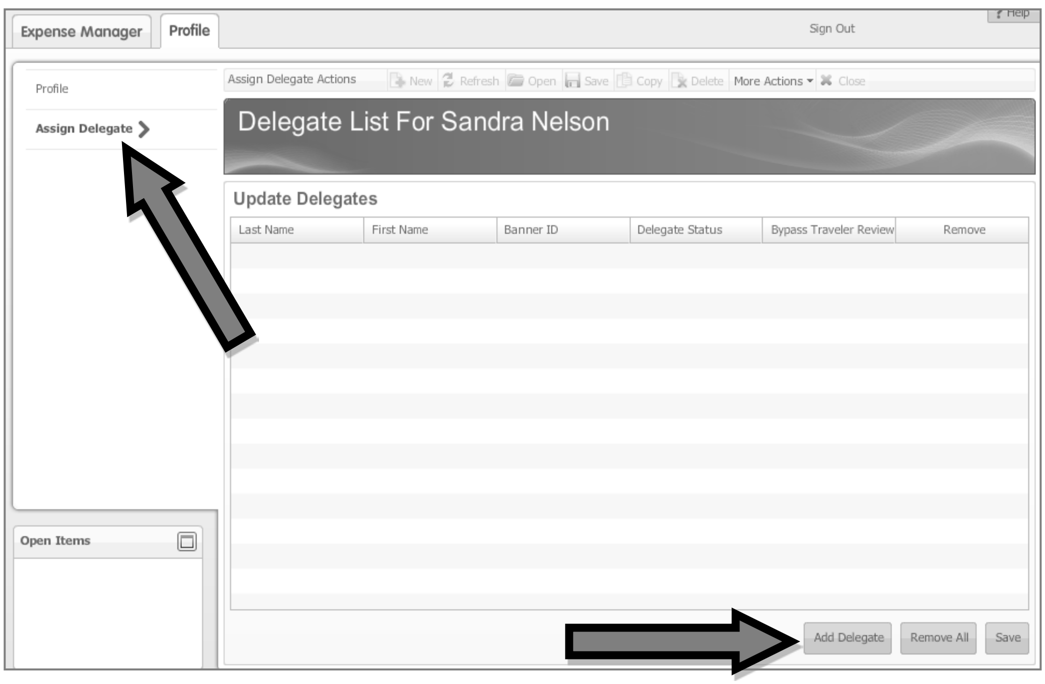
If you do not have access to the Fund or Organization that you would like to add to your default, please contact financial_systems@carleton.ca.

Assigning a Delegate

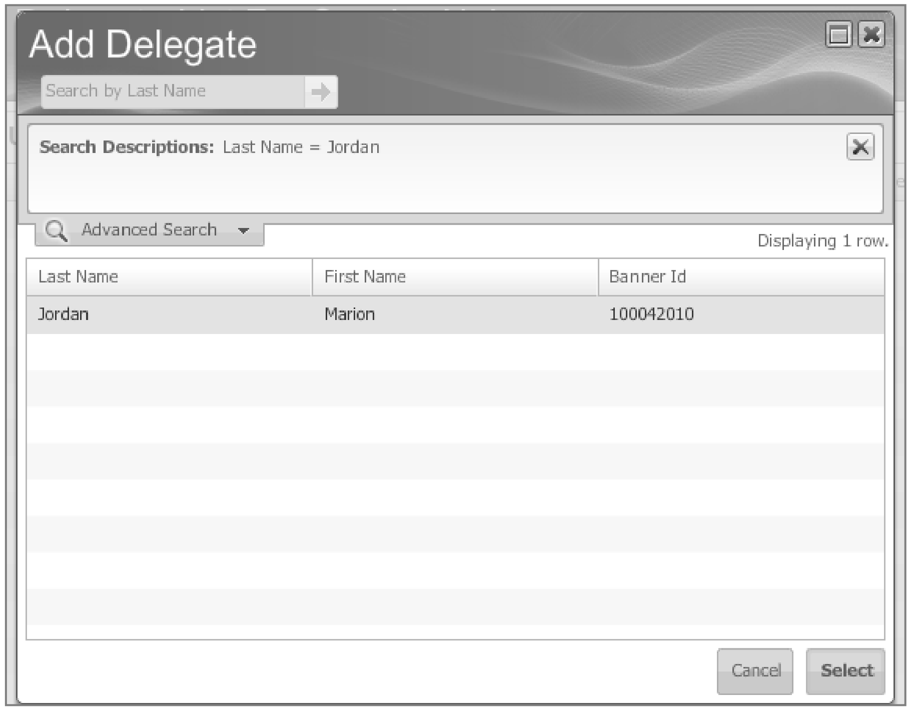
A claimant may add a delegate to his/her account which will allow the specified individual the ability to create a request on the claimant's behalf.

Before adding a delegate, be sure to discuss the assignment with the individual to ensure that they agree to taking on this role. We recommend that you have your delegate submit the assignment request through the Account Request Centre at www.carleton.ca/travel/account-requests to ensure that it is set up accurately.

To add a delegate, select the Assign Delegate option on the Profile tab, and then click on the Add Delegate button.

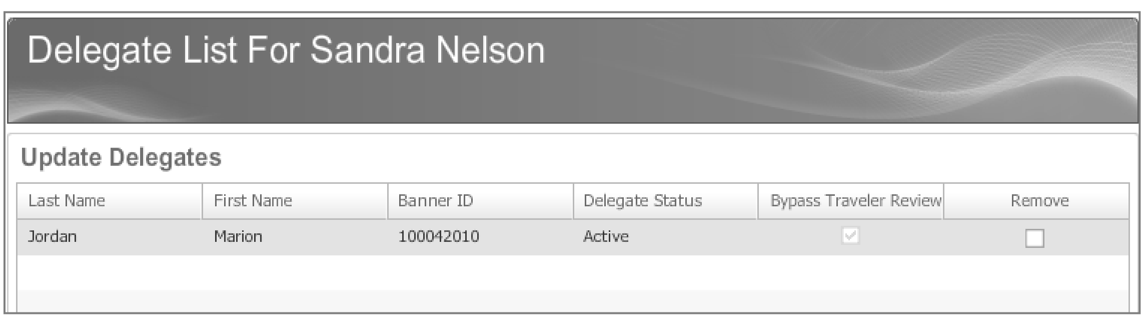


In the Add Delegate dialogue box, enter the last name of the person whom you wish to assign as your delegate. Press Enter or click on the Go icon  .



Select the individual by clicking on the person's name, and then click the **Select** button.

**Note: If the individual you are looking for does not appear in the list, that person is not set up as a delegate. After discussing becoming a delegate with the individual, he/she will need to submit a request to be included in the Delegate directory at www.carleton.ca/travel/account-requests.*



The **Bypass Traveler Review** indicator may be either checked or unchecked, depending on the Delegate's original account request. If you, as the claimant, wish to review any request entered on your behalf by a delegate prior to submission, the Bypass Traveler Review must be **unchecked**. If you are unable to update the bypass indicator, contact financial_services@carleton.ca for assistance.

Chapter 3: Expense Reimbursements

This section will cover:

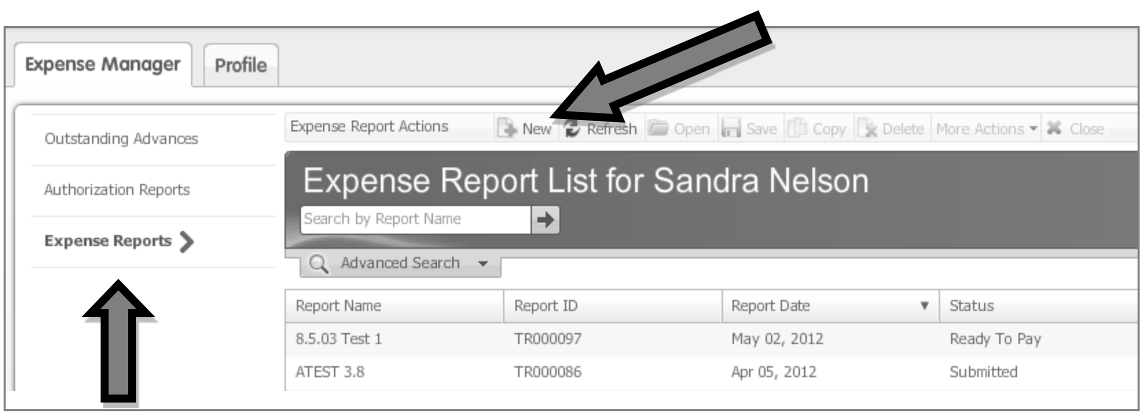
- ✓ How to Create a Reimbursement Request
- ✓ Entering your Expenses
- ✓ Submitting your request

Creating an Expense Reimbursement Request

When you are ready to submit your reimbursement request, gather all of your receipts and log into the Travel and Expense system.

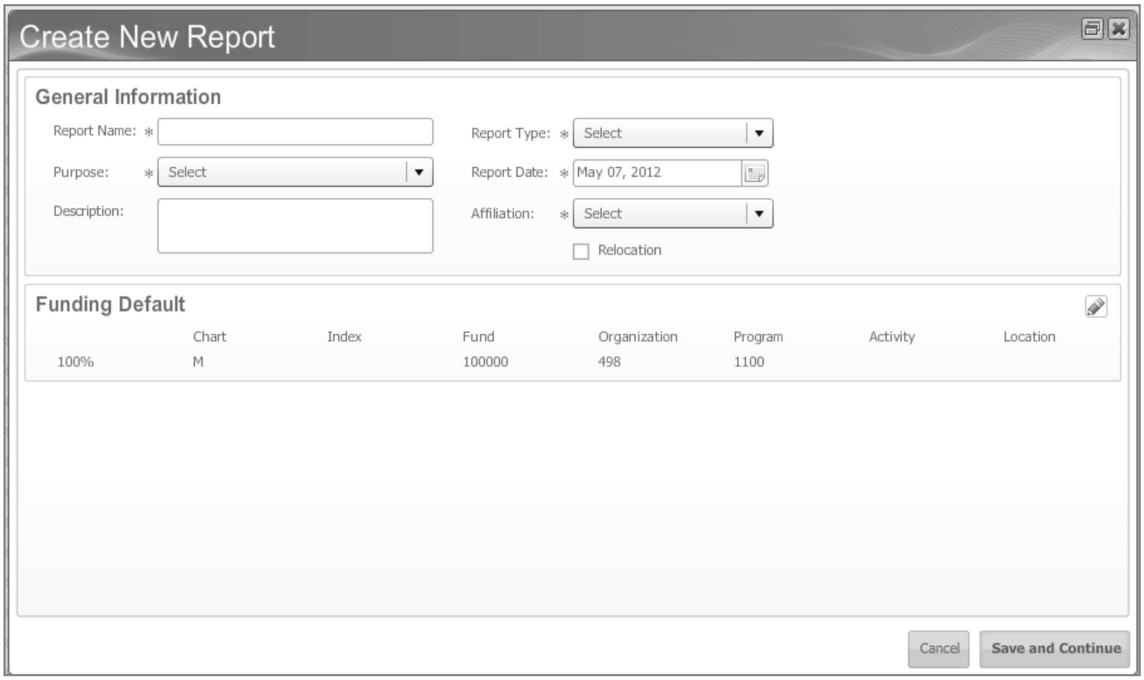
If this report relates to an authorization or advance, refer to the <u>Clearing your Authorization or Advance</u> section first.

<u>Step 1:</u> On the Expense Manager tab, click on Expense reports on the left hand menu, and then click on the New icon .



The 'Create New Report' dialogue box will appear.

<u>Step 2:</u> Fill out the general information for the Expense report. Required fields are marked with an asterisk.



Report Name: Give your report a unique name. The recommended name is Destination and Date, for example, Alaska May 2012 or for non-travel expense claim, include the type of expenses and time frame such as Computer Equipment May 2014.

Purpose: Select the general purpose from the drop down list.

Description: Elaborate on the purpose of your claim by providing a detailed description. This is **required** for claims being charged to research funds. For example, if you attended a conference, enter the name of the conference.

Report Type: Select the type of report from the list. If you select Travel, you will be asked to enter an itinerary. For non-travel or PER types, itinerary is not required but can still be entered. If your claim is mixed (PER and Travel), select the Travel option.

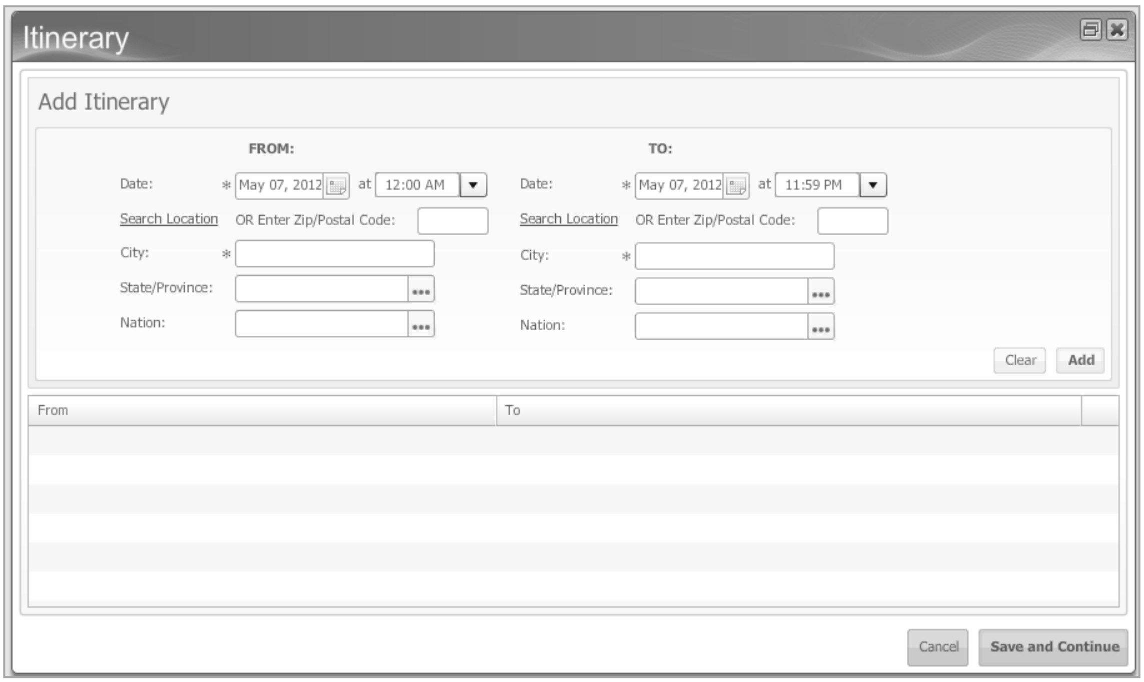
Report Date: Today's date is defaulted as the date the report was created. This date is used to record the actual expense in the general ledger, and so you cannot use a date in a previous month. *Note: If your report is not approved until the following month, the report date will be automatically updated to the first of the next month. This will also be the date of posting.*

Affiliation: Select your affiliation with the University for the purposes of this claim. For faculty members claiming against a research fund, select Primary/Co-Investigator.

Funding Default: If you had a funding default established on your profile, it will be displayed here. This fund-orgn will be the default for all expense items on your report. If you would like to change the default for this report only, you may do so now. To do so, follow the same steps as outlined in Chapter 2: My Profile. The report will be routed to the appropriate individuals based on the FOAPALs used in your claim.

Click **Save and continue**.

Step 3: Skip this step for non-travel and PER requests. Add your itinerary information. Required fields are marked with an asterisk.



Enter your **From/To Dates** using the calendar and time functions. Allow two hours before your departure and after your arrival. This information will be used in Phase 2 of the project to calculate per diems, if applicable.

Search Location: This functionality is not available. Skip these fields.

City: Enter the departure and arrival cities.

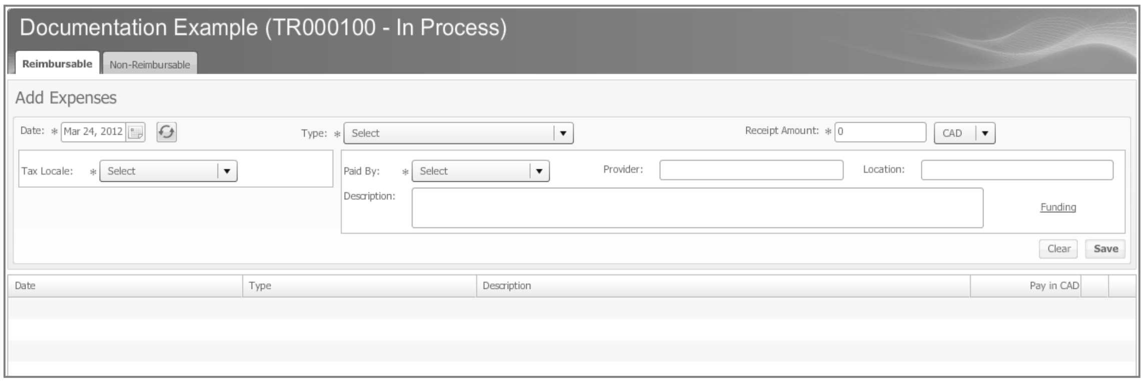
State/Province: Not required.

Nation: Not required.

Click on the '**Add**' button. Repeat these steps if you have multiple legs in your journey.

Click **Save and Continue**.

<u>Step 4a:</u> Add your expenses. Required fields are marked with an asterisk.



Date: Enter the date of your expense. This date will be used to suggest exchange rates, should you select a foreign currency. *Note: For items purchased prior to your trip or event, enter the date paid. For hotels, enter the check-out date or the date that appears on your credit card statement.*

Type: Select an expense type for the item.

Receipt Amount: Enter the total amount on the receipt to be reimbursed.

Receipt Currency: Defaults to CAD (Canadian). You may select another currency from the list to match your receipt. If the currency is not available, select OTH (Other).

> **Exchange Rate:** This field displays the suggested exchange rate based on the date of the item and currency selected, if other than CAD. You can overwrite this rate to the actual rate, if different. **Reset** will reset the rate back to the system's suggested rate.
>
> If you change the exchange rate, you must supply supporting documentation for the rate you entered, such as a credit card statement or print-out from the Bank of Canada currency conversion site at http://www.bankofcanada.ca/rates/exchange/10-year-converter/.
>
> **Pay Amount:** This is the amount that will be reimbursed, based on the receipt amount multiplied by the exchange rate. You can change this to reflect your credit card statement amount rather than entering the rate and the system will calculate the rate for you.

Tax Locale: This is the location where you consumed the item, most often the place to which you travelled or where you bought it. Select the province or territory for travel within Canada, or Outside Canada for all other locations. ***This field triggers the tax calculations for the system.***

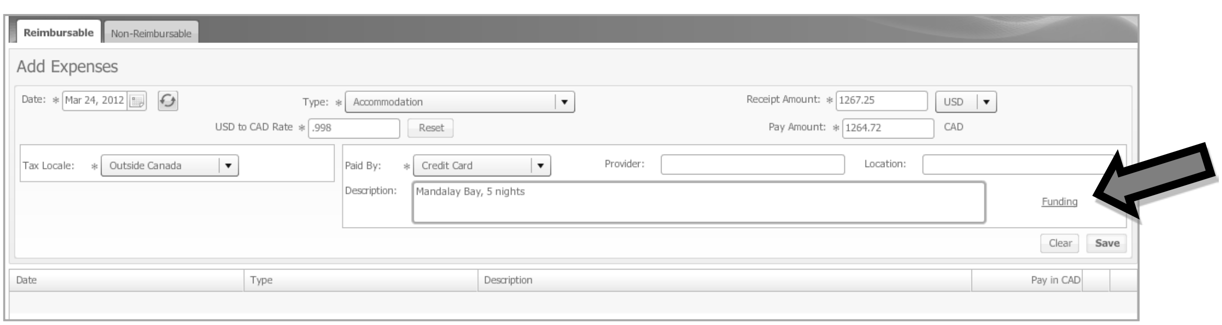
> When the tax locale is within Canada, new fields will appear below the Tax Locale. Depending on the location, you will be shown the retail taxes in effect for the location on the date entered (back to July 1, 2010). If the calculations vary from your receipt, change the taxes to match the taxes on your actual receipt. This will then generate the appropriate rebates for HST and GST.

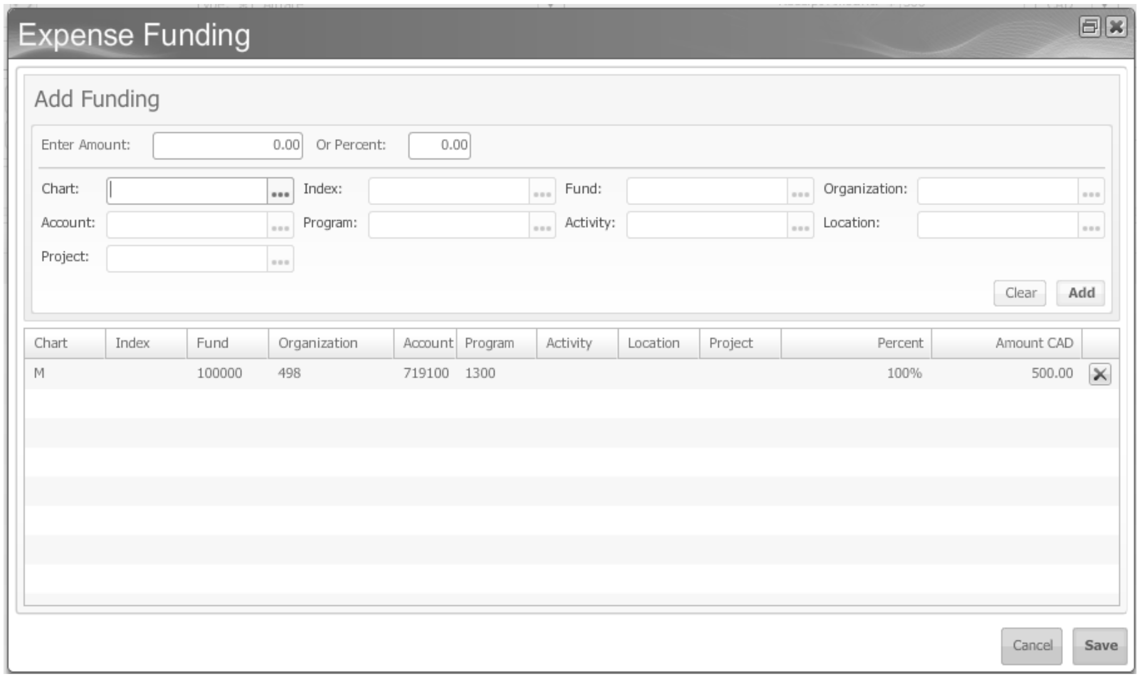
Paid By: Select the payment method from the list. The icon next to each Paid By type indicates whether you will be reimbursed for the expense. The icon of a "person" indicates a reimbursable expense for which the amount will be paid to you upon approval. The icon of a building denotes a non-reimbursable expense entered for information purposes only. Amounts for these expenses will not be included in your payment.

Description: Enter a short description about the expense. For hospitality items, include the policy requirements here. See the Entertainment, Hospitality, and Working Meals Expenses Policy at www.carleton.ca/secretariat.

If you do not need to change the funding default, click on **save** to add the item to your expense list and skip step 4b.

Step 4b: Update the funding for the expense item, if different than the default. If you need to specify an account other than the default, you must do so here. The default accounts for each expense report can be found in listed in the Funding Sources FAQ at http://carleton.ca/travel/faq/funding-sources-faq/. Click on the Funding link to update the FOAPAL.





You can update the percent or amount of an existing FOAPAL line, but to change a FOAPAL element, you must first select the existing one and delete it.

1. Click on the existing FOAPAL that you wish to change in the bottom grid.
2. Click on the delete button.
3. The **Chart** will already have an 'M' in the field. If it does not, enter it now.
4. Leave **Index** blank.
5. Enter the **Fund number** for your new default, or click on the fund search to see a list of funds available to you.
6. For non-operating or ancillary funds, the **Organization** and **Program** code will automatically default. **DO NOT CHANGE THESE**. For operating and ancillaries, you will need to enter the **Organization**. The program will then default.
7. Enter the account code.
8. You may add an Activity code if you wish, but it is not required.
9. Leave **Location** blank.
10. Click Add.
11. Click Save.

View a video example on splitting an expense across multiple funds at www.carleton.ca/travel/videos.

If you do not have access to the Fund or Organization that you would like to add to your default, please contact financial_systems@carleton.ca.

Notes on Expense Types

Each expense type, in combination with the tax locale, will generate suggested tax calculations for Canadian locales. Similar to the Purchasing Card, you will need to update the suggested calculations to match your receipt, except when the item is an allowance or rate, such as Per Diems or Mileage.

Some expense types, such as Canadian Meal Allowances and Private Automobile KM rates, are used in combination with a specified rate, in which case you will not be able to enter an amount, but instead must select a **unit rate** type, and specify the **number of units** in relation to the rate.

Rates and per diems follow the Travel Directives of the National Joint Council, as per the University's Travel and Related Expenses Policy.

For all expense types other than Private Automobile and Per Diems, you must supply the receipt to support the expense.

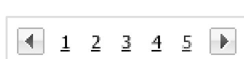
Repeat step 4 until all expenses have been entered into your report.

Step 5: Optional. Attach PDF, JPEG or TIFF images of your receipts in the Document Attachments section. This is an optional service for the claimant in order to keep electronic records of your receipts OR to allow your supervisor to review them during the approval process. Please consult with your supervisor or departmental administrator to determine if you are required to use the document attachment function.

If you received your receipt electronically, you may upload a digital copy of this receipt directly to your report rather than printing it out to send it in. You may only do this for digital receipts. Original, physical receipts, such as those for meals or taxis, must be submitted to the Business Office with your claimant declaration.

Step 6: Submit your report.

Click on the View or Submit Report button to review your report. You will be presented with a four page report of your claim. You can easily look at each page of your report by clicking on the page links at the bottom of your screen.



Page 1: This page displays the **general** information about your claim, and recaps your profile components in effect for the report (Address and E-Mail).

Page 2: This page displays a listing of your **reimbursable** expenses summarized by date and Expense Type. Click on the left arrow beside each line item to display the details, including the funding source for each expense.

Page 3: This page displays the **funding summary** for your entire report. If you only used your default funding source, only one line item will appear.

Page 4: This page displays a listing of your **non-reimbursable** expenses. Non-reimbursable expenses can be entered on the non-reimbursable tab in the same manner as reimbursable expenses, but they will not be recorded in the general ledger, nor included in your reimbursement.

Page 5: This page is blank. **For future features.*

You may **update** any element of your report by navigating back to the component using the left side menu, or the edit icons in the report.

You may **print** a copy of your report, if you wish; however, the Business Office does not require a copy of the report, and your records will remain in the system for your future reference.

Once you are ready to submit your report, click on the **Submit** button. You will be shown a dialogue box indicating that your request has been submitted. Click **OK**. If you are finished, use the **Sign Out** button to log out of the system.

NEW! MASS FOAPAL UPDATE

If you need to change the fund and orgn associated with multiple line items, select each item using the check box next to each expense in the Expenses section, and then select the **Change Expense Funding** from the **More Actions** item menu. Change the FOAPAL as you normally would, and save the changes.

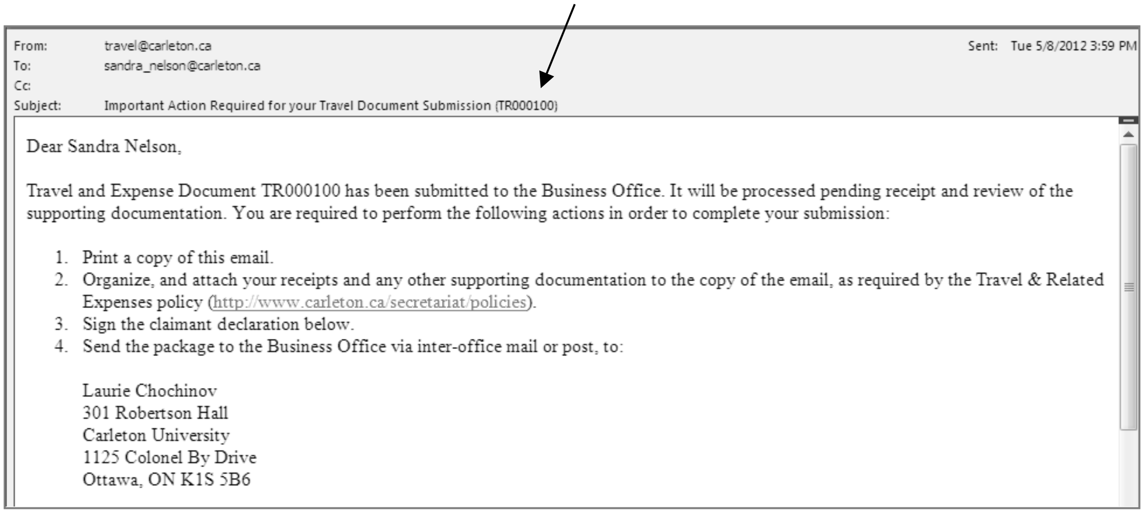
Chapter 4: Submitting Your Receipts

This section will cover:

- ✓ Notifications received from the system
- ✓ Requirements for submitting your receipts
- ✓ Checking the Status of your request

Notification of Submission

Once you have submitted your expense claim, you will receive an automatically email generated from no-reply@carleton.ca with a subject of '**Important Action Required (TR#XXXXXX)**'. If you do not receive your email, be sure to check your junk folder.



From: travel@carleton.ca
Sent: Tue 5/8/2012 3:59 PM
To: sandra_nelson@carleton.ca
Cc:
Subject: Important Action Required for your Travel Document Submission (TR000100)

Dear Sandra Nelson,

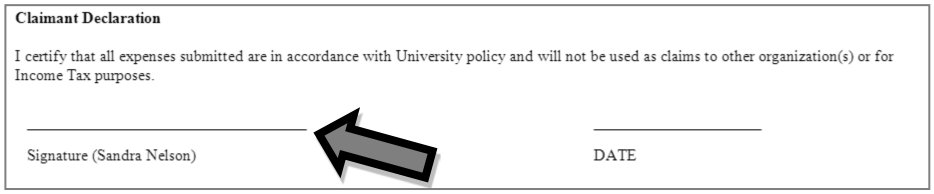
Travel and Expense Document TR000100 has been submitted to the Business Office. It will be processed pending receipt and review of the supporting documentation. You are required to perform the following actions in order to complete your submission:

1. Print a copy of this email.
2. Organize, and attach your receipts and any other supporting documentation to the copy of the email, as required by the Travel & Related Expenses policy (http://www.carleton.ca/secretariat/policies).
3. Sign the claimant declaration below.
4. Send the package to the Business Office via inter-office mail or post, to:

Laurie Chochinov
301 Robertson Hall
Carleton University
1125 Colonel By Drive
Ottawa, ON K1S 5B6

Follow the instructions in the email:

1. Print a copy of the email.
2. Attach your supporting documentation.
3. Sign and date the claimant declaration.
4. Send the package to the Business Office to the attention of the individual listed in the email.



Claimant Declaration

I certify that all expenses submitted are in accordance with University policy and will not be used as claims to other organization(s) or for Income Tax purposes.

Signature (Sandra Nelson) DATE

Note: Delegates will receive an email without the Claimant Declaration. Be sure to download the Claimant Declaration form from the Financial Services website as indicated in the email, have the claimant sign it, and submit it with the supporting documentation. It is recommended that you do this prior to creating and submitting the report. (www.carleton.ca/financialservices/forms)

Requirements for Supporting Documentation

Expense	Supporting Documentation
Airfare	You must submit a copy of your receipt, itinerary, and all boarding passes. If you have lost a boarding pass, or used electronic boarding passes, you are not required to submit any additional documentation with the airline invoice/receipt provided there is secondary evidence that you arrived at your destination, such as hotel receipts, taxi chits, or restaurant receipts. If your receipt was received electronically, you may upload this directly to your report as a PDF or TIFF attachment rather than printing it out.
Accommodations	Hotel receipts and/or evidence of check-in/check-out. In instances where the hotel did not provide a receipt (i.e. Expedia), there must be at least proof of payment of the hotel cost and secondary evidence that you arrived at your destination, such as taxi chits or restaurant receipts.
Meals	Itemized meal receipts are required, unless claiming per diems on an eligible funding source. If you did not receive an itemized meal receipt, you must note this in your travel claim. If you are charging your meal to a research fund, you must state in the description of the item as to whether there was any alcohol included in your receipt.
All other expenses	Receipts, digital or physical, including proof of payment
Exchange Rates	Proof of exchange rate, from credit card or Bank of Canada, unless using the system generated rate.

Note: If you have **lost a receipt or boarding pass, refer to our FAQ at www.carleton.ca/travel/faq/expense-items-faq for what you need to do.*

Once the Business Office receives the supporting documentation, they will proceed with processing your claim. The Business Office will **verify** the supporting documentation and the information in the claim. If there are any issues, the report will be returned to you electronically with comments on how to correct your report. You will receive an email in the event that this occurs.

After the request is verified by the Business Office, the report will continue through the approval queue to your **supervisor**, and then to any **signing authorities**, as determined based on the FOAPAL's entered on your claim. When the final approval has been obtained, you will receive an **email** indicating that your document has been **processed**.

Note: PER claims, provided they do not contain any travel expense types, will not route to a supervisor or signing authority but will have final sign off from Financial Services.

At any time, you can check the status of your report in the Travel and Expense system.

Checking the Status of your Request

In your Expense Reports listing, the Status of your report is displayed.

Status	Description
Submitted	Your document has been submitted and is awaiting approval by either the Business Office, your supervisor, or by a Signing Authority.
Approved	Your document has been approved by all required approvers, and is waiting to be processed by Accounts Payable.
Ready to Pay	Your request has been partially processed, and is awaiting the cheque printing or direct deposit process.
Paid	Your request has been paid.

Returned for Correction	Your document requires attention. It has been returned by the Business Office or by one of your approvers.
Approval Denied	An approver has denied your request. You cannot resubmit the same report again. It will remain in your report listing for future reference.

For further details, you can open your document and review the **Status History**. Select the report you wish to review, and click on the **Open** button in the icon menu.

There are two Status tabs: Expense Report and Workflow Approvals.

The **Expense Report** tab displays the report level status and dates; generally In-Process, Submitted, Approved, and Paid.

The **Workflow Approvals** tab displays the history of approvers and who the current approver is.

Chapter 5: Advance Requests

This section will cover:

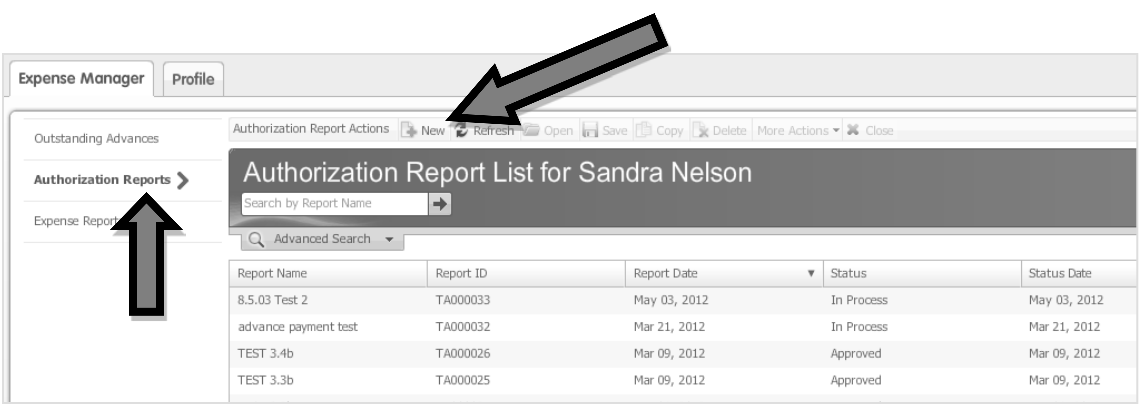
- ✓ Authorizations
- ✓ Requesting an Advance
- ✓ Clearing your Authorization or Advance

Creating an Authorization Request

The Travel and Expense system has the ability to capture authorizations prior to incurring any expenses, particularly travel. While this is not a policy requirement, it can be useful for **planning** and **budget** purposes as each authorization is **encumbered** in the general ledger. If, however, you **require an advance** for your travel costs or event, you **must** first create an authorization at least equal to the amount of the advance.

When you are ready to request your advance, gather any required receipts and log into the Travel and Expense system.

Step 1: On the Expense Manager tab, click on Authorization Reports on the left hand menu, and then click on the +New icon.



The 'Create New Report' dialogue box will appear.

Step 2: Fill out the general information for the Authorization report. Required fields are marked with an asterisk. (Refer to the section on Expense Reimbursements for additional information)

Click **Save and continue**.

Step 3: Skip this step for non-travel related events. Add your itinerary information. Required fields are marked with an asterisk. (Refer to Chapter 3: Expense Reimbursements for additional information)

Step 4a: Add your estimated expenses or actual pre-paid expenses. Required fields are marked with an asterisk.

If you are using the authorizations for planning purposes, estimate the various components of your trip or event. If you are only using the authorization to request an advance, enter only the eligible components for which you currently require or will require prior to your departure. Consult with your Department Head or Administrator as to whether they wish to make use of the authorization components for budgeting purposes before submitting an authorization without, or in excess of the advance amount.

(Refer to the section on Chapter 3: Expense Reimbursements for additional information)

Step 4b: Update the funding for the estimated expense items, if different than the default. Click on the Funding link to update the FOAPAL. (Refer to the section on Chapter 3: Expense Reimbursements for additional information). ***These amounts will be encumbered against the FOAPAL(s) entered in the funding section of each item.***

Step 5: Optional. Attach PDF, JPEG or TIFF images of your receipts in the Document Attachments section. This is an optional service for the claimant in order to keep electronic records your receipts OR to allow your supervisor to review them during the approval process. Please consult with your supervisor or departmental administrator to determine if you are required to use the document attachment function.

Step 6: View or Submit your report.

Click on the View or Submit Report button to review your report. You will be presented with a four page report of your claim. You can easily look at each page of your report by clicking on the page links at the bottom of your screen. (Refer to the section on Chapter 3: Expense Reimbursements for additional information)

You may **update** any element of your report by navigating back to the component using the left side menu, or the edit icons in the report.

You may **print** a copy of your report, if you wish; however, the Business Office does not require a copy of the report, and your records will remain in the system for your reference later on. The report will not include the advance component.

At this time, you have two options: **Request Advance** or **Submit**.

If you choose to **submit** your report as an authorization, the approval queue will be invoked, but the Business Office will verify that you intended to submit an authorization without a cash payment. At the end of the approval chain, the authorization amount will be encumbered in the general ledger. At any time after the report has been approved, you may go back to the authorization, open the report, and request an advance following the steps below.

Requesting an Advance

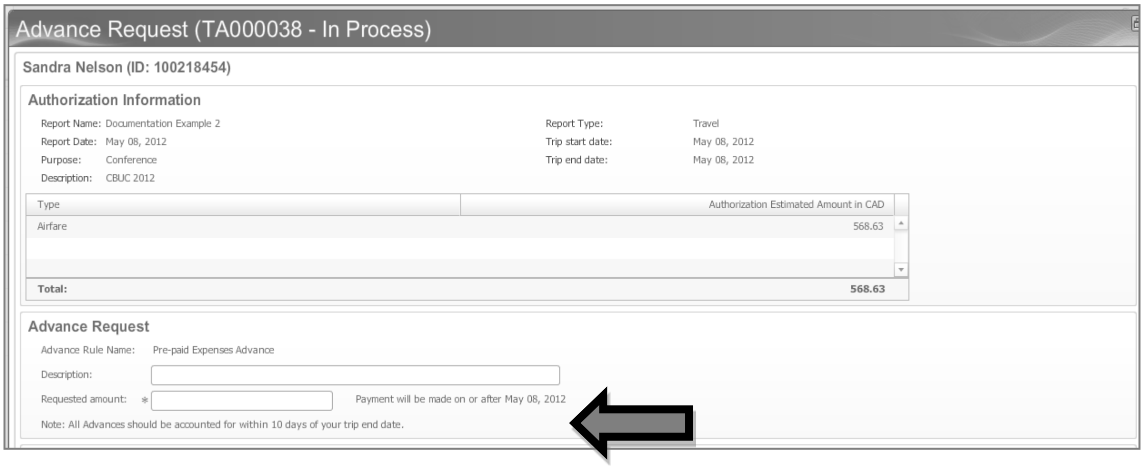
If you require an advance, click on the **Request Advance** button at the bottom of the report. You will be prompted with a dialogue box where you must select an advance rule.

Cash Advance: This option is for those individuals who are eligible for a cash advance, as outlined in the Travel and Related Expenses Policy at www.carleton.ca/secretariat. Typically this is used for research related travel, and is for those who are travelling overseas or to remote locations, or will be traveling for longer than 14 days. Cash advances will only be paid 21 days prior to your departure.

Pre-Paid Expenses: The pre-paid expenses advance is for any claimant who has pre-paid for his/her expenses, such as airfare or other transportation costs. You will be required to submit your proof of payment in order to receive the advance.

Select a rule and click **continue**.

You will be presented with an advance request form, summarizing the estimated amounts for authorization.



Enter a **description** for the advance, and the **requested amount**. The requested amount cannot exceed the authorized amount.

If you require an amount higher than the authorization, you must cancel the advance request and edit the authorization. If you have already submitted the authorization, you will need to release the authorization, and submit a new one.

Once you are ready, click the submit button. A dialogue box will be displayed indicating that your submission was successful. It will include both the authorization number (TA#) and related advance number (TV#).

As when submitting a reimbursement request, you will receive notification from the system via email. (Refer to Chapter 4: Submitting Your Receipts for additional information)

Clearing an Authorization or Advance

When you have returned from your travels or completed your event, you have 10 days to submit your reimbursement and clear your advance, or it will become overdue.

If you have an overdue advance, you will automatically be prompted to clear it on your next expense claim, whether it is related to that trip/event or not.

From either the **Outstanding Advances** or **Authorization Reports** listings, select the appropriate line item relating to your travel and click on **Generate Expense Report**.

You will be prompted with the 'Generate Expense Report' dialogue box, with suggested default values. You may update the Report Name, date and affiliation if needed. Click **Save**.

The system will automatically generate a new expense report for you using the expense items detailed in the authorization report, and move you to the **Expense Reports** tab. **Select** the report that was just created, and click **Open**.

Update the relevant sections of the report, if any information has changed. Include any **additional expenses** incurred, and update the estimated amounts, if needed.

If you have added additional expenses to your report, you may receive a warning that "**You have exceeded the authorization amount**". This warning will not prevent you from submitting your report. It is only intended to let you know that you have exceeded your authorization amount in case you were using the authorization for budgeting purposes.

Submit the report, and wait for the submission notification email.

Chapter 6: Acting as a Delegate

This section will cover:

- ✓ What is a delegate?
- ✓ Becoming a delegate
- ✓ Submitting a request for a claimant
- ✓ Submission notifications

What is a delegate?

A delegate is someone who is given the role to create and submit a travel and expense request on behalf of a claimant. This person must have:

- The delegate role assigned by Financial Services, and
- Posting ability on the Funds and Orgns to which the claimant will charge his/her expenses.

Becoming a Delegate

Before a delegate-claimant relationship can be set up in the system, the delegate must first be given the appropriate roles by Financial Services.
Visit www.carleton.ca/travel/account-requests and select the "New Delegate Account Request" option. You must supply your:

- Carleton ID
- Name (first and last)
- Email Address
- Department

You may choose to add claimants to your profile at this time. If you do, you will also need to supply:

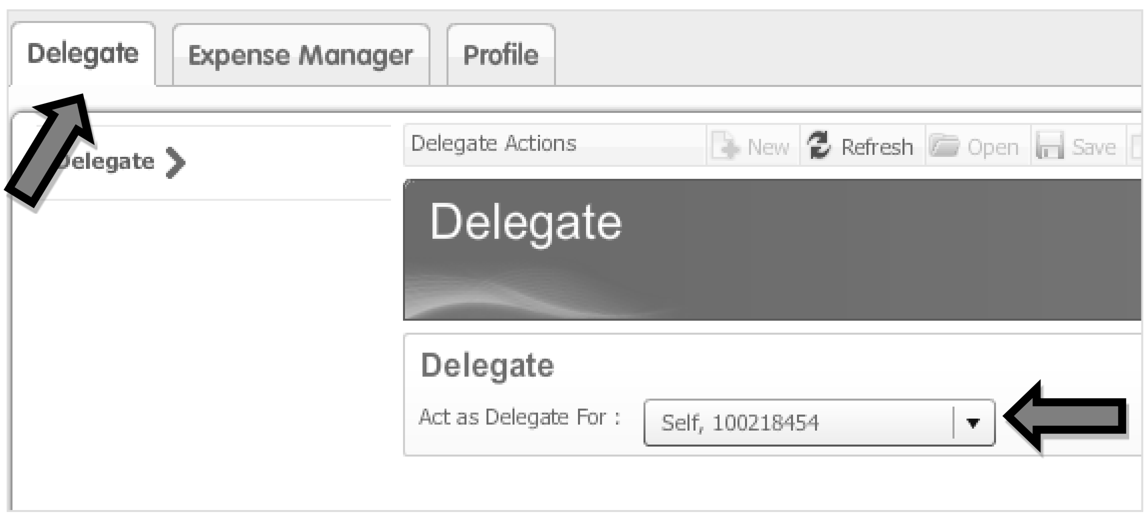
- The claimant's ID
- The claimant's name (first and last)
- Indicate whether the claimant must first review a submission before it goes to the Business Office*****

This information will then be sent to the Financial Systems Team for review and account set up. You will be notified by email when the setup is complete, or, in the event that further information is required, you may be contracted for additional information to complete the account set up for your claimants.. A discussion with the claimant may be required to adjust your posting abilities to match his/her funding sources.

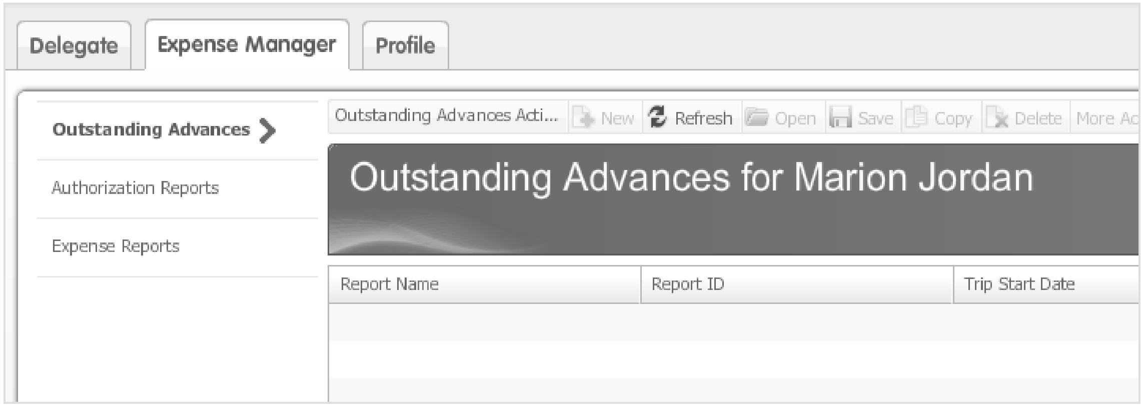
Once you have been established as a delegate, you may add additional claimants through the "Request to Assign a Claimant to a Delegate" option in the Account Request Centre at www.carleton.ca/travel/account-requesets, or the claimant may add you to his/her profile independently (Refer to Chapter 2: My Profile).

Submitting a Request for a Claimant

Once you have been established as a delegate, a new tab will appear when you log into Travel and Expense.



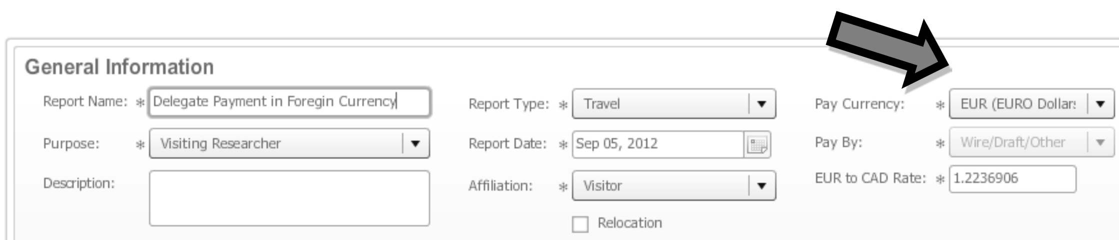
To start a request on behalf of a claimant, you must select the claimant from your delegate listing. Once you have selected that claimant, the **Expense Manager** and **Profile** will change to those of the claimant.



If the individual does not appear in the list, you must have the claimant assign you in his/her profile (See Chapter 2: My Profile), or submit a request through the Account Request Centre at www.carleton.ca/travel/account-requests using the option "**Request to Assign a Claimant to a Delegate**".

The steps to create an authorization or reimbursement are the same for a delegate as they are for a claimant, except for two items:

1) A delegate may choose to pay a claimant in a currency other than Canadian in Step 2 of Creating an Expense Reimbursement Request (Refer to Chapter 3). A claimant is unable to request that his/her own payment be made in a non-Canadian currency or by a method other than Direct Deposit or Cheque. **Note: All Carleton employees must be paid by Direct Deposit in Canadian Funds. A delegate must not change this payment method.**



2) If a claimant has requested to review all documents prior to submission to the Business Office, a Delegate is unable to request an Advance on his/her behalf. The Delegate may create the authorization, but the claimant will be responsible for creating the Advance Request at the time of submission. In this situation, the Delegate will not see a **Submit** button, but only a **Traveler Review** button. Once the document is sent to the claimant, the claimant will log in and then either **Submit** or **Request Advance**.

To create a new authorization or reimbursement, follow the steps as outlined in Chapter 3: Expense Reimbursements or Chapter 5: Advance Requests.

Submission Notifications

When you act on behalf of the claimant, all submission notifications, including those of returns or denials, will be directed to you. The claimant will only be sent an email notification when a document is submitted and when it is processed, unless he/she has requested to review documents before they are submitted by disabling the Bypass Traveler Review Indicator in the claimant's profile.

Delegate Submission

When a delegate submits a reimbursement or advance request for a claimant, he/she will receive an email confirming the document was submitted. It will contain instructions for the delegate, as follows:

1. Print the email.
2. Attach all supporting documentation.
3. Attach the signed and dated claimant declaration form. The form can be found on the Financial Services website at www.carleton.ca/finance/forms.
4. Send the package to the individual listed on the email.

If there are any errors or issues with the request, the delegate, not the claimant, will be notified by email.

Claimant Submission

If the Bypass Traveler Review indicator is disabled, a delegate will only be able to send a document for claimant review. The claimant will be notified by email, and will have to log into Travel and Expense to submit the request him/herself. Once the claimant submits the request, the delegate will be notified by email with the same instructions as above.

**Note: If the Bypass Traveler Review is disabled, only the claimant may make an Advance request, either after an authorization has been sent to him/her for review, or after the authorization has been approved by the supervisor and signing authorities.*

Chapter 7: Approvals

This section will cover:

- ✓ Overview of the approval queue
- ✓ Alternatives to internal reviews

Approval Queue

All requests follow a similar approval path, except claims that contain non-travel related Professional Expense Reimbursement (PER). The approval path is as follows:

- Financial Services (including research funds)
- The claimant's direct supervisor, as outlined on his/her profile, unless the report contains only non-travel PER claims.
- The signing authority for each fund/orgn being charged, if different than the supervisor, and if the report contains only non-travel PER claims.

General Rules of Approvals:

- The supervisor approval must be an individual in a higher level or one-up role from the claimant, and includes individuals who are in an 'acting' capacity. Only one supervisor can be assigned to a claimant at any given time. Individuals who are cross-appointed should confirm that the correct supervisor is indicated. If another department is paying for the expenses, that authority is a separate approval under the signing authority procedures.
- Only one individual may be designated as a signing authority on a fund or orgn for Travel and Expense Reimbursement purposes. This is different than general signing authorities.
- An approver who has more than one role on a claim (i.e. claimant and signing authority, supervisor and signing authority, or delegate and signing authority) will only have to approve a document once. Submitting a document from Travel and Expense constitutes an approval.

Alternatives for Internal Reviews

Some departments may wish to review the claimant's documents prior to the Business Office. If this is the case, it is recommended that delegates be set up for review purposes. A claimant may create his/her own report and notify the delegate of a review requirement outside of the Travel and Expense system. If this is the case, remember that the individual who clicks the SUBMIT button will be the individual notified of any issues.

Need Help?

The Travel and Expense Wiki is available on the side panel of your screen when you log in. You can use the wiki to follow any process, step by step, or search for FAQs, definitions, and policies.

Visit our FAQ section on the Travel and Expense website at www.carleton.ca/faq. If you don't see your question, you can submit it through our online FAQ Submission Form.

Watch our informational videos and tutorials on the Travel and Expense website at www.carleton.ca/travel/videos.

Attend a hands-on training session through the Financial Administration Community Training and Solutions Program (FACTS). Email us at facts@carleton.ca or visit www.carleton.ca/facts for current course offerings.