How to Claim a PER

Log In to Travel and Expense Reimbursement

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.

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.

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.

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

**Step 1:** 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.

**Step 2:** 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. For example, if you attended a conference, enter the name of the conference.

**Report Type:** Select the Professional Expense type of report from the list. If your claim also includes travel expenses, it is okay to select professional expense, BUT the itinerary step will be skipped and you will have to go back and fill out the itinerary if you have included travel expenses.

**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. **Affiliation:** Select your affiliation with the University for the purposes of this claim.

**Funding Default:** If you had a funding default established on your profile, it will be displayed here. **VERIFY THAT THE DEFAULT IS YOUR PROFESSIONAL EXPENSE FUND.** If it is not, as may be the case with faculty members who also have research or general funds, you should change it now.
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 Professional Expense Fund, or click on the fund search to find your PER in the list of funds available to you.
6. The Organization and Program code will automatically default. **DO NOT CHANGE THESE.**
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](http://www.carleton.ca/travel/videos).

Click *Save and continue.*

**Step 4a:** Add your expenses. Required fields are marked with an asterisk.
Date: Enter the date of purchase for your expense. This date will be used to suggest exchange rates, should you select a foreign currency.

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. If you do not update these, the Business Office will do it for you.

*Note: There is currently a defect with the tax locale field which will be corrected in the November 2014 upgrade. If the tax locale list appears blank, click on the Back to Expense Report Listing icon at the top of the left hand menu, then re-open your expense claim and return to the Expenses section. The tax locale will now be displayed.*

Paid By: Select the payment method from the list.
**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 updated your funding default in **Step 1**, you do not need to click on the funding link and you can proceed to **Step 5**.

**Step 4b (optional):** 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.

![Image of expense report interface]

**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 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:** 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 links]

**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.

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.
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)'.

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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:

   Laute Chechinov  
   301 Robertson Hall  
   Carleton University  
   1125 Colonel By Drive  
   Ottawa, ON K1S 5B6

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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.

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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

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Requirements for Supporting Documentation

<table>
<thead>
<tr>
<th>Expense</th>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>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.</td>
</tr>
</tbody>
</table>
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, 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 Financial Services, and then, if you have included any travel items in your claim, it will route to your supervisor for final approval. When the final approval has been obtained, you will receive an email indicating that your document has been processed.

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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Expense Report List for Sandra Nelson</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Name</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
<tr>
<td>Test Trip Calculation</td>
</tr>
<tr>
<td>Lagging Notification Case 1</td>
</tr>
<tr>
<td>Lagging Notification Case 2</td>
</tr>
<tr>
<td>Lagging Notification Case 3</td>
</tr>
<tr>
<td>Status</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
<tr>
<td>Approved</td>
</tr>
<tr>
<td>Ready to Pay</td>
</tr>
<tr>
<td>Paid</td>
</tr>
<tr>
<td>Returned for Correction</td>
</tr>
<tr>
<td>Approval Denied</td>
</tr>
</tbody>
</table>

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.