How to Create a Claim in PeopleSoft
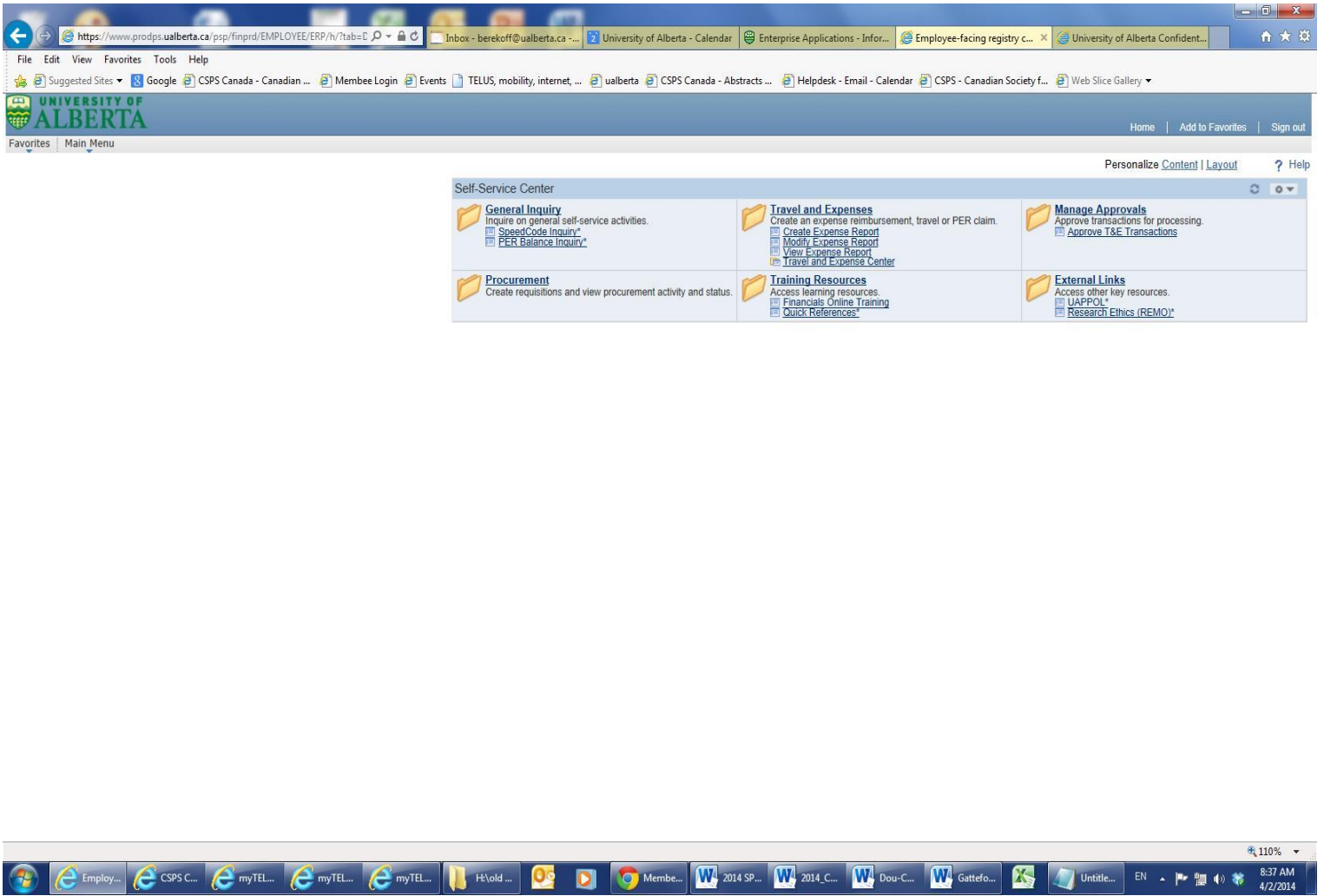
Sign in to PeopleSoft from our Pharmacy Home Page (pharm.ualberta.ca) under Faculty and Staff Resources
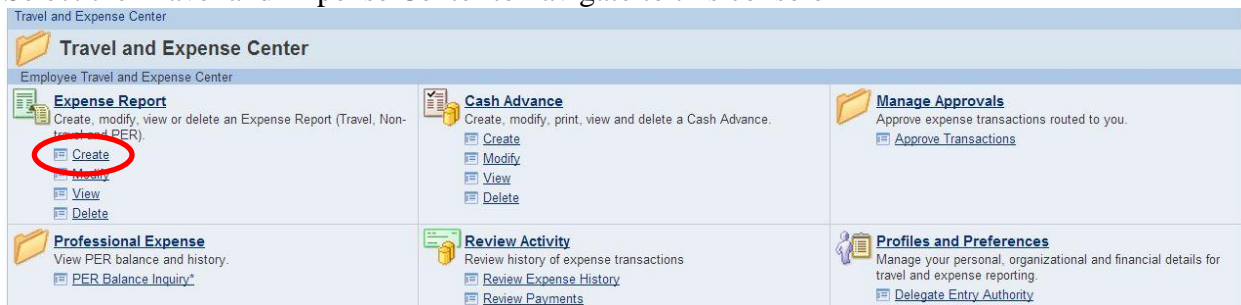

Then select Login to PeopleSoft with your ccid and password

Select the Travel and Expense Center to navigate to this console

Click the **Create** link

Expense Report

| Find an Existing Value | Add a New Value |

Empl ID: [＿＿＿＿＿] 🔍 ⬅

**Your empl or student
ID will
Show up here**

[Add]

Find an Existing Value | Add a New Value

Create Expense Report
Select a Template

Matthew Barnett   Report ID: NEXT

Template Information			Customize | Find | 🗗 | 🎛 First ◀ 1-2 of 2 ▶ Last
	Template	Description	Template Type
Select	EXPENSES	Non-Travel Expenses	Public Template
Select	TRAVEL	Travel Expenses	Public Template

Copy from Existing Expense Report

Choose your template

**Choose your expense
types
(Optional)
Click "OK"**

<u>Create Expense Report</u>
Add Expenses To Report

Matthew Barnett   **Report ID:**   NEXT

Template: TRAVEL   **Description:**   Travel Expenses

Expense Date

05/23/2013 📅   ⬅   **Dates can be changed later**

Add Expense Types:

Select	Expense Type
☐	Hospitality
☐	Kilometers (#Kms)
☐	Kilometers -Manual Calculation
☐	Meals - Receipted
☐	Parking/Visitor Permits
☐	Per Diem - Canada $45/day
☐	Per Diem - Int'l $CDN 66/day
☐	Per Diem - USA $US 45/day
☐	Pres&VPs Work Sessions/Mtgs
☐	Registrations
☐	Services General
☐	Supplies General
☐	Telephone/Internet
☐	Vehicle Rental
☐	Working Sessions/Meetings

[OK]   [Cancel]

Select the expense types you wish to claim. Other options may be available once you begin, so don't be concerned at this point.

Complete your claim with all pertinent details as seen in this example below.

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Favorites | Main Menu › Employee Self-Service

Create Expense Report

Expense Report Entry

Matthew Barnett

Be sure to have destination and dates for travel. If for non-travel expenses, type "Expense Reimb" and the date(s)

Be sure to indicate details such as the name of the conference, type of research activities, names of collaborators, purpose of travel or expense, etc.

Report ID: NEXT

▼ General Information

*Description: Saskatoon, SK. May 21-23 2013

*Business Purpose: Conference

Project: G022000108

Details: G022000108 - Gen Res-Chair,Earth Atmos Sci
Sharp,Martin
Supporting Details: Program facilitator for Emergency T&E Support Conference. Research activities regarding claim-induced mental and emotional trauma.

Reference: 58194

This field is not necessary

This field is,not necessary

Apply Cash Advance(s)

Details   Customize | Find | ▷ 1 ▷ Last

*Overview | Mileage | *Currency |

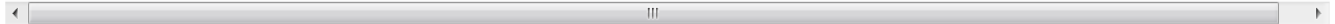| Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Non Reimb	No Rcpt	
☐			Supplies General	05/23/2013 📅	200.00	CAD 🔍	☐	9.52	Walmart-Facial tissue, pens	☐		🔍

Copy Selected | Delete Selected | Check For Errors   New Expense ▼   Add

Totals

Employee Expenses: 200.00   Due Employee: 200.00
Non-Reimbursable Expenses: 0.00
Cash Advances Applied: 0.00

Enter a speed code! (Mandatory)!

Definition of Totals   Update Totals

Save   Submit   Print Detailed Report

Enter a speed code here. Click "OK"

If the expense is to be split between multiple projects, use the "Add Chartfield Line" button.

Estimated Tax:
Total Distribution:

Accounting Detail ⓘ

General Ledger ChartFields |

Speedcode	Description		Amount	*GL Unit	Monetary Amount	Account	Fund	Dept	Program	Class
🔍			200.00	UOFAB 🔍	200.00	502101	🔍	360410 🔍	🔍	🔍

Add ChartField Line | Refresh

OK

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Home | Add to Favorites | Sign out

Favorites | Main Menu > Employee Self-Service

New Window   ? Help   Customize Page

Create Expense Report
Expense Report Entry
Matthew Barnett   Report ID: 000304821

> Notice that a Report ID# appears

General Information

*Description:	Saskatoon, SK May 21-23 2013
*Business Purpose:	Conference
Project:	G022000108

Details: G022000108 - Gen Res-Chair,Earth Atmos Sci Sharp,Martin
Supporting Details: Program facilitator for Emergency T&E Support Conference. Research activities regarding claim-induced mental and emotional trauma.

Reference: 58194

Accounting Defaults   Apply Cash Advance(s)

Details   Customize | Find | View All   First ◄ 1 of 1 ► Last

*Overview | Mileage | *Currency

Select	SpeedCode	SpeedCode Description	*Expense Type	*Expense Date	*Amount Spent	*Currency	No GST	GST	*Description	Non Reimb	No Rcpt
☐	58194	Gen Res - Chr Earth Atmos Sci	Supplies General	05/23/2013	200.00	CAD	☐	9.52	Walmart-Facial tissue, pens	☐	☐

Copy Selected   Delete Selected

> First - Print the Report

New Expense   Add

Totals

Employee Expenses:	200.00
Non-Reimbursable Expenses:	0.00
Cash Advances Applied:	0.00

Due Employee: 200.00

Definition of Totals   Update Totals

Save   Submit

Print Detailed Report

> Then "Submit"

✔ Approval of this report confirms that the above information is an accurate record of expenses incurred by the claimant and the appropriate supporting documentation is provided. For research project/trust accounts, these expenditures are in support of the research project and in compliance with the sponsor guidelines and donor terms.

OK   Cancel

You must click "ok" to complete the process!

*Return your printed Detailed Report and all original receipts to the appropriate Admin Office for processing. Trust Accounts to Matthew, Operating Accounts to Doris.

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