

## Other Helpful Hints:

**Meal receipts:** Receipts come in two parts: The menu portion, and then the credit/debit slip showing the final amount with tax and gratuity. You **must** have **both** in order for your claim to be valid. This is to ensure that you are complying with University and Sponsor alcohol policy.

For faculty members who are hosting, please refer to the alcohol policy, and any sponsor restrictions for trust funding. Note that **Tri-Council** funding considers alcohol an **ineligible** expense.

Hosting Policy: <https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Hospitality-Working-Sessions-Meetings-and-University-Employee-Functions-Procedure.pdf>

**Perdiems:** This is a flat rate for meals. You are encouraged to use this option, as it can save you and the administrator much time and effort when calculating your claim. You do not need receipts if you claim a per diem. If you claim the per diem rate, but actually spend less, that is fine, the difference is your allowance to keep. If you spend more, the per diem rate is all you can claim if you opt for that method.

If the region you are travelling to is more expensive than average, then claiming individual meals may be the better option. Discuss this with your supervisor before you travel.

Per diem rates are as follows:

Within Canada: \$10 Breakfast \$10 Lunch \$25 Dinner (or \$45 CAD per day)

Within USA: \$10 Breakfast \$10 Lunch \$25 Dinner (or \$45 USD per day)

International: \$15 Breakfast \$15 Lunch \$36 Dinner (or \$66 CAD per day)

### **Boarding Passes:**

Please retain or print your electronic boarding passes for aircraft or trains and submit them with your claim or TAP.

**Gratuities:** The U of A does accept its role in corporate citizenship and for services where tips are customary (meals, taxi), they can be claimed in the total value of the expense - within reason. i.e. up to 15%. Please discuss this contingency with your supervisor before you travel in the event that there are significant budgetary or sponsor restrictions on this matter.

**Mileage:** Please use the Kilometers (#kms) expense type. You can then use the "mileage" tab to enter the #kms you traveled. It will then auto-calculate for you. Leave the GST to auto-populate.

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
<input type="checkbox"/>			Kilometers (#Kms)	05/23/2013	0.00	CAD	<input type="checkbox"/>	0.00		<input type="checkbox"/>	<input type="checkbox"/>

## Step 2

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	*Transportation ID	*Kilometers	Rate	
<input type="checkbox"/>			Kilometers (#Kms)	05/23/2013	AUTO			<input type="checkbox"/>

## Changing Expense Type:

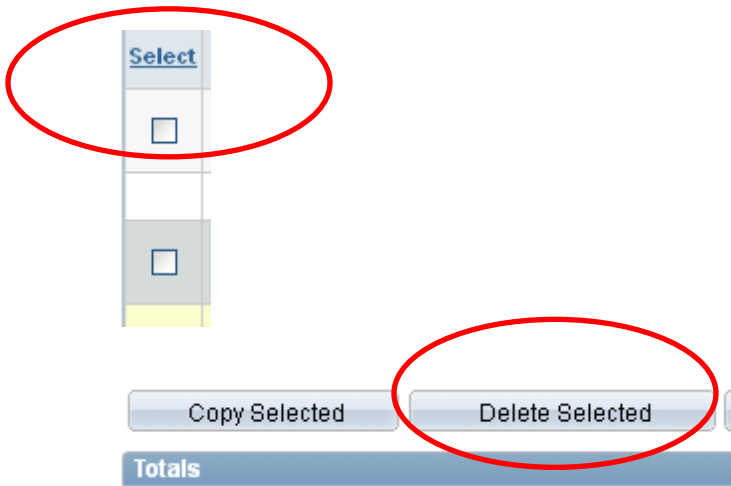
You can't change the expense type after the report has been saved you will need to add a new line

<u>'Expense Type</u>	<u>'Expense Date</u>	<u>'Amount Spent</u>	<u>'Currency</u>	<u>No GST</u>	<u>GST</u>	<u>'Description</u>	<u>Non Reimb</u>	<u>No Rcpt</u>	
Lab Supplies	06/08/2011	15.70	CAD	<input type="checkbox"/>	0.75	power supply	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the plus sign (+) and enter the number of rows you want to add, you can then pick a new expense type.



Delete an unwanted row by selecting the box on the far left of the expense line.

Then click delete selected



**Note:** The select box will only appear once you have selected an expense type

**Foreign Currency :** You can enter the most common currencies by using the drop down list to auto-calculate. Use the actual date of the receipt, the value of the foreign currency and the type. PeopleSoft does the rest. Let us know if you have any difficulties with this function. For currencies not listed, you may provide a copy of your credit card statement to support the actual amount in \$CAD you wish to claim or you may provide a copy from a currency converter. The U of A often uses [OANDA](#).

<u>'Expense Type</u>	<u>'Expense Date</u>	<u>'Amount Spent</u>	<u>'Currency</u>	<u>No GST</u>	<u>GST</u>	<u>'Description</u>	<u>Non Reimb</u>	<u>No Rept</u>	
Lab Supplies	06/08/2011	15.00	CAD	<input type="checkbox"/>	0.75	power supply	<input type="checkbox"/>	<input type="checkbox"/>	 

## A Final Note on Expense Claims

- Provide a **conference program or itinerary** with your claim if you attended a scientific meeting. **Note:** If meals are provided in the cost of the registration, you are expected to avail yourself of them - you cannot claim a per diem for that meal.
- Ensure that the **GST** is the **exact value** on the receipt. The system does not always calculate correctly - especially for expense types that may typically include tips (cabs, meals).
- Please tape **loose receipts** to a page of scrap paper so that they are organized and not lost. (You may also find that it helps in getting your claim processed sooner ☺ ). Don't put tape over or use highlighter on the actual printing on the receipt as it dissolves the ink.
- **Combine like expenses** into a single line. i.e. you can claim 3 days of per diem in a single line – just add "3 days per diem" in the description box for that expense. In such case, use the last date of the expense as the date on your claim entry.
- Remember that if you don't **fully submit your claim by clicking "OK"**, we cannot track the progress until you do; and it will delay your processing until you discover you haven't been paid. **This is a common error.**

- **Check with us if you haven't received payment within 2 weeks of submitting your claim.** It likely means there is a problem that requires attention.
- If for some reason changes need to be made after you have made your claim, use the **Modify Expense Claim** function and click "search" to locate the claim and make edits.

If you are uncertain if an expense is allowable, please refer to the U of A Policy regarding expense claims:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf>