

# Expense Report/Cash Advance Tips

See the link below for details of Policies and Procedures

[https://www.uwo.ca/univsec/pdf/policies\\_procedures/section2/mapp216\\_procedure.pdf](https://www.uwo.ca/univsec/pdf/policies_procedures/section2/mapp216_procedure.pdf)

## Where to file Expense Report?

Go to: <https://uwo.ca/finance/>

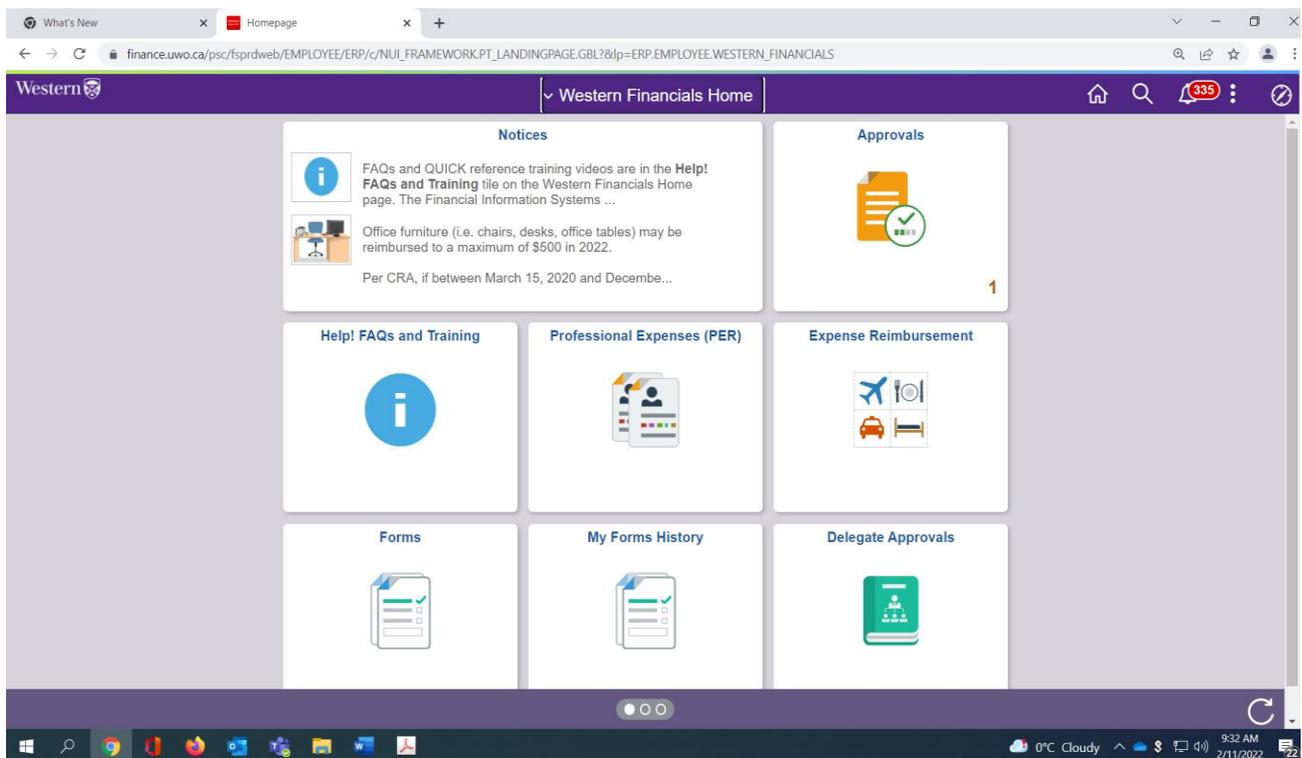
Under Login Tools, click Western Financials and log in

– click Expense Reimbursement

For instructions on how to create an Expense Report, you may click:

**Help! FAQs and Training**, then **Expense Reimbursement** (on the left)

See the screen shots below:



Western Financials Home Help, Training, and FAQs WesternU.ca Popular Links

Help, Training, and FAQs

- Navigating Western Financials
- Browser Recommendations
- Expense Reimbursement
- Approvals
- Delegate Approvals
- Online Forms (ONL)
- Professional Expenses (PER)
- GL Inquiry
- Journal Entries
- Contact Information

*We're here to help!*

The links in the left panel will guide you by providing instructions and frequently asked questions about various Financials & Grants processes.

For help about a specific topic, please click on [Contact Information](#) to find the applicable email address, phone number, or website related to your question.

The Financial Information Systems team is available for assistance via Zoom during business hours. Click on the Zoom meeting link <https://westernuniversity.zoom.us/j/8136703458> to join our waiting room. Please be patient while a team member is assigned to assist you.

Questions? Please contact [finsys@uwo.ca](mailto:finsys@uwo.ca) or call **x85432**

## Cash Advance Tips

1. Expense Report will be submitted and reimbursed after travel has occurred. However, if you need to incur a large sum of out-of-pocket expenses well in advance of the activity, you may choose to submit a Cash Advance. There is no longer a minimum \$ requirement for a Cash Advance.
2. **In the Notes section, the following information are required:**
  - a. An approximate budget showing how the funds are to be used – Only expenses that must be incurred PRIOR to the trip are eligible for cash advance (i.e. booking of flights, hotel, or conference registration). Please do not include a budget for food or local transportation charges such as Uber or taxi, as they are not incurred before the trip.
  - b. Trip purpose that includes the name, date, and location of the conference
  - c. Indicate your relationship to PI, if applicable

3. We suggest you submit as soon as your trip has been confirmed, as the request goes through multiple stages of the approval process before money is released to your account. Your request may be denied by Central Finance if it is submitted so close to the travel date that you will not receive the funds before your first day of travel.
4. You will need to submit an expense report after the conference/travel is over and apply your Cash Advance. See the instructions below:

Before submitting your expense report, click on **Cash Advance** from the Expense Report Summary page.

**Expense Summary**

My Conference  
Jessica Claeys

Update Details Update Header Submit  
Last Saved 11/09/2020 2:46PM

**Expense Report Summary**

Total (1 Item)	500.00 CAD
Due to Employee	500.00 CAD

**Approval Status**

Report ID E0246431 Pending

**Additional Information**

**Cash Advance**  
Outstanding Cash Advance 300.00 CAD >

>

Notes and Research Documentation >

View Summary (PDF) >

Enter the amount to apply to your expense report and click **Apply**:

**Apply Cash Advance**

Cancel Apply

Total (1 Item)	500.00 CAD
Advance Applied	300.00 CAD
Due to Employee	200.00 CAD

**Cash Advance Information**

Description	Advance ID	Advance Amount	Balance	Total Applied
Test	A0015071	1000.00	0.00 CAD	300.00 CAD

The amount of the **Advance Applied** will be deducted from the Total to arrive at the amount **Due to Employee**.

Expense Entry Expense Summary

My Conference  
Jessica Claeys

Update Details Update Header Submit  
Last Saved 11/09/2020 2:51PM

Expense Report Summary		Approval Status	
Total (1 Item)	500.00 CAD	Report ID	E0246431
Advance Applied	300.00 CAD		Pending
Due to Employee	200.00 CAD		

**Additional Information**

<b>Cash Advance</b>	
Applied Amount	300.00 CAD >
Outstanding Cash Advance	0.00 CAD >
>	
Notes and Research Documentation	>
View Summary (PDF)	>

## Expense Report Tips

The following information is required in the Notes:

If the claimant is not the Principle Investigator (PI), specify PI's name and the relationship to the PI (i.e. student, Postdoc, visiting scientist, collaborator, etc.)

### Purpose of Trip

Each Expense Report must be supported by a detailed research/business purpose that includes the following information:

1. **who** travelled or attended the event;
2. **what** type of event or activity was attended or purchase made;
3. **when** the event or activity took place;
4. **where** the event or activity took place; and
5. **why** the expense was incurred.

### Conferences

- Attach a copy of the conference agenda that outlines the full itinerary of each day, if available. Most of the time you can print a PDF copy from the website.

- If a breakdown of what is included in the registration fee is not available on the registration purchase receipt, please attach a screenshot from the website that outlines these details.

**Notes:**

- If conference registration was purchased using P-Card, please add a note to the claim.
- If either your accommodation, registration fee, or transportation was covered (either partially or entirely) by another source, please add a note to the claim.
- If you covered an expense for another colleague who attended the same event, please add a note to the claim including the colleague’s name and title.
- If any of your receipts are in someone else’s name, please include a note to explain why. E.g., one person booked all of the hotel rooms for your group, but you paid for your own.

**Itemized Receipts and Proof of Payment** (if not already indicated on the itemized receipt) are always required

**Daily Meal Reimbursement**

For meals incurred on University-related business, individuals now have a choice of claiming either:

**1) Meal allowances and per diems (no receipts required):**

	Canada (CAD)		United States (USD)		Outside North America (CAD)	
	1-30 days	31+ days	1-30 days	31+ days	1-30 days	31+ days
<b>Breakfast</b>	\$15.00	\$11.25	\$15.00	\$11.25	\$17.00	\$12.75
<b>Lunch</b>	\$20.00	\$15.00	\$20.00	\$15.00	\$28.00	\$21.00
<b>Dinner</b>	\$30.00	\$22.50	\$30.00	\$22.50	\$40.00	\$30.00
<b>Daily Maximum</b>	\$65.00	\$48.75	\$65.00	\$48.75	\$85.00	\$63.75

**2) Treasury Board Rate (TB Rate):**

- a) The actual meal costs supported by original itemized receipts up to the maximum allowable Treasury Board Meal Rates. These Rates, as adopted by Western, can be found on the Treasury Board website <https://www.njc->

[cnm.gc.ca/directive/d10/v238/s659/sv15/en](http://cnm.gc.ca/directive/d10/v238/s659/sv15/en) and for other countries,  
[http://www.njc-cnm.gc.ca/directive/app\\_d.php?lang=eng#s662-tc-tm](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng#s662-tc-tm).

- b) These meal rates are updated by the Treasury Board on a semi-annual basis (April 1st and October 1st).
- c) If itemized receipt is not available (even if you have credit card receipt), please claim using Option 1: Meal Allowances.

*Note: meal reimbursements are not eligible for any meals that are included in the cost of the transportation fare, conference fee, accommodation charge, or other associated fees.*

## University Alcohol Policy

Alcoholic beverages are considered acceptable expenditures where consumption is nominal or moderate but **may not be charged to external research funding**. Nominal or moderate consumption is considered by the University to be **one (1) alcoholic beverage per person per meal or event**. You should seek approval from the Dean's Office before serving alcohol at a hospitality event.

## Personal Travel Combined with Business Travel

When personal travel is combined with business travel, the employee will be reimbursed for only the business portion of the trip.

**Quotes for if the claimant is to travel only the business portion of the trip must be obtained and included with the expense report to support the amount that will be reimbursed by the University. Quotes must be obtained at the same time actual travel is booked.** For example, if you have to book non-direct flights for personal reason, you must print out the lowest-priced, most direct economy airfare quote to the business travel destination at the time of booking.

E.g., you are attending a conference in Vancouver and decide to include a personal trip to Banff on your itinerary. Your booked flight is Toronto – Banff – Vancouver, then Vancouver – Toronto return. You must provide a quote for price of the Toronto – Vancouver direct flight at the time of booking.

If personal travel combined with a business trip ends up costing less, the maximum that may be reimbursed is the amount the Claimant is out-of-pocket. For example, the quote for business travel cannot be claimed if it exceeds the amount the claimant actually paid in the end.

## Hospitality

Hospitality expenses will be reimbursed providing they are reasonable in nature and amount, considering the business purpose for which they are incurred. The names of the attendees and the business relationship of the persons entertained must be documented on the expense report.

Hospitality events where only members of your own team are present cannot be charged to external funding.

## Health Insurance

For full-time Western employees, purchases of health care travel insurance for outside of Canada is Non-Reimbursable because this is covered under employee's existing insurance.

### Tips on Transportation:

#### 1) Personal Vehicle Mileage

Print out of online mapping tool (such as Google Maps) showing distance travelled.

*Note that it is relatively expensive to use a private vehicle for long distance travel to places like Toronto or Detroit. Alternative forms of transportation, such as car rental and Robert Q are often more economical and are encouraged whenever possible.*

If you are taking personal vehicle by choice, please obtain quotes from other means of transportation (such as car rental, Via Rail, or Robert Q) that seemed the most economical at the time of travel and attach the quote to the claim as supporting documentation. You will be reimbursed with whichever is the most economical total.

#### 2) Vehicle Rental

Please see the link below for car rental (Business or Personal Use Rentals):

[https://www.uwo.ca/finance/procurement/preparing\\_to\\_travel/index.html](https://www.uwo.ca/finance/procurement/preparing_to_travel/index.html)

Please make sure the **Western corporate rate** is applied when booking your vehicle.

*Note: We strongly recommend our students and faculties to take advantage of Western's Insurance Coverage instead of purchasing the damage waiver from vehicle rental companies as they are relatively expensive. Click on the link below to see your eligibility and steps you can take to fill out the Vehicle Rental Registration Form prior to your travel.*

<https://www.uwo.ca/hr/safety/insurance/rentals.html>

### 3) Robert Q

Please keep in mind that students as well as any people over the age of 55 qualify for Robert Q's discounted rates.

	ONE WAY	RETURN
Adult	\$83.93	\$167.86
Child (11 and under)	\$41.97	\$83.94
Senior 55+	\$79.74	\$159.48
Student (12+ with card)	\$79.74	\$159.48

### 4) Via Rail:

If you choose to book economy or business class instead of escape fare, please make sure **Western's corporate discount** is applied at the time of booking. Corporate discount does not need to be applied for escape fare, as it will not go any lower.

[https://www.uwo.ca/finance/news/2023/via\\_rail\\_ticket\\_purchases.html](https://www.uwo.ca/finance/news/2023/via_rail_ticket_purchases.html)

***\*\*Please note that any purchases using personal reward points or gift cards where you did not pay for out-of-pocket, will NOT be a reimbursable expense.***

### Travel with Spouse / Partner / Family Member:

If you are travelling with companions without a valid University business purpose, the university will only reimburse your portion of the travel, unless expenses incurred for yourself would be the same cost as expenses incurred with others.

An example would be hotel expenses. Often times hotel charges 1 traveler and 2 travelers the same price per night. In that case, we will reimburse the full hotel expense, but if other add-on fees are on the hotel receipt, such as meal expenses for 2, claimant must deduct the extra charges of their plus-one off the hotel expense and only submit their portion.

### Why you need a Justification for Supplies and Equipment purchasing?

#### Supplies

The preferred method for procuring supplies is through the University's Electronic Purchase Requisition System, purchasing card or preferred vendor agreements.

Purchases of necessary supplies valued at \$500 or less will be reimbursed using the Expense Report only in the following instances:

- when the Claimant is away from the University on a field trip, at a conference or other professional meeting;
- when it is more economical to obtain a "personal" subscription for a professional journal than to pay the University rate; or
- when it is more practical for an individual considering all costs and time constraints.

## **Equipment**

Equipment purchases should be made through either a purchase order, or with a purchasing card and not using an Expense Report. In extenuating circumstances, purchases of necessary equipment valued at \$2000 or less will be reimbursed using an Expense Report provided **an explanation is stated on the Expense Report**. Equipment purchased through the Personal Expense Reimbursement program should refer to the guidelines of the appropriate employee group.

## **Meals with Visitors:**

For meals with visitors/invited speakers charging CH32 – Chemistry – Other Operating Account, please use account number **631623 (Receptions – Visitors)**.

If charging CH32: one visitor can be accompanied by maximum 2 faculty members. CH32 will cover up to \$100 total for lunch per group, and up to \$300 for dinner per group with one alcoholic beverage per person for dinner only. If the meal goes over limit, the host must use their own speedcode to cover the rest of the cost.

If non-university business related personnel were present (such as family members), please remove their portion of the meal from the claim.