Expense Report/Cash Advance Tips and FAQ

Cash Advance Tips

1. Expenses will not be reimbursed until travel has occurred. Out-of-pocket expenses can be reimbursed, in advance of the activity, through a Cash Advance. There is no minimum requirement.
2. In the Notes (see the attached), the following information are required:
   a. A budget showing how the funds are to be used
   b. Trip purpose (i.e. name of conference) and location

Expense Report Tips

The following information are required in the Notes:

If the claimant is not the Principle Investigator (PI), specify 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 front cover of conference prospectus/programs; include dates of conference/workshop, breakdown of conference fees (i.e. meals, events, etc.)

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):

<table>
<thead>
<tr>
<th></th>
<th>Canada (CAD)</th>
<th>United States (USD)</th>
<th>Outside North America (CAD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-30 days</td>
<td>31+ days</td>
<td>1-30 days</td>
</tr>
<tr>
<td>Breakfast</td>
<td>$15.00</td>
<td>$11.25</td>
<td>$15.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$20.00</td>
<td>$15.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$30.00</td>
<td>$22.50</td>
<td>$30.00</td>
</tr>
<tr>
<td>Daily Maximum</td>
<td>$65.00</td>
<td>$48.75</td>
<td>$65.00</td>
</tr>
</tbody>
</table>

2. 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 [http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm](http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-tm) 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). As meal allowances are an eligible expense, an Attestation Form will no longer be accepted in lieu of an original itemized meal receipt. These meal rates are updated by the Treasury Board on a semi-annual basis (April 1st and October 1st).

3. If you choose #2, please group receipts together and claim with one line for each type of expense. Please make sure to include the spreadsheet with your hard copy expense report/receipts and backup documents.

**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 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 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.
Frequently Asked Questions

How to approve a claim that you missed?
If you missed the email from PeopleSoft that has the link to approve your student’s expense report, please follow the steps below:

http://www.uwo.ca/finance/
Under Login Tools
Click: Western Financials
Login and choose Manager Self-Service - Travel and Expense Center – Approval Transactions

How to Find the Notes Section?
After you filled out all the expenses lines, click “Summary and Submit” at the top right corner; you will find the light blue “Notes” in the middle of the screen. Please click the Notes and fill out the trip/expense purpose, date and location, etc.

How to avoid errors that make you stuck?
Before you fill out any expense lines, click “Accounting Defaults” in the middle of the screen. In the Accounting Defaults page, fill in the Speed Code and click OK. Do not touch any of the rest blank boxes. In this way, you don’t need to fill out any of the Accounting Details where you may run into an error and could not get out.

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.