

## **TEX On-Line Expense Report (if on SFU Payroll)** (TO RECEIVE A REIMBURSEMENT)

This document is quite lengthy. You won't need to read it all now but it will be helpful when you need to do a search for a key word. So, please, save it.

**IMPORTANT!** - Before you start:

Only those on the Payroll System can use the On-Line Expense Report. If you are not on payroll, please use the Travel and Expense Claim Form for (See the link on the <http://stat.sfu.ca/administration.html>)

If you can't access the system, but you are on payroll, please contact Payment Services at 778-782-7087 or [TEX\\_Help@sfu.ca](mailto:TEX_Help@sfu.ca).

Know where the expenses will be charged. Ask those who are providing funds for you for a 6-digit Project number preceded by a letter (e.g. R111111). Faculty members can find their project numbers on FAST or check with the Manager, Administrative Services. Make sure that you clarify the eligibility of the expenses before you incur them. If in doubt – ask!

After you learn who exactly is paying for your expenses and how much please email Charlene Bradbury ([stat\\_usecfincl@sfu.ca](mailto:stat_usecfincl@sfu.ca)) and let her know about the prospective expenses and where they are going to be charged (the account number/title).

Have in front of you all your original receipts for the expenses to be claimed and a print out of the event's website including the page where your name appears (in the case that you presented) to be attached to the claim. The receipts will need to be taped (not stapled) to 8-1/2 x 11 paper for scanning. It is best to submit the receipts in the same order in which you input them on the form. (See also the information on Supporting Documents on the [Creating a New On-Line Expense Report page](#).)

Be aware of the following:

1. Please retain all your **boarding passes** if your travel includes flight.
2. **Meals** are paid as a "per diem." That means that a fixed amount for each meal is reimbursed regardless of whether more or less was spent on the meal:
  - Travel within Canada: \$13 for breakfast, \$15 for lunch, and \$29 for dinner;
  - USA Travel rates: \$16 for breakfast, \$18 for lunch, and \$34 for dinner;
  - Travel Rest of the World per diem rates: \$13 for breakfast, \$17 for lunch, and \$33 for dinner;These amounts may be claimed for any meals that are not paid for by the conference. **Receipts are not required for these meals!**
3. For those who drive to events there is no need to retain gas receipts. A fixed amount of \$0.51 per km will be reimbursed for mileage to the driver only, **the driver should pay all car expenses (gas expenses are not to be shared!)**. Then the driver files for reimbursement (use the [Shared Travel Expenses Form](#)). To calculate the kilometers, google maps can be used to create directions, and then to print off the mileage figure in km. Either mileage or gas expenses are to be claimed, not both.

### Mileage: Commonly used distances (return)

SFU (Burnaby - Downtown)	38km
SFU (Burnaby - SFU (Surrey))	37km
SFU (Surrey - Downtown)	60km
SFU (Burnaby - UBC)	66km
SFU (Burnaby - Van. Airport)	64km

4. For those who plan to rent a car, the person who paid for the car rental should also pay for the gas and parking (use the [Shared Travel Expenses Form](#)).
5. For other transportation expenses like parking, bus, or taxi, each person who pays should get a receipt. When a taxi is shared, one person pays the whole amount, takes a receipt, and files the reimbursement claim and list all event participants who were driven (use the [Shared Travel Expenses Form](#)). Originals are to be kept of any bus tickets, taxi receipts, or parking expenses.
6. Original receipts are also to be obtained and kept for any other expenses: hotel and conference registration are likely to be the main ones remaining (use the [Shared Travel Expenses Form](#)).
7. A Canadian credit card should be used where possible, so that the statement showing how much was spent of a given charge can be produced. The credit card company will automatically convert US\$ to CAD\$, making the process easier. When foreign cash is paid for something, the exchange rate for that day is to be used to convert the amount to be charged. The rate used is to be provided with the claim.

You may also check this link if you need more information:

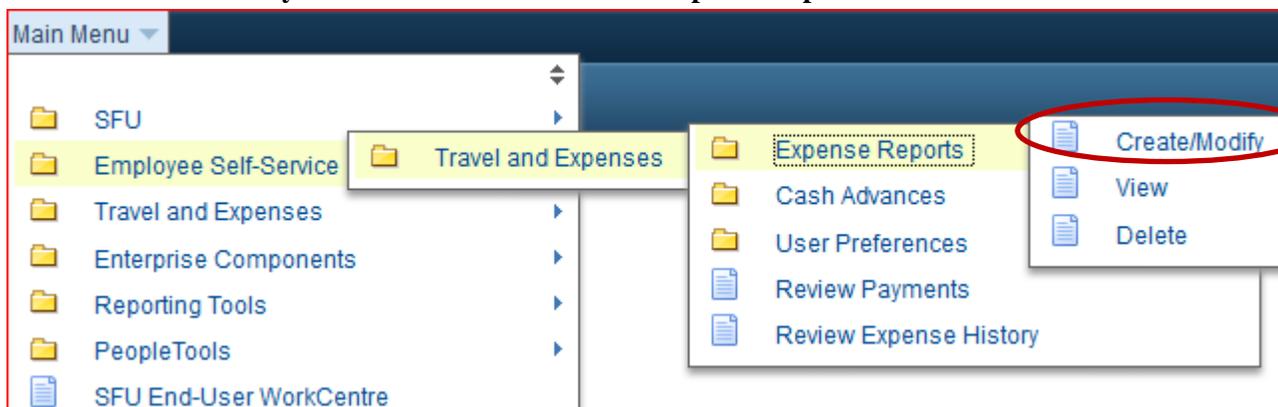
<http://www.sfu.ca/content/dam/sfu/finance/Payments/BusinessAndTravelExpenseProceduresJune2016.pdf>

### Accessing the Travel and Expense Centre (if appointed on SFU Payroll) and creating a new Travel and Expense Report

1. Log onto [fins.sfu.ca](http://fins.sfu.ca) (or go to [my.sfu.ca](http://my.sfu.ca) and click on the Travel and Expenses link).
2. Using the left-hand navigator bar, select:  
Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify

**NOTE:** Don't forget to "Sign out" (top right hand corner) after every session. Those using a public computer should remember to quit the browser.

Click on **Create/Modify** to Create a new Travel And Expense Report

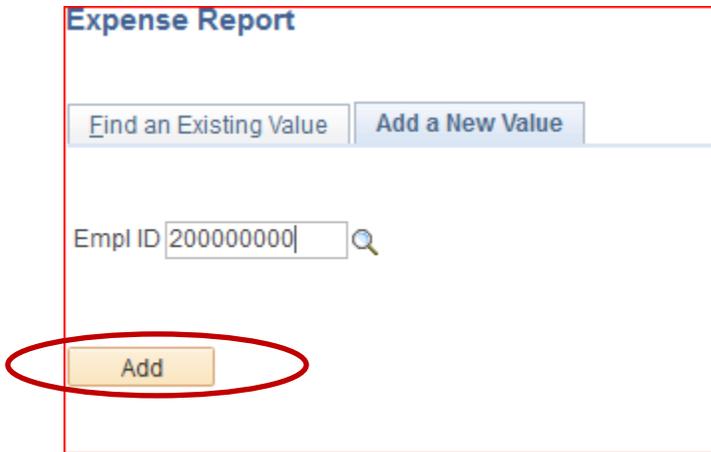


For detailed instructions, go to the page on [Creating a New On-Line Expense Report](#).

Important! It is recommended that you save your work frequently using the "Save for Later" button at the top right hand corner of the page to avoid losing your work.

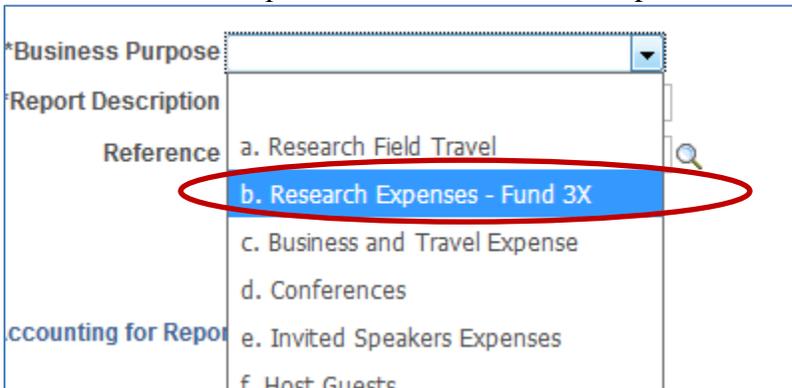
**\*\*Please follow the steps below in the same order to avoid any issues when it comes time to print your claim.\*\***

Your employee ID should automatically come up in the field below. Then click Add



The image shows a screenshot of the 'Expense Report' form. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. Below the tabs, there is a text input field labeled 'Empl ID' containing the value '200000000'. To the right of the input field is a magnifying glass icon. Below the input field, the 'Add' button is circled in red.

For the Business Purpose choose "b. Research Expenses – Fund 3X"



The image shows a dropdown menu for the 'Business Purpose' field. The menu is open, showing a list of options. The option 'b. Research Expenses - Fund 3X' is highlighted in blue and circled in red. The other options are: 'a. Research Field Travel', 'c. Business and Travel Expense', 'd. Conferences', 'e. Invited Speakers Expenses', and 'f. Host Guests'. A magnifying glass icon is visible to the right of the list.

In the “Report Description” enter the purpose of the expense. For example: SSC 2016 Conference or Research Talk UBC, etc.. This field is limited

\*Business Purpose: b. Research Expenses - Fund 3X

\*Report Description: [Red circled text input field]

Reference: [Text input field with search icon]

\*Grantee Affiliation: [Dropdown menu]

Accounting for Report [?]

For the “Grantee Affiliation” you would choose either **Doctoral Student** or **Masters Student** or **Post Doctoral**

\*Business Purpose: b. Research Expenses - Fund 3X

\*Report Description: [Text input field]

Reference: [Text input field with search icon]

\*Grantee Affiliation: [Red circled dropdown menu]

- Co-Investigator
- Collaborator
- Doctoral Student
- Masters Student** (highlighted)
- Other (enter description)
- Post Doctoral

\*GL Unit: SFUNV | Project: [Text input field] | PC Bus Unit: [Text input field]

For the “Default Accounting for Report” please enter the “Project Alias”. Your supervisor will have given you a grant number that the claim is to be charged to. For example **R11111**. You would enter **R11111** in the “Project Alias” field and then hit Enter. All the other fields should automatically fill in. Then hit “Apply”

If the Dept is paying for your expenses please confirm with Charlene or Sadika where your claim is to be charged to.

\*Grantee Affiliation: Masters Student

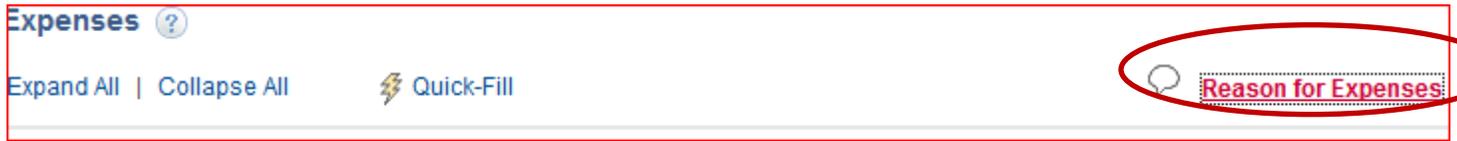
Default Accounting for Report [?]

%	*GL Unit	Project Alias	Fund	Dept	Program	PC Bus Unit	Project
100.00	SFUNV	[Red circled text input field]	[Text input field]				

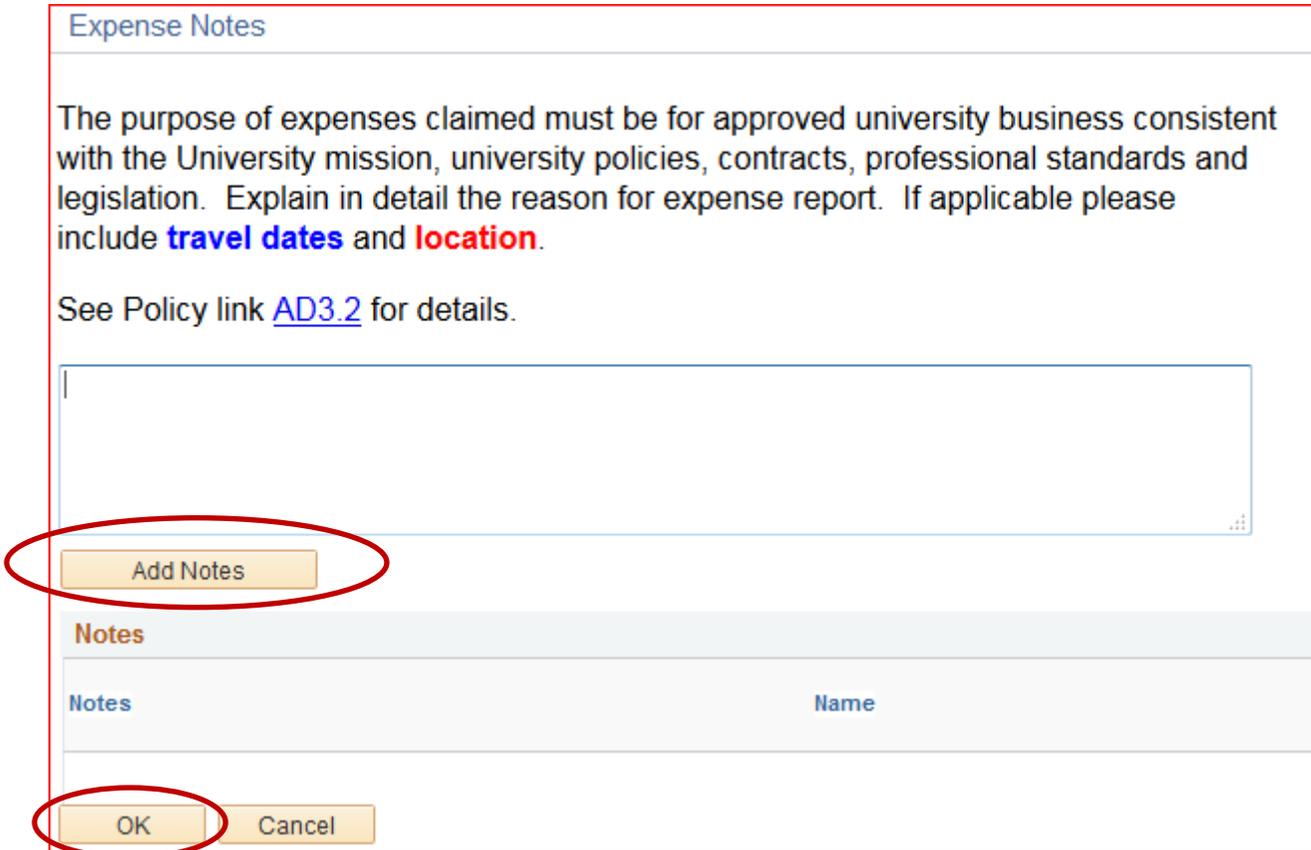
Buttons: Add Chartfield Line, Load Defaults, Apply

You are now ready to enter your expenses:

Click on “Reason for Expenses”.



This screen will then appear



This is where you enter the details of your tip:

-where you went.

-if a conference or event, if you presented

-the dates you travelled

-and the following statement: **My attendance at the (conference or event) was discussed in advance with and approved by my supervisor Dr. (supervisors name).**” If you have not discussed the trip with your supervisor please do so.

Once you have entered everything click on “Add Notes” then click on “OK”.

Fill in the required fields on the screen below.

- If you paid for a hotel for more than just yourself please fill out the “[Shared Travel Expenses Form](#)” and list the names (first and last) of those who shared the hotel with you.
- If you rented a car please include the rental car agreement and all gas receipts. Also list the names of those you traveled with on the “[Shared Travel Expenses Form](#)”.
- Expense Type is a drop down menu, choose for each receipt and then enter the corresponding fields.
- In the Description field you can also enter any information pertaining to that particular expense.

The screenshot shows the top portion of an 'Expenses' form. At the top left, there are links for 'Expand All', 'Collapse All', and 'Quick-Fill'. A 'Reason for Expenses' link is in the center, and 'Totals (0 Lines) 0.00 CAD' is on the right. Below these are input fields for '\*Date', '\*Expense Type' (a dropdown menu), 'Description' (with a character count of '254 characters remaining'), '\*Payment Type' (a dropdown menu), '\*Amount' (set to '0.00'), and '\*Currency' (set to 'CAD').

- Once you have entered all your expenses click on “Save for Later” in the top right hand corner.
- Then Print a copy of your claim. Click on “Summary and Submit” in the top right corner. You will then see the screen below. Click on “View Printable Version” and a pdf will eventually pop up. If this does not work you can click on “Email Printable Form” near the bottom of the screen and a pdf will be emailed to you.

This screenshot shows a summary of an expense report. It includes a table with the following data:

*Business Purpose	b. Research Expenses - Fund 3X	
*Description	Test Research Trip	
Reference		
*Grantee Affiliation	Doctoral Student	
Employee Expenses (1 Line)	200.00 CAD	Non-Reimbursed
Cash Advances Applied	0.00 CAD	Prepaid
<b>Amount Due to Employee</b>	<b>200.00 CAD</b>	

A red oval highlights the 'View Printable Version' button, which is located below the summary table.

This screenshot shows a single button labeled 'Email Printable Form'. The button is highlighted with a red oval. Above the button, the text '7. Send completed Expense Report Form to Payme' is partially visible.

-Sign the claim, attach all original receipts/boarding passes/etc. and then bring the completed claim to the Statistics & Actuarial Science general office.

## **Modify a Travel and Expense Report that you "Saved for Later".**

Go to Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify click on the "Find an Existing Value" tab, then click on "Search". A list of all un-submitted claims will come up. You can select and modify any claim that hasn't yet been submitted.

## **Print your Travel and Expense Report**

If you aren't currently working on a claim, go to Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Create/Modify click on the "Find an Existing Value" tab, then click on "Search". Select the claim you wish to print, click on "Summary and Submit" in the top right corner. Click on "View Printable Version" and a pdf will eventually pop up. If this does not work you can click on "Email Printable Form" near the bottom of the screen and a pdf will be emailed to you.

## **Getting Reimbursed**

- Sign your Travel and Expense Report, attach all original receipts and supporting documentation.
- Bring all your paperwork to the General Office where the Manager, Administrative Services or Financial Assistant will check your claim and send it on for processing.
- You will receive an e-mail from Reimbursements and Disbursements advising you that the reimbursement has been deposited to your account.

## **View a Travel and Expense Report that has been submitted.**

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View then click on "Search". A list of all your Expense Reports will come up and you can see their status (i.e. Paid or Pending). Clicking on the report ID will bring up the details of the claim. Only reports that haven't been submitted can be changed.

## **Delete a Travel and Expense Report that you "Saved for Later".**

Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > Delete then click on "Search". A list of all Expense Reports that have been "Saved for Later", but not "Submitted" will come up. Select the box beside any claim you wish to delete then click "Delete Selected Report(s)".

## FAQs

Q. Oops, I pressed "Submit Expense Report" and now I need to make a change/correction.

A. *On the same screen where you clicked on "Submit Expense Report" a new box will appear. Click on "Withdraw Expense Report" and your claim can now be edited.*

Q. I took out a Cash Advance last semester when I was on payroll. Now I need to file a claim to clear it, but am no longer on payroll and can't access the Expense Report.

A. *Call the Payment Services help line @ 778.782.7087 or e-mail [TEX\\_Help@sfu.ca](mailto:TEX_Help@sfu.ca) and ask them to re-activate you.*

Q. I did my claim and pressed "Submit Expense Report" but it's been several weeks and I still don't have my money.

A. *Did you print your claim, sign it and send it through the approval process? If not, a "Submitted" claim will sit on the system until the approved claim form and receipts arrive in Reimbursements and Disbursements.*

*If you did submit the hard copies of your paperwork, first check with the Manager, Administrative Services and/or Financial Assistant. If we have no further information, it may be necessary to call 778.782.7087 or e-mail [TEX\\_Help@sfu.ca](mailto:TEX_Help@sfu.ca) and ask them when your claim will be processed.*

## HELP!!!!

Come and see either the Financial Assistant or Manager, Administrative Services or check out the following resources:

- Refer to the SFU [Online Travel & Expenses User Guide](#) under **Payment Services** on SFU's Finance website. (Click on **TEX (Online Travel & Expense)**)
- Contact Payment Services help line at 778.782.7087.
- Email [TEX\\_help@sfu.ca](mailto:TEX_help@sfu.ca)