Personal Reimbursements

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*This manual is intended to be used for Faculty of Education only for Training purposes.
July 2018
Personal Reimbursement for Non-Travel Expense

Faculty of Education
1. Open “UBC Online Payment Tool” in FMS
2. Click “Request for Reimbursement and Payment” under “Employee Centre”
Select “Goods and Services Expense Reimbursement” for non-travel related expenses
Review receipt details

*Note – Hard copy receipts will be required to be sent to the Finance Office
1. Under “Payment Reason”, provide a general statement outlining the nature of the expense.

2. Folders are not required for use for non-travel related expenses.
1. Under “Invoice Details”:
   a. Invoice number will automatically generate
   b. Enter invoice date, gross receipt amount, speedchart details and tax method

2. Once fields are complete, click “Apply”
1. Fields will then generate under the “Distribution” section.

2. Enter account code and distribution percentage.

3. Confirm that all receipts are present for the request.
Payment method will automatically default to EFT for UBC employees.
1. Under “Attachments”, upload a copy of the receipt

2. Uncheck the “Certification Signature” box to certify the information on the eForm

3. Under “Comments”, provide information to the next approver on the nature of the expense
1. Review and confirm approvers

2. Use the magnifying glass to override the one-over if required

3. If all information is correct, click “Submit” to submit the eForm
1. Once the eForm is submitted, the initiator can view the next step in the approval process

2. Click “View This Form” to view a summary page of the eForm
On the summary page, review the information submitted.

For hard copy reimbursement: print out the summary page, attach it to the receipt and send it to the Finance Office.
On the next page of the eForm summary, the “Who can work this form?” link provides information on the next approver.
Personal Reimbursement for Travel Expense

Faculty of Education
1. Open “UBC Online Payment Tool” in FMS

2. Click “Request for Reimbursement and Payment” under “Employee Centre”
Select “Employee Travel Expense Reimbursement” for travel related expenses.
Review receipt details

*Note - Hard copy receipts will be required to be sent to the Finance Office
For all travel expenses, a folder needs to be created.

The folder can either be:

a. A travel related to a conference/event (ex. AERA Conference)
b. Multiple travels (ex. Conferences & research in London, July 2018)

Therefore, same folder can be used for multiple trips. Once folder is created, click “next”
1. Choose Yes, if one speed chart will be used for all expenses

2. Choose appropriate expense types (*Note: do not tick off meals as this will generate a list of per diems for the entire trip dates. Meals can be added manually in the next page)
1. Under “Travel Expenses”, fill the transaction amount and whether the receipt for the expense is missing and/or if consumed in BC.

2. Under “Missing Receipts”, certify that all original receipts are available for submission.
Review the expense for reimbursement and speedchart details.

Request Reimbursement of Travel Expenses

Step 5 of 8: Travel Claim Summaries

Review your claim details and click next. If you need to make a change, use the Previous button to return to the previous steps. Do not use your browser back button.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payee</td>
<td>Direct Deposit</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Direct Deposit</td>
</tr>
<tr>
<td>eForm ID</td>
<td>390886</td>
</tr>
<tr>
<td>Requested Date</td>
<td>09/20/2018</td>
</tr>
<tr>
<td>Folder ID</td>
<td>120113</td>
</tr>
<tr>
<td>City</td>
<td>Vancouver</td>
</tr>
<tr>
<td>Country</td>
<td>Canada</td>
</tr>
</tbody>
</table>
| Field labels prefixed with * indicate required fields.

Claim Adjustments

| Amount Claimed before Personal Charges | $13.00 |
| Less Personal Charges                 |       |
| Amount Claimed Net of Personal Charges | $13.00 |
| Loss Cash Advance                      |       |
| Less Amount due UBC VISA Card          |       |

Net of Reimbursement

| Net of Reimbursement | $13.00 |

If the "Net of Reimbursement" amount is positive, this amount will be paid to you as an out-of-pocket expense.

Account Allocation

<table>
<thead>
<tr>
<th>SpeedChart Key</th>
<th>Account</th>
<th>Description</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAMMW</td>
<td>612000</td>
<td>Field trips &amp; Other Other Travel</td>
<td>$13.00</td>
</tr>
</tbody>
</table>
Payment method will automatically default to EFT for UBC employees
1. Under “Attachments”, attach a copy of the receipt
2. Check off the “Certification Signature” box to certify the expenses being reimbursed
3. Under “Comments” provide information on the nature of the expense for the next approver
1. Review and confirm approvers
2. Use the magnifying glass to override the one-over if required
3. If all information is correct, click “Submit” to submit the eForm
1. Once the eForm is submitted, the initiator can view the next step in the approval process.

2. Click “View This Form” to view a summary page of the eForm.
On the summary page, review the information submitted.

For hard copy receipt reimbursements: print out the summary page, attach it to the receipt and send it to the Finance Office.