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”
Review receipt details.

*Note:

a. Hard-copy original receipts (i.e., restaurant receipts, taxi receipts) must be submitted to the Finance Office.

b. Online receipts (i.e., online registration, subscription fees) where hard copy is normally not issued by the vendor, there is no need to submit the receipt to the Finance Office.
1. Under “Payment Reason”, provide a general statement outlining the nature of the expense.
1. Under “Invoice Details” :
   a. Invoice number will automatically generate
   b. Enter invoice date, gross receipt amount, speed chart 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.
1. Under “Attachments”, upload a copy of the receipt

2. Check-off 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. 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.
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 speed chart details.
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.