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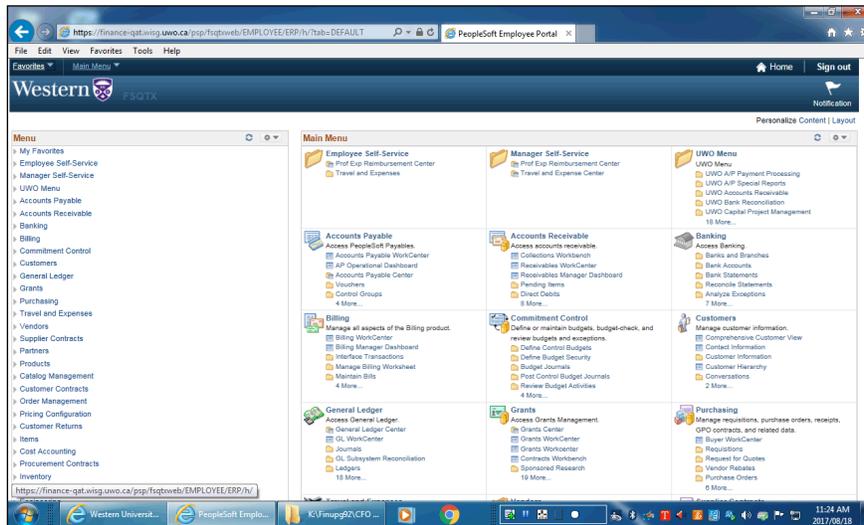
# Creating a Travel and Expense Claim User Guide

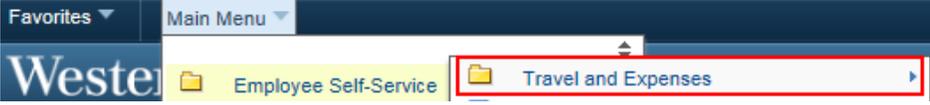
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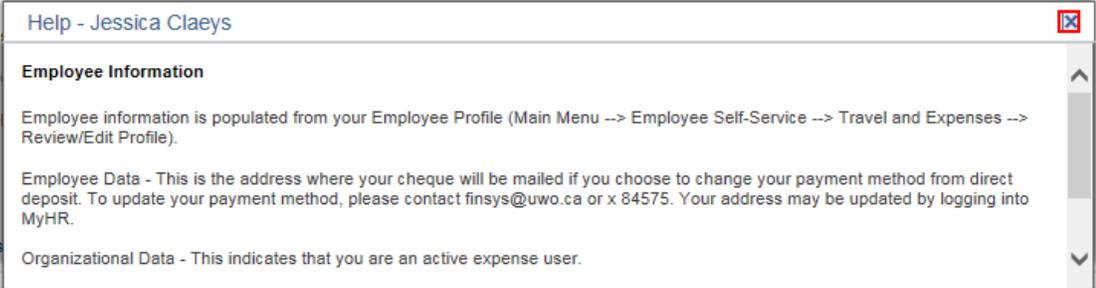
## Creating a Travel and Expense Claim

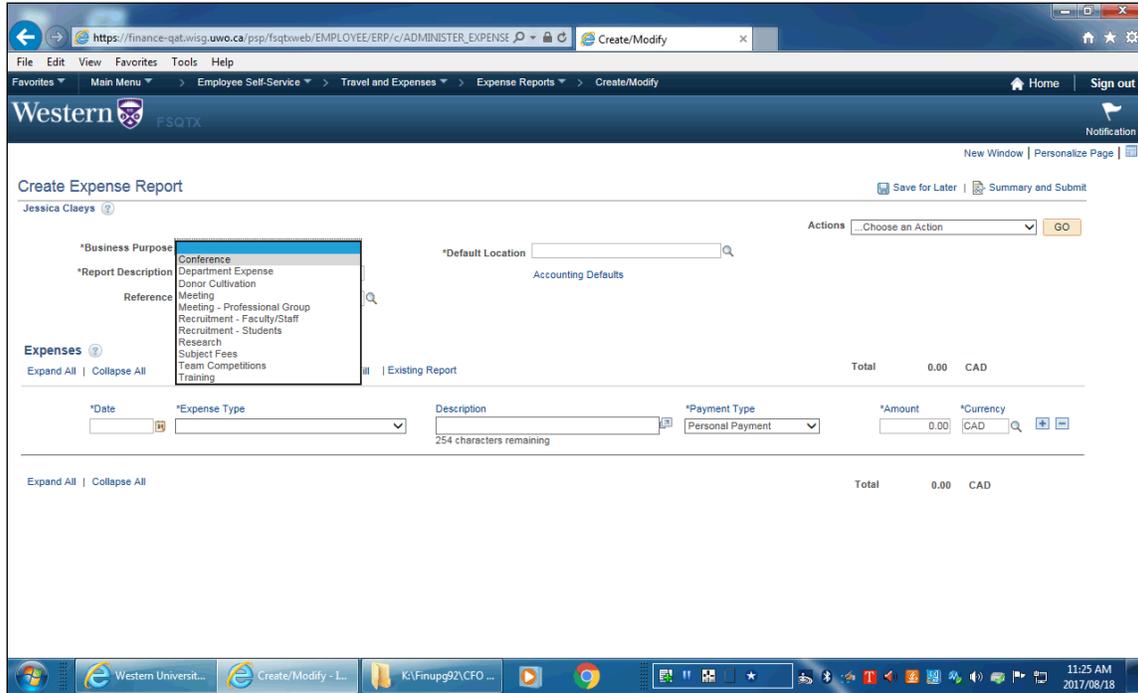
### Procedure

Follow the steps outlined below to create a Travel and Expense Claim in Western Financials, a module of PeopleSoft.

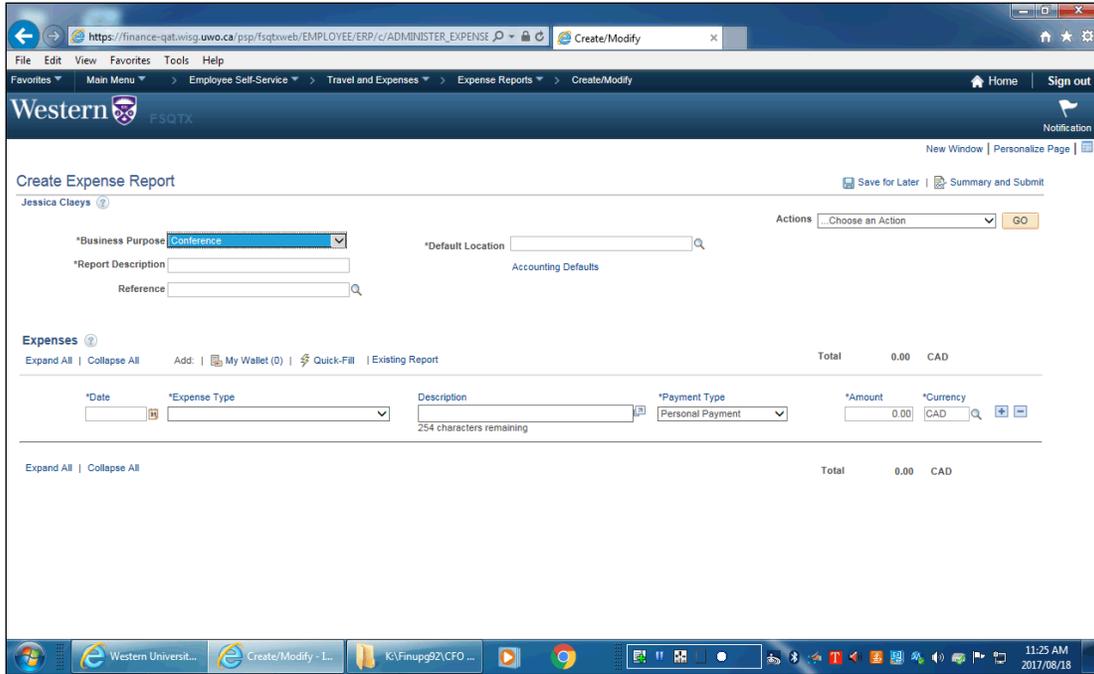


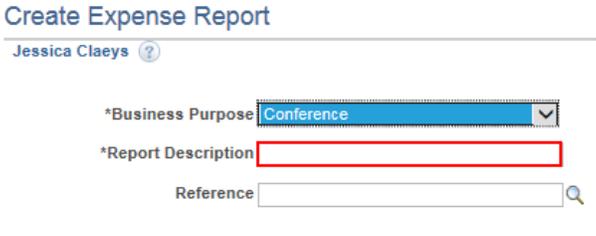
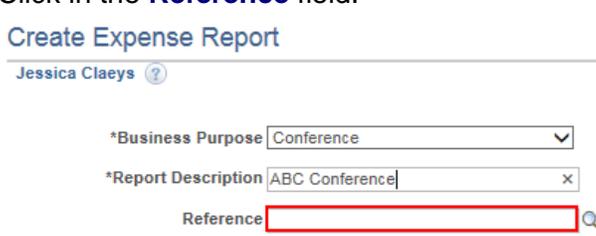
Step	Action
1.	Click <b>Main Menu</b> from the top left side of the screen. 
2.	Click <b>Employee Self-Service</b> from the drop down menu. 
3.	Click <b>Travel and Expenses</b> from the side menu. 
4.	Click <b>Expense Reports</b> from the side menu. 

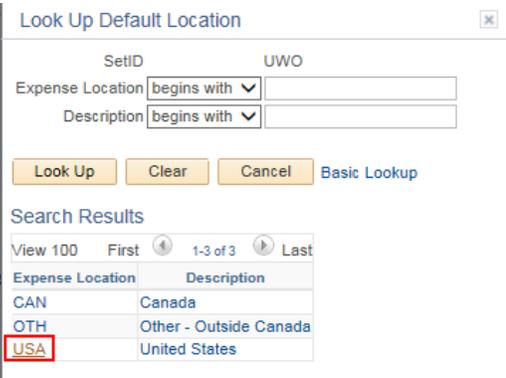
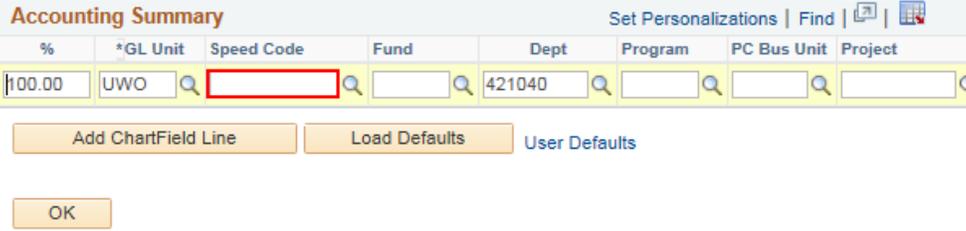
Step	Action
5.	<p>Click <b>Create/Modify</b> from the side menu.</p> 
6.	<p>Click <b>Add</b> from the <i>Add a New Value</i> tab.</p> <p><b>Expense Report</b></p> <p>Find an Existing Value   <b>Add a New Value</b></p> <p>Empl ID: 020070275   <input type="text"/> <input type="button" value="x"/> <input type="button" value="Q"/></p> <p>Name: Claeys, Jessica-020070275   <input type="text"/> <input type="button" value="Q"/></p> <p><b>Add</b></p>
7.	<p>Click the <b>?</b> to learn about the default settings and employee information associated with your Travel and Expense profile.</p> <p><b>Create Expense Report</b></p> <p>Jessica Claeys <b>?</b></p> <p>*Business Purpose <input type="text"/></p> <p>*Report Description <input type="text"/></p> <p>Reference <input type="text"/> <input type="button" value="Q"/></p>
8.	<p>Click <b>X</b> to close the help information</p> 
9.	<p>Click the <b>Business Purpose</b> drop down arrow.</p> <p><b>Create Expense Report</b></p> <p>Jessica Claeys <b>?</b></p> <p>*Business Purpose <input type="text"/></p> <p>*Report Description <input type="text"/></p> <p>Reference <input type="text"/> <input type="button" value="Q"/></p>

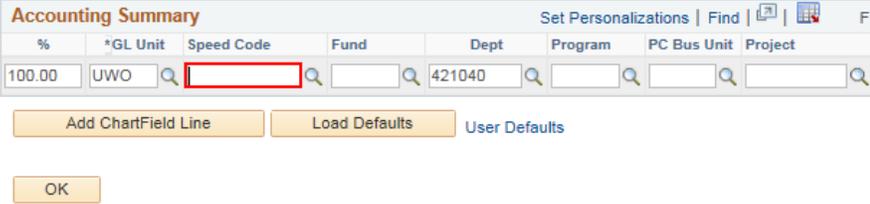
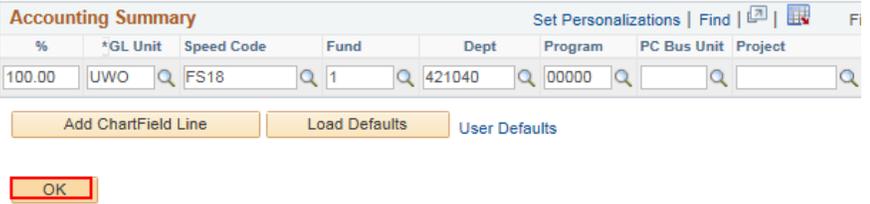


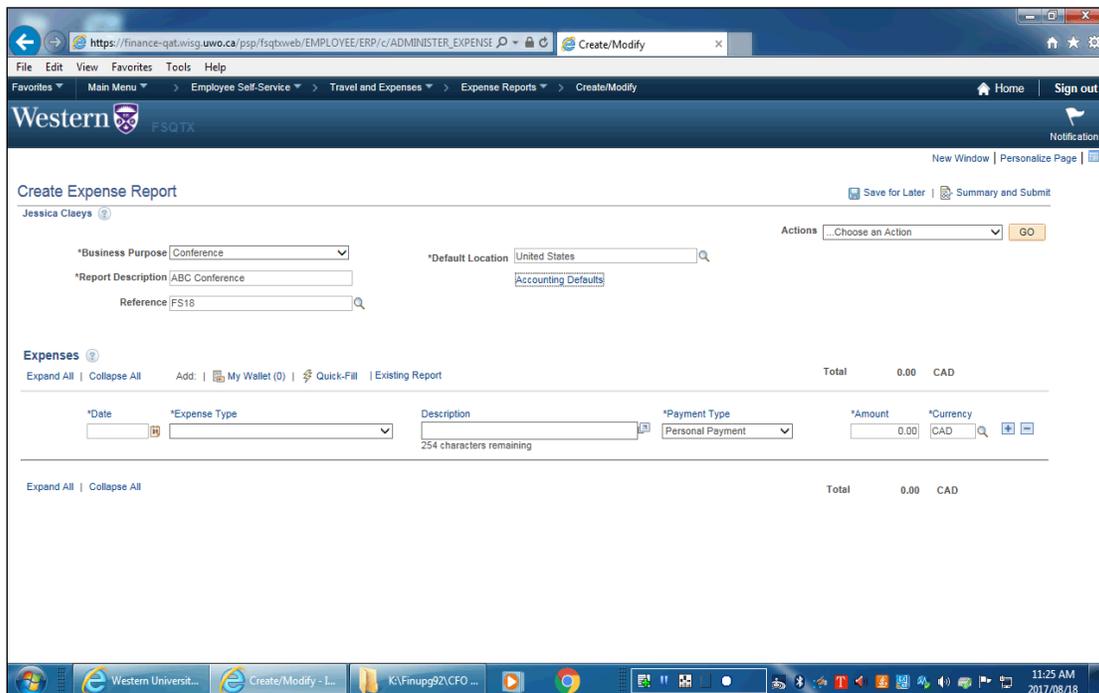
Step	Action
10.	<p>Select the appropriate <b>Business Purpose</b> from the list.</p> <p><b>Create Expense Report</b></p> <p>Jessica Claeys</p> <p>*Business Purpose</p> <p>*Report Description</p> <p>Reference</p> <p>Expenses</p> <p>Expand All   Collapse All</p> <ul style="list-style-type: none"> <li>Conference</li> <li>Department Expense</li> <li>Donor Cultivation</li> <li>Meeting</li> <li>Meeting - Professional Group</li> <li>Recruitment - Faculty/Staff</li> <li>Recruitment - Students</li> <li>Research</li> <li>Subject Fees</li> <li>Team Competitions</li> <li>Training</li> </ul>



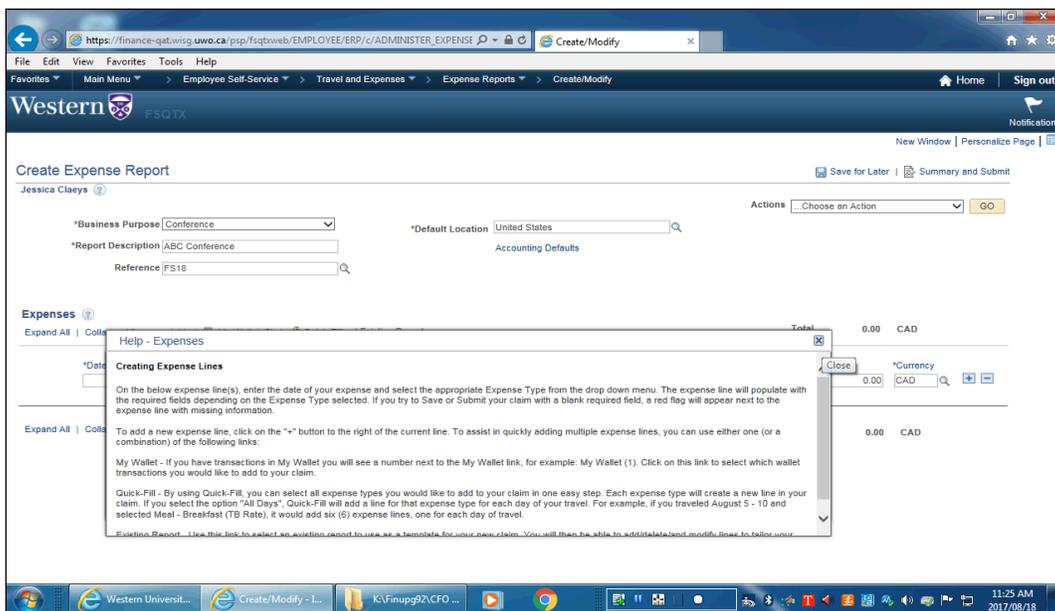
Step	Action
11.	Click in the <b>Report Description</b> field. 
12.	Enter the desired information into the <b>Report Description</b> field. 
13.	Click in the <b>Reference</b> field. 
14.	Enter the desired information into the <b>Reference</b> field. 

Step	Action
15.	<p>Click the <b>Magnifying Glass</b> to look up a location.</p> <p>*Default Location <input type="text"/> </p>
16.	<p>Select an <b>Expense Location</b>, to set a default location where expenses were incurred.</p> <p><b>Note</b> - the location may be changed at the line level for expenses incurred in a location other than the default set here.</p> 
17.	<p>Click <b>Accounting Defaults</b> to set the default accounting information to be used for all of the expenses.</p> <p><b>Note</b> - the accounting information may be changed at the line level for individual expenses.</p> <p><b>Create Expense Report</b></p> <p>Jessica Claeys </p> <p>*Business Purpose <input type="text" value="Conference"/>       *Default Location <input type="text" value="United States"/> </p> <p>*Report Description <input type="text" value="ABC Conference"/>      <b>Accounting Defaults</b></p> <p>Reference <input type="text" value="FS18"/> </p>
18.	<p>Click in the <b>Speed Code</b> field.</p> <p><b>Create Expense Report</b></p> <p><b>Accounting Defaults</b></p> <p>Report ID NEXT</p> 

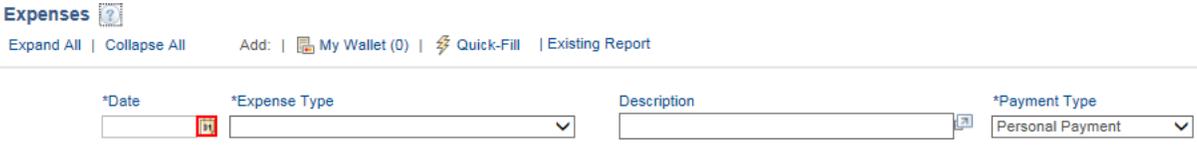
Step	Action
19.	<p>Enter the appropriate <b>SpeedCode</b> into the <i>Speed Code</i> field. Alternatively, you could enter the Fund, Department, and Program/Project.</p> <p><b>Note</b> - the default information entered here may be changed at the line level for individual expenses.</p> <p>Create Expense Report Accounting Defaults</p> <p style="text-align: right;">Report ID NEXT</p>  <p>The screenshot shows the 'Accounting Summary' form with the following fields: % (100.00), *GL Unit (UWO), Speed Code (highlighted in red), Fund, Dept (421040), Program, PC Bus Unit, and Project. Below the form are buttons for 'Add ChartField Line', 'Load Defaults', 'User Defaults', and 'OK'.</p>
20.	<p>Click <b>OK</b> to save the accounting defaults.</p> <p>Create Expense Report Accounting Defaults</p> <p style="text-align: right;">Report ID NEXT</p>  <p>The screenshot shows the 'Accounting Summary' form with the following fields: % (100.00), *GL Unit (UWO), Speed Code (FS18), Fund (1), Dept (421040), Program (00000), PC Bus Unit, and Project. Below the form are buttons for 'Add ChartField Line', 'Load Defaults', 'User Defaults', and 'OK' (highlighted in red).</p>

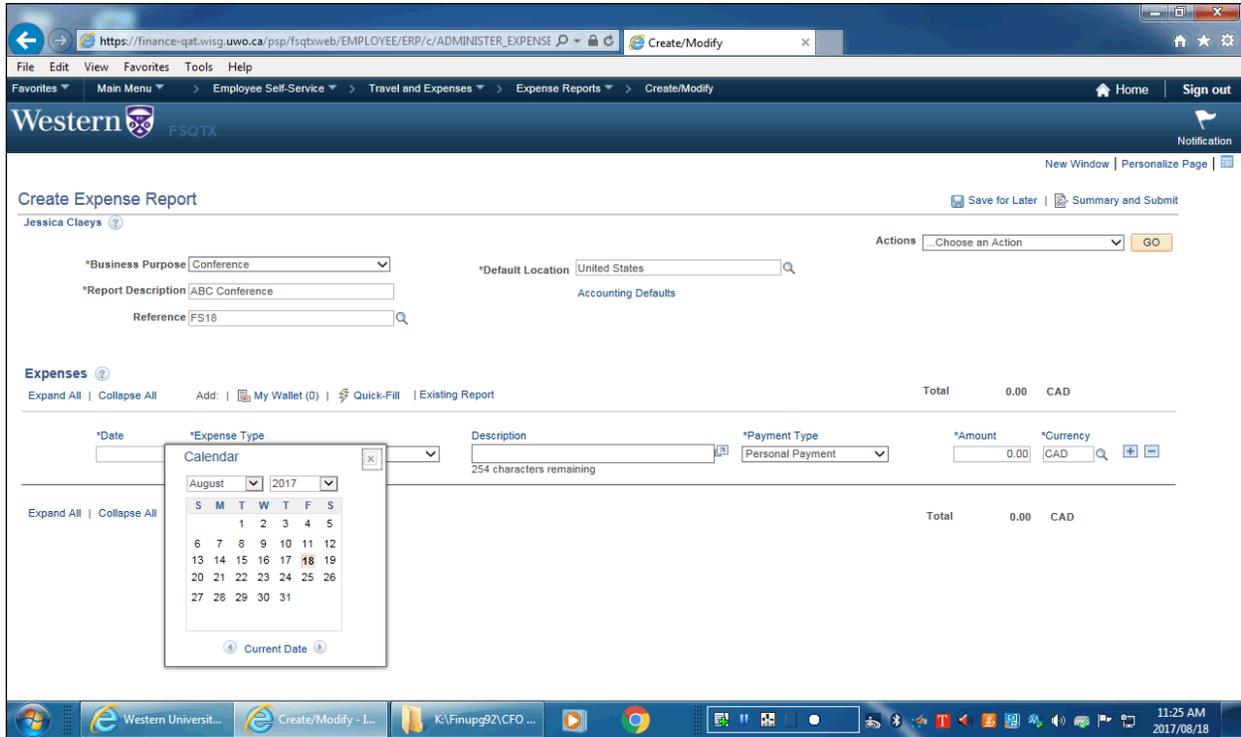


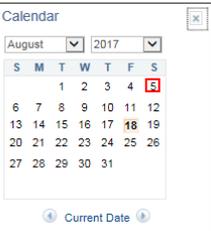
Step	Action
21.	<p>Click the ? for help about entering expense lines.</p> <p><b>Create Expense Report</b></p> <p>Jessica Claeys ?</p> <p>*Business Purpose <input type="text" value="Conference"/> *Default Location <input type="text" value="United States"/> Accounting Defaults</p> <p>*Report Description <input type="text" value="ABC Conference"/></p> <p>Reference <input type="text" value="FS18"/></p> <p><b>Expenses</b> ?</p> <p>Expand All   Collapse All Add:    My Wallet (0)    Quick-Fill   Existing Report</p>



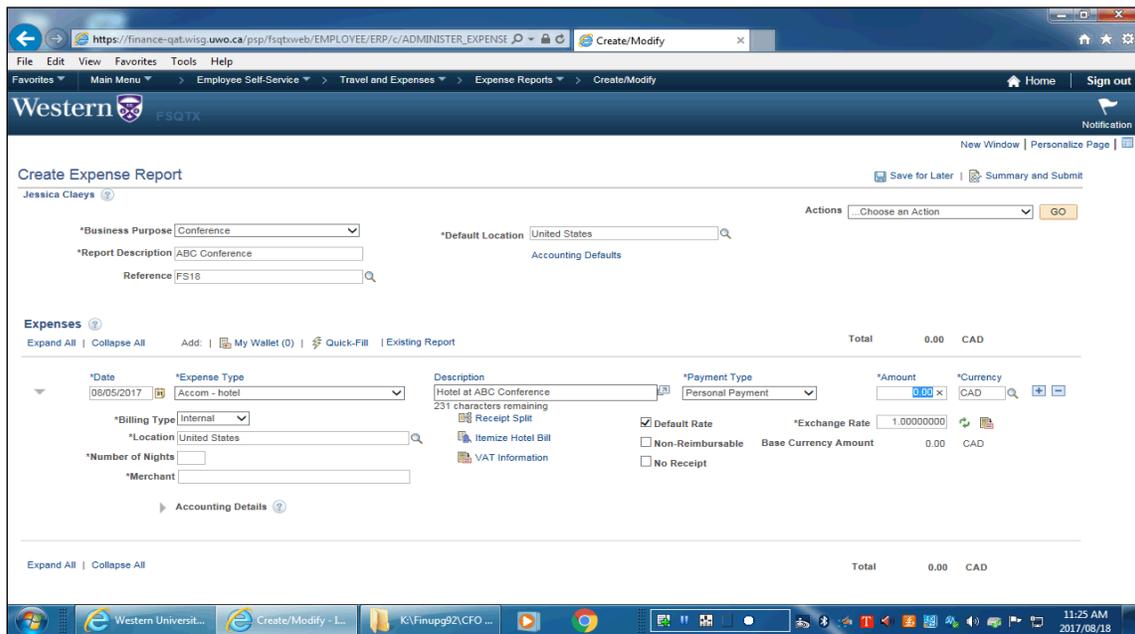
Step	Action
22.	<p>Click the X to close the help information.</p> <p><b>Help - Expenses</b></p> <p><b>Creating Expense Lines</b></p> <p>On the below expense line(s), enter the date of your expense and select the appropriate Expense Type from the drop down menu. The expense line will populate with the required fields depending on the Expense Type selected. If you try to Save or Submit your claim with a blank required field, a red flag will appear next to the expense line with missing information.</p> <p>To add a new expense line, click on the "+" button to the right of the current line. To assist in quickly adding multiple expense lines, you can use either one (or a combination) of the following links:</p> <p><b>My Wallet</b> - If you have transactions in My Wallet you will see a number next to the My Wallet link, for example: My Wallet (1). Click on this link to select which wallet transactions you would like to add to your claim.</p> <p><b>Quick-Fill</b> - By using Quick-Fill, you can select all expense types you would like to add to your claim in one easy step. Each expense type will create a new line in your claim. If you select the option "All Days", Quick-Fill will add a line for that expense type for each day of your travel. For example, if you traveled August 5 - 10 and selected Meal - Breakfast (TB Rate), it would add six (6) expense lines, one for each day of travel.</p> <p><b>Existing Report</b> - Use this link to select an existing report to use as a template for your new claim. You will then be able to add/delete/and modify lines to tailor your</p>

Step	Action
23.	<p>Click the <b>Calendar</b> icon to select the date the expense was incurred.</p> 



Step	Action
24.	<p>Select the <b>Month and Day</b> the expense was incurred.</p> 
25.	<p>Click the <b>Expense Type</b> drop down arrow.</p> 

Step	Action
26.	<p>Select the appropriate <b>Expense Type</b> from the list.</p>
27.	<p>Enter a <b>Description</b> of the expense item.</p>

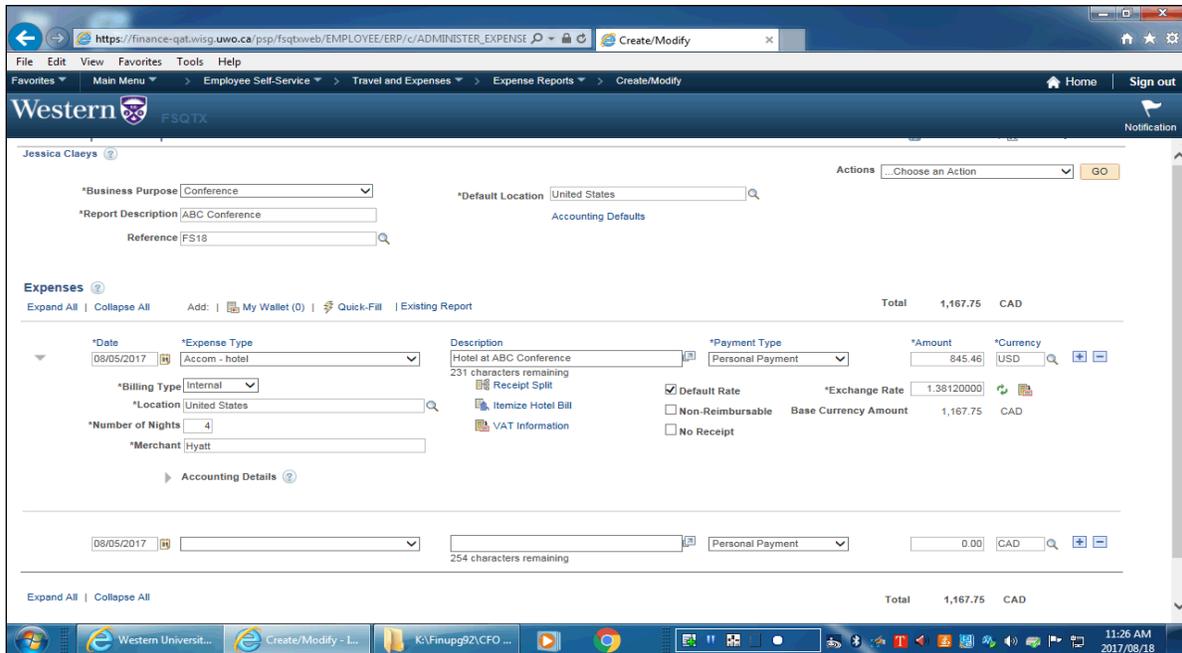


Step	Action
28.	<p>Enter the <b>Expense Amount</b> into the <i>Amount Field</i> field.</p>
29.	<p>To change the currency, click on the <b>Look up Currency</b> button.</p>

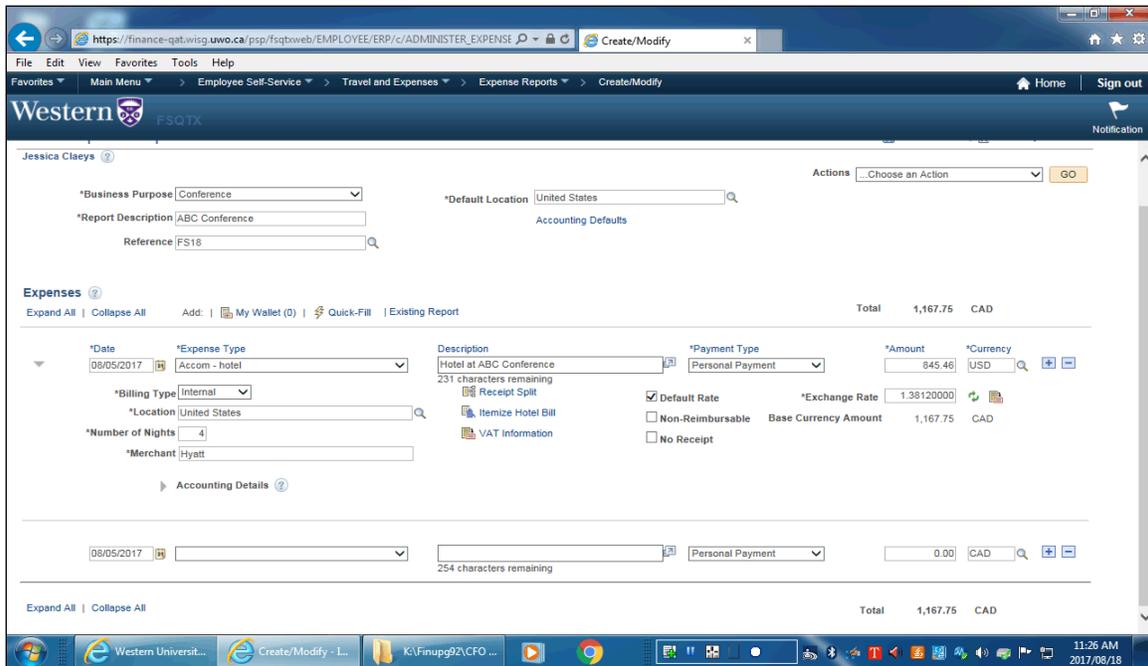
Step	Action								
30.	<p>Select the desired currency or enter the desired information into the <b>Currency Code</b> field.</p> <p>Look Up Currency</p> <p>Currency Code begins with <input type="text"/></p> <p>Description begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View 100 First 1-32 of 32 Last</p> <table border="1"> <thead> <tr> <th>Currency Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>AED</td> <td>United Arab Emirates Dirham</td> </tr> <tr> <td>AUD</td> <td>Australian Dollar</td> </tr> <tr> <td>CAD</td> <td>Canadian Dollar</td> </tr> </tbody> </table>	Currency Code	Description	AED	United Arab Emirates Dirham	AUD	Australian Dollar	CAD	Canadian Dollar
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31.	<p>Click the <b>Look Up</b> button.</p> <p>Look Up Currency</p> <p>Currency Code begins with <input type="text"/> usd</p> <p>Description begins with <input type="text"/></p> <p>Look Up Clear Cancel Basic Lookup</p>								
32.	<p>Select the appropriate <b>Currency</b> link.</p> <p>Search Results</p> <p>View 100 First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Currency Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>USD</td> <td>US Dollar</td> </tr> </tbody> </table>	Currency Code	Description	USD	US Dollar				
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USD	US Dollar								
33.	<p>Click in the <b>Number of Nights</b> field.</p> <p>*Date 08/05/2017 *Expense Type Accom - hotel Description Hotel at ABC Conference *Payment Type Personal Payment *Amount 845.46 *Currency USD</p> <p>*Billing Type Internal *Location United States</p> <p>*Number of Nights <input type="text"/></p> <p>*Merchant <input type="text"/></p> <p>Accounting Details</p> <p>231 characters remaining</p> <p>Receipt Split Itemize Hotel Bill VAT Information</p> <p>Default Rate Non-Reimbursable No Receipt</p> <p>*Exchange Rate 1.38120000 Base Currency Amount 1,167.75 CAD</p>								
34.	<p>Enter the <b>Number of Nights</b> of the hotel stay.</p> <p>Number of Nights <input type="text"/></p>								
35.	<p>Click in the <b>Merchant</b> field.</p> <p>*Date 08/05/2017 *Expense Type Accom - hotel Description Hotel at ABC Conference *Payment Type Personal Payment *Amount 845.46 *Currency USD</p> <p>*Billing Type Internal *Location United States</p> <p>*Number of Nights 4</p> <p>*Merchant <input type="text"/></p> <p>Accounting Details</p> <p>231 characters remaining</p> <p>Receipt Split Itemize Hotel Bill VAT Information</p> <p>Default Rate Non-Reimbursable No Receipt</p> <p>*Exchange Rate 1.38120000 Base Currency Amount 1,167.75 CAD</p>								
36.	<p>Enter the <b>Vendor Name</b> in the <i>Merchant</i> field.</p> <p>Merchant <input type="text"/></p>								

Step	Action																						
37.	<p>For information about Accounting Details, click the <b>?</b>.</p> <p>*Date: 08/05/2017 </p> <p>*Expense Type: Accom - hotel</p> <p>*Billing Type: Internal</p> <p>*Location: United States </p> <p>*Number of Nights: 4</p> <p>*Merchant: Hyatt</p> <p>▶ Accounting Details </p>																						
38.	<p>Click the <b>X</b> to close the accounting details help information.</p> <p>Help - Accounting Details </p> <p><b>Viewing or Modifying Accounting Details</b></p> <p>Click on the arrow to the left of "Accounting Details" to view where an expense line will be charged.</p> <p>The Fund, Department, and Program/Project are populated from the Accounting Defaults (located in the expense claim header). The account is based on the Expense Type. Each of these fields may be modified as needed prior to submitting the claim.</p> <p>The line accounting information dictates the approval workflow for the expense claim.</p>																						
39.	<p>Click the <b>Arrow</b> to view the accounting details for the expense.</p> <p><b>Note</b> - that the accounting details on each line are pulled from the Accounting Defaults above.</p> <p>*Date: 08/05/2017 </p> <p>*Expense Type: Accom - hotel</p> <p>*Billing Type: Internal</p> <p>*Location: United States </p> <p>*Number of Nights: 4</p> <p>*Merchant: Hyatt</p> <p>▶ Accounting Details </p>																						
40.	<p>You can change where an individual line is charged to by editing the SpeedCode.</p> <p>Accounting Details </p> <p>Collpase Accounting Lines</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>SpeedType Key</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>1167.75</td> <td>UWO</td> <td>1167.75</td> <td>CAD</td> <td>1.00000000</td> <td>645000</td> <td></td> <td>1</td> <td>421040</td> <td>00000</td> <td></td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedType Key	Fund	Dept	Program	Project	1167.75	UWO	1167.75	CAD	1.00000000	645000		1	421040	00000	
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1167.75	UWO	1167.75	CAD	1.00000000	645000		1	421040	00000														
41.	<p>Click the <b>Arrow</b> again to hide the accounting details.</p> <p>Accounting Details </p> <p>Collpase Accounting Lines</p> <table border="1"> <thead> <tr> <th>Amount</th> <th>GL Unit</th> <th>Monetary Amount</th> <th>Currency Code</th> <th>Exchange Rate</th> <th>Account</th> <th>SpeedType Key</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Project</th> </tr> </thead> <tbody> <tr> <td>1167.75</td> <td>UWO</td> <td>1167.75</td> <td>CAD</td> <td>1.00000000</td> <td>645000</td> <td></td> <td>1</td> <td>421040</td> <td>00000</td> <td></td> </tr> </tbody> </table>	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	SpeedType Key	Fund	Dept	Program	Project	1167.75	UWO	1167.75	CAD	1.00000000	645000		1	421040	00000	
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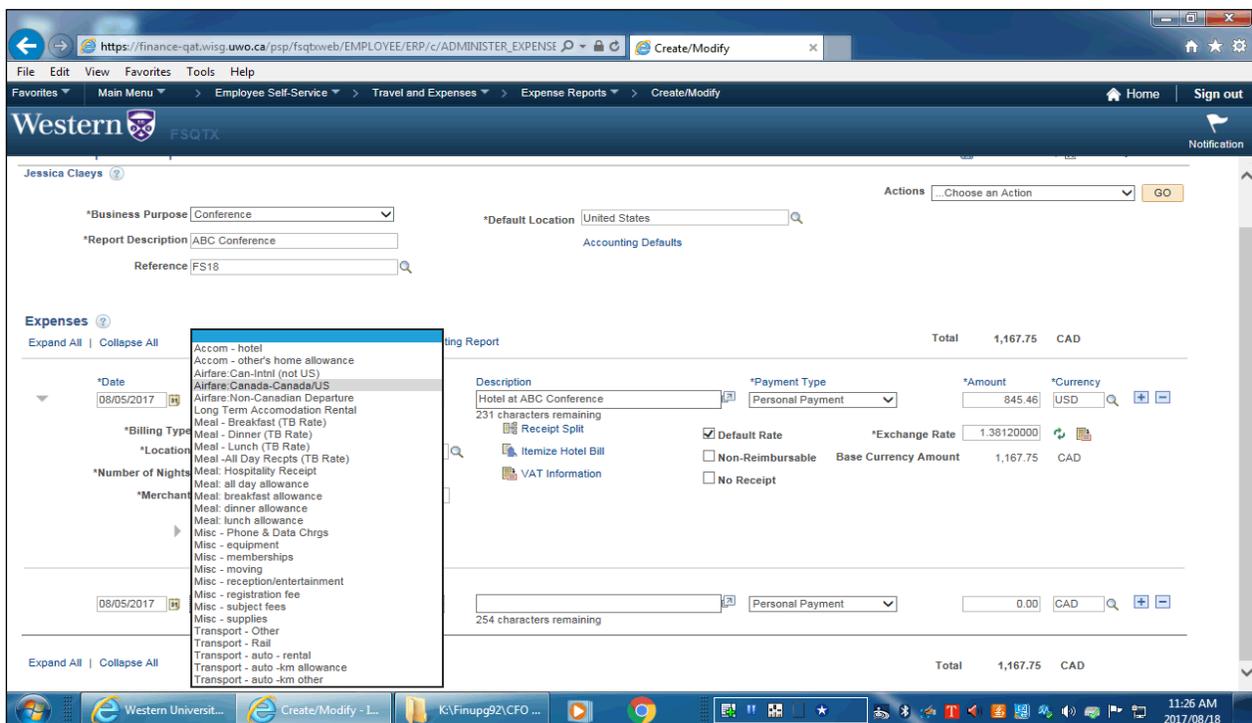
Step	Action
42.	<p>Click the <b>+</b> button to add another expense line.</p> 

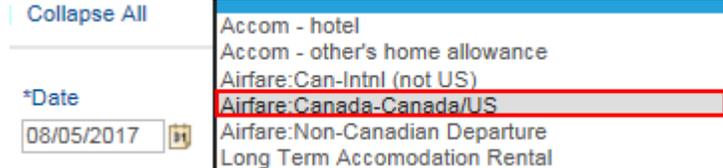


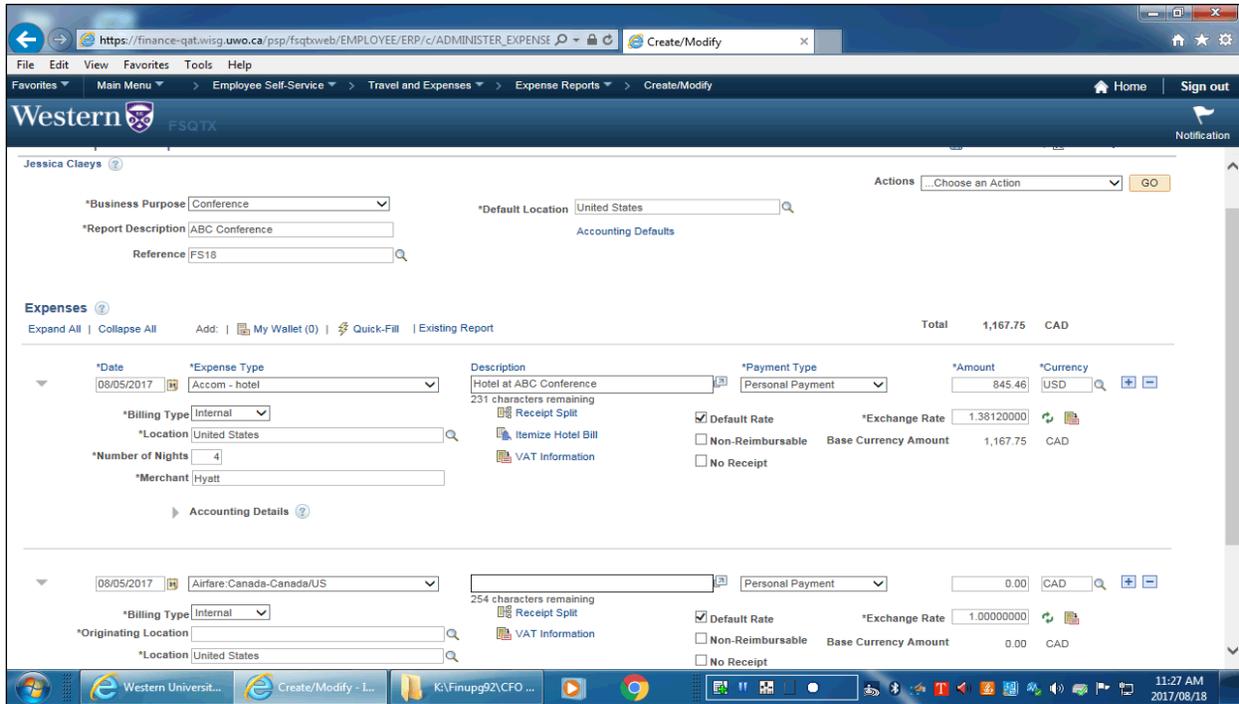
Step	Action
43.	<p>Click the <b>Calendar</b> icon to change the expense date.</p> <p><b>Note</b> - the expense date defaults from the above line and can be changed.</p> 

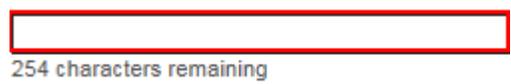


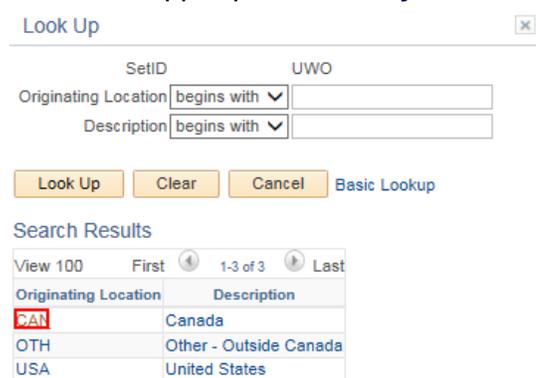
Step	Action
44.	Click the <b>Expense Type</b> drop down arrow.

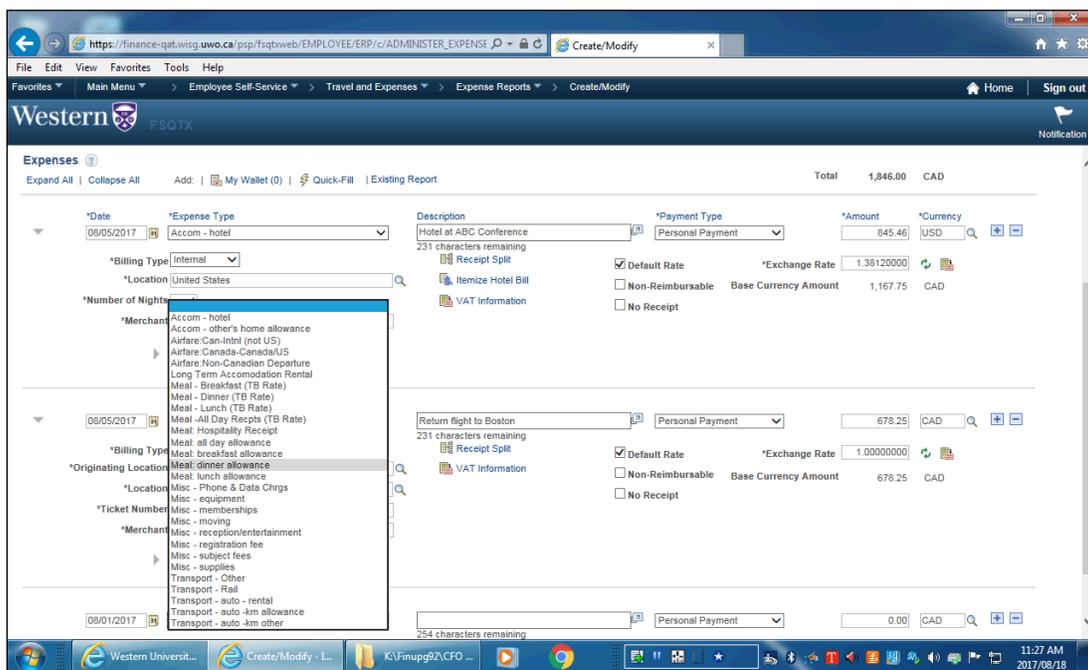


Step	Action
45.	Select the appropriate <b>Expense Type</b> from the list. 

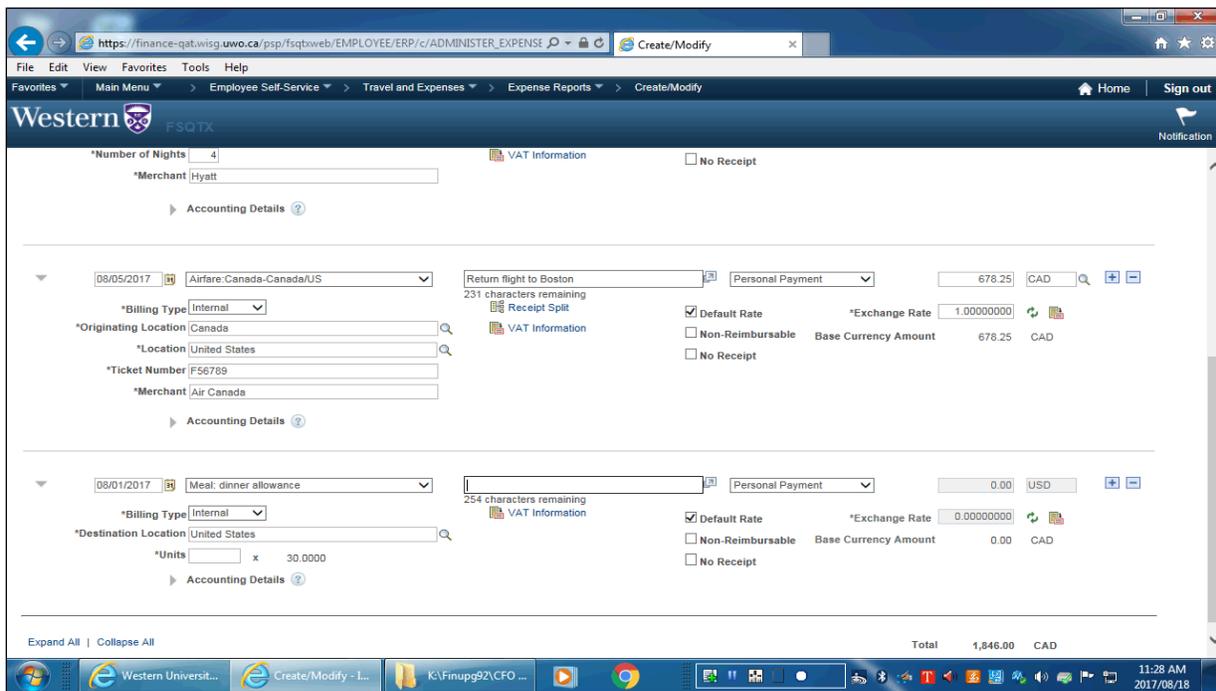


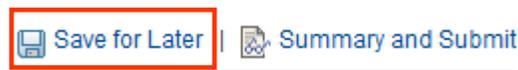
Step	Action
46.	Enter an <b>Expense Description</b> in the <i>Description</i> field. 
47.	Enter the <b>Amount</b> of the expense to be reimbursed in the <i>Amount</i> field. 
48.	Click the <b>Magnifying Glass</b> beside <i>Originating Location</i> to select the country where the expense was incurred. 

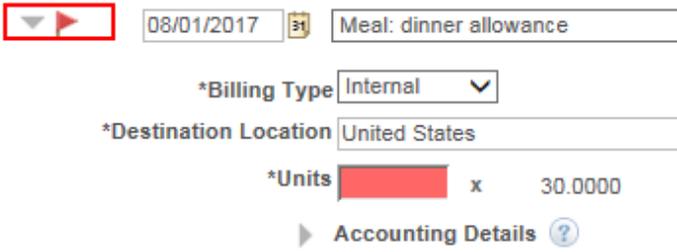
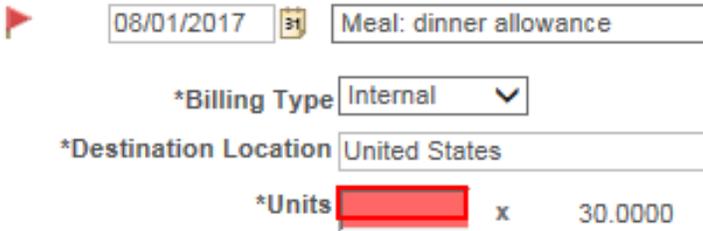
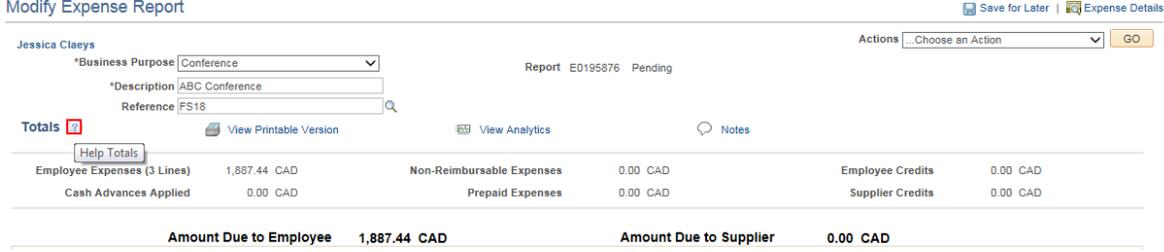
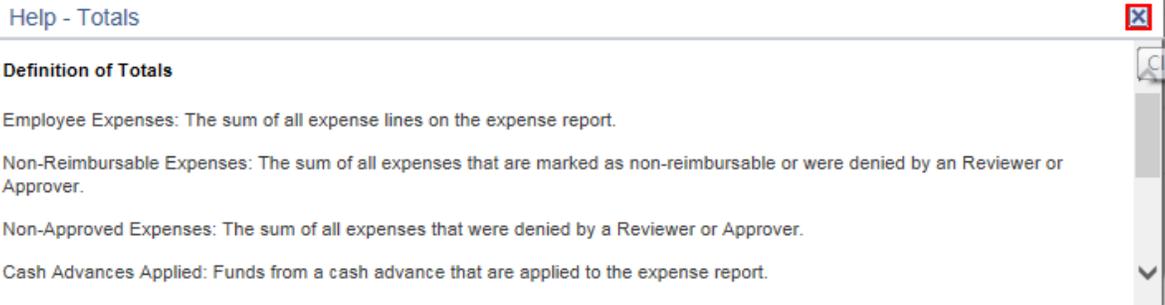
Step	Action
49.	<p>Select the appropriate <b>Country</b> from the list.</p> 
50.	<p>Enter the <b>Ticket Number</b> of the flight being expensed into the <i>Ticket Number</i> field.</p> <p>*Ticket Number <input type="text"/></p>
51.	<p>Enter the <b>Vendor</b> or <b>Supplier</b> name into the <i>Merchant</i> field.</p> <p>*Merchant <input type="text"/></p>
52.	<p>Click the <b>+</b> button to add another expense line.</p> 
53.	<p>Click the <b>Calendar</b> icon to change the expense date.</p> <p>08/05/2017 </p>
54.	<p>Click the <b>Expense Type</b> drop down arrow.</p> 

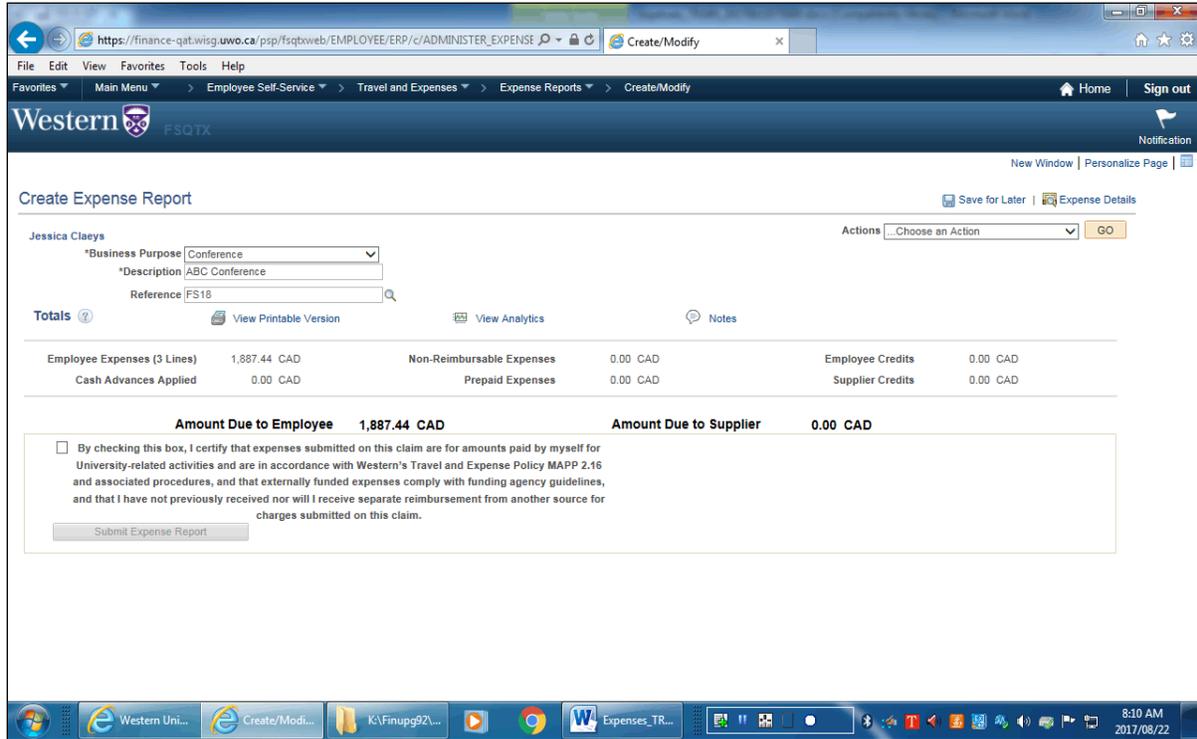


Step	Action
55.	<p>Select the appropriate <b>Expense Type</b> from the list.</p> 

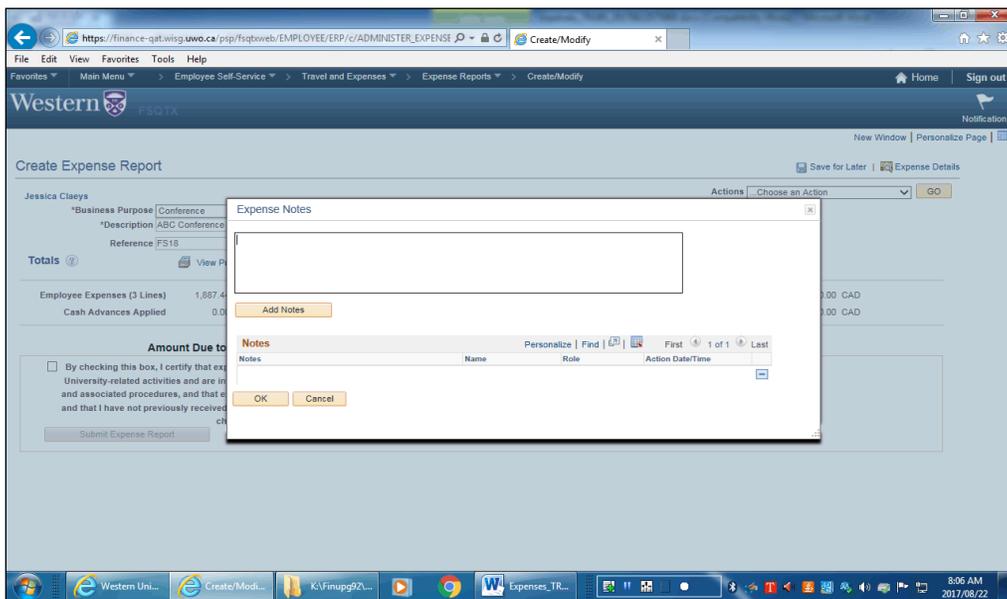


Step	Action
56.	<p>Enter an <b>Expense Description</b> in the <i>Description</i> field.</p> 
57.	<p>Scroll to the top of the page and click the <b>Save for Later</b> button.</p> <p><b>Note</b> - it is important to do this <b>before</b> you submit your expense claim to ensure there are no errors that will prevent your expense report from submitting.</p> 

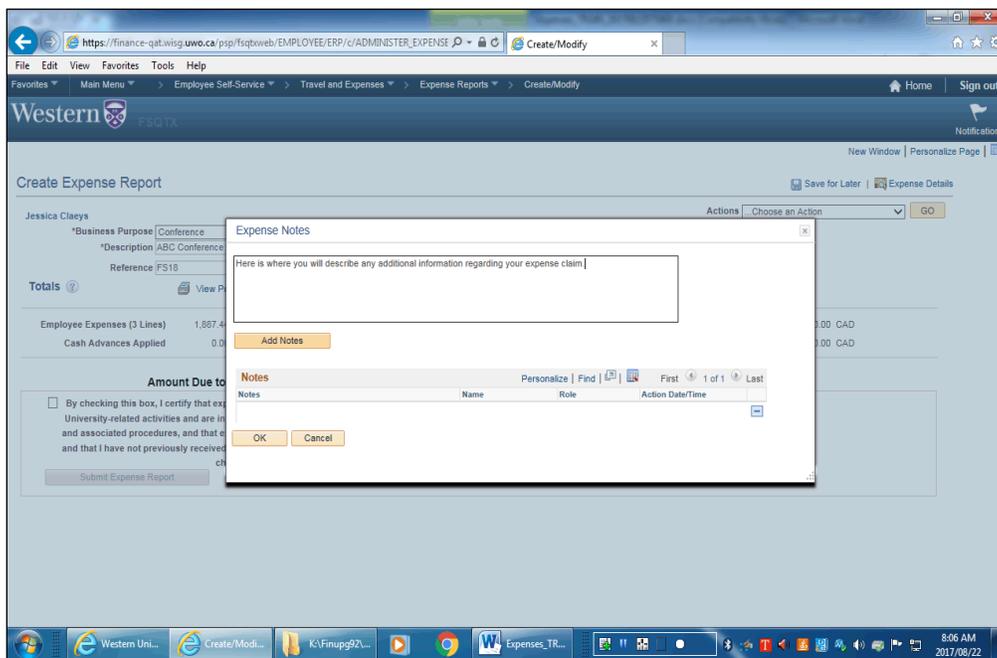
Step	Action																								
58.	<p>Missing information will be indicated by a <b>Red Flag</b> next to the expense line.</p>  <p>The screenshot shows an expense report form for 'Meal: dinner allowance' dated 08/01/2017. The form includes fields for Billing Type (Internal), Destination Location (United States), and Units (30.0000). A red flag icon is visible next to the date field, indicating missing information.</p>																								
59.	<p>Enter any missing information.</p>  <p>The screenshot is identical to the previous one, but the red flag icon next to the date field is highlighted with a red box, indicating where the user should enter missing information.</p>																								
60.	<p>Click <b>Save for Later</b> to save the changes and re-check your claim.</p>  <p>The screenshot shows the bottom of the expense report form with the 'Save for Later' button highlighted in red. Other buttons like 'Summary and Submit' are also visible.</p>																								
61.	<p>Click <b>Summary and Submit</b> to submit your completed claim for approval.</p>  <p>The screenshot shows the 'Summary and Submit' button highlighted in red, indicating the next step in the process.</p>																								
62.	<p>You will see a summary of the expense amounts. To learn what the different expense amounts represent click the <b>?</b>.</p>  <p>The screenshot shows the summary page of the expense report. It includes a table of totals and a help icon (a question mark) next to the 'Totals' section, which is highlighted in red. The table shows amounts due to the employee and supplier.</p> <table border="1" data-bbox="316 1369 1442 1465"> <tr> <td>Employee Expenses (3 Lines)</td> <td>1,887.44 CAD</td> <td>Non-Reimbursable Expenses</td> <td>0.00 CAD</td> <td>Employee Credits</td> <td>0.00 CAD</td> </tr> <tr> <td>Cash Advances Applied</td> <td>0.00 CAD</td> <td>Prepaid Expenses</td> <td>0.00 CAD</td> <td>Supplier Credits</td> <td>0.00 CAD</td> </tr> <tr> <td colspan="2"><b>Amount Due to Employee</b></td> <td colspan="2"><b>Amount Due to Supplier</b></td> <td colspan="2"></td> </tr> <tr> <td colspan="2">1,887.44 CAD</td> <td colspan="2">0.00 CAD</td> <td colspan="2"></td> </tr> </table>	Employee Expenses (3 Lines)	1,887.44 CAD	Non-Reimbursable Expenses	0.00 CAD	Employee Credits	0.00 CAD	Cash Advances Applied	0.00 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD	<b>Amount Due to Employee</b>		<b>Amount Due to Supplier</b>				1,887.44 CAD		0.00 CAD			
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63.	<p>Click the <b>X</b> to close the help information.</p>  <p>The screenshot shows a help window titled 'Help - Totals' with a close button (X) highlighted in red. The window contains definitions for various expense categories.</p> <p><b>Definition of Totals</b></p> <ul style="list-style-type: none"> <li>Employee Expenses: The sum of all expense lines on the expense report.</li> <li>Non-Reimbursable Expenses: The sum of all expenses that are marked as non-reimbursable or were denied by an Reviewer or Approver.</li> <li>Non-Approved Expenses: The sum of all expenses that were denied by a Reviewer or Approver.</li> <li>Cash Advances Applied: Funds from a cash advance that are applied to the expense report.</li> </ul>																								



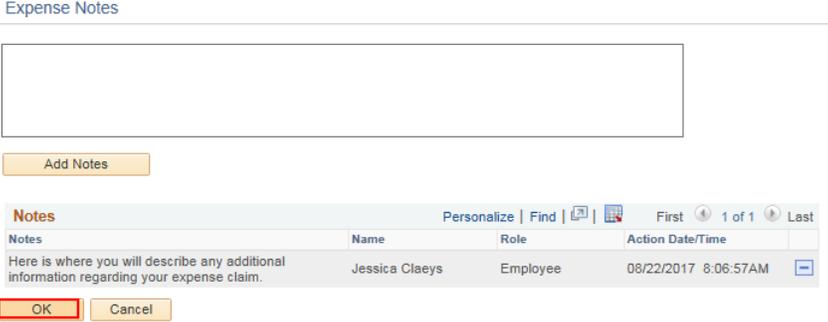
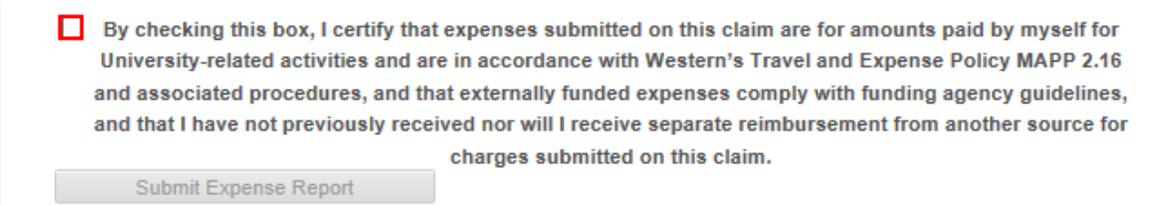
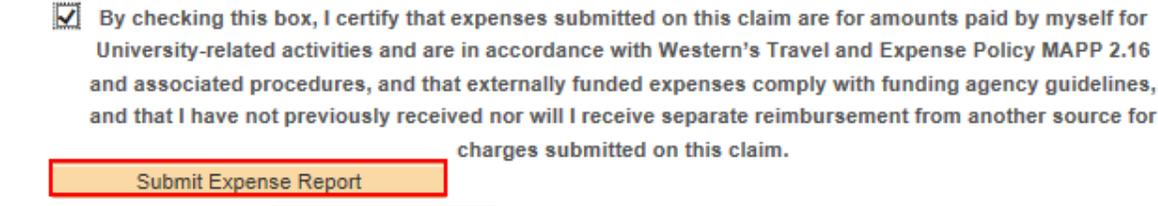
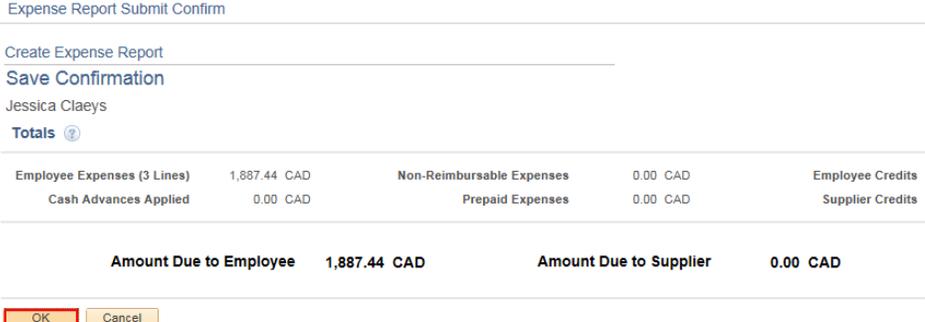
Step	Action
64.	Click <b>Notes</b> to enter additional information about your expense claim (Who, What, Where, When, Why).

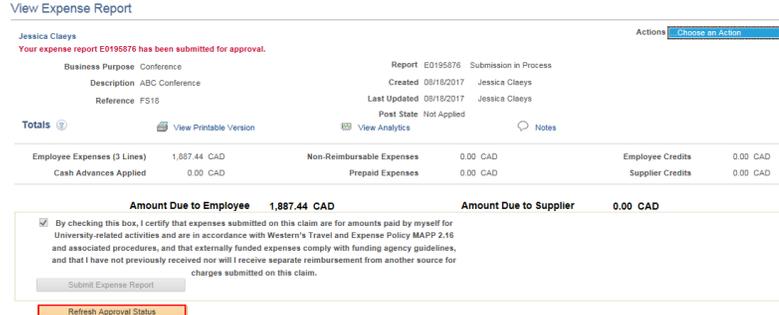


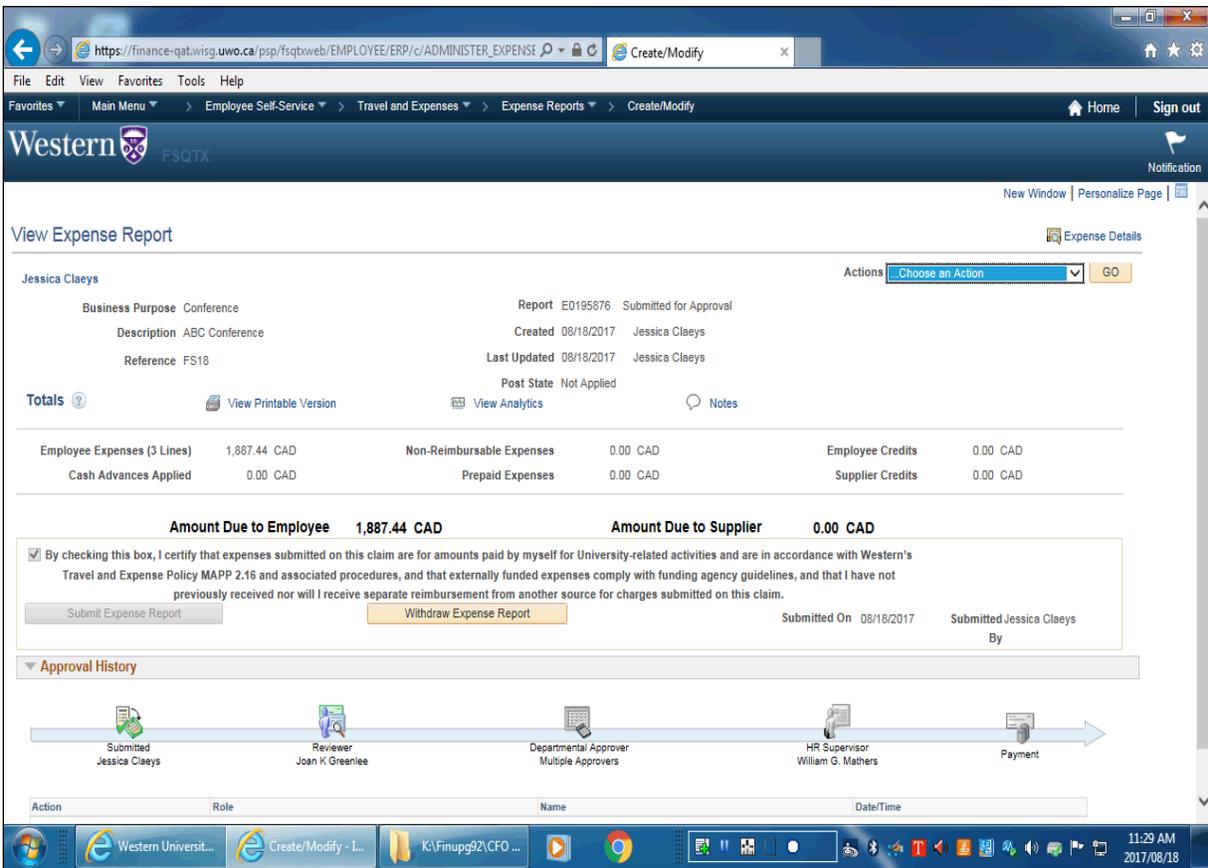
Step	Action												
65.	<p>Enter information into the notes field.</p> <p>Expense Notes</p> <div style="border: 1px solid red; height: 40px; width: 400px; margin: 10px 0;"></div> <p style="text-align: center;"><a href="#">Add Notes</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: right;">Notes</th> </tr> <tr> <th style="width: 50%;"></th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Role</th> <th style="width: 20%;">Action Date/Time</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 20px;"> </td> </tr> </tbody> </table> <p style="text-align: center;"><a href="#">OK</a> <a href="#">Cancel</a></p>	Notes					Name	Role	Action Date/Time				
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	Name	Role	Action Date/Time										

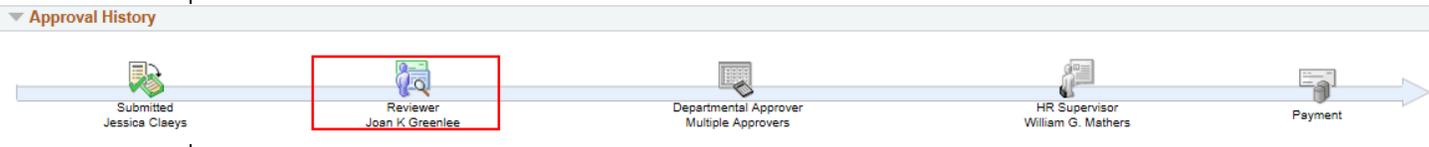


Step	Action												
66.	<p>Click <b>Add Notes</b> to save the note.</p> <p>Expense Notes</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Here is where you will describe any additional information regarding your expense claim.</p> </div> <p style="text-align: center;"><a href="#">Add Notes</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: right;">Notes</th> </tr> <tr> <th style="width: 50%;"></th> <th style="width: 15%;">Name</th> <th style="width: 15%;">Role</th> <th style="width: 20%;">Action Date/Time</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="height: 20px;"> </td> </tr> </tbody> </table> <p style="text-align: center;"><a href="#">OK</a> <a href="#">Cancel</a></p>	Notes					Name	Role	Action Date/Time				
Notes													
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Step	Action																
67.	<p>Click <b>OK</b> to close the <i>Expense Notes</i> dialogue box.</p>  <p>The dialog box titled "Expense Notes" contains a text input field, an "Add Notes" button, and a table of notes. The table has columns for "Notes", "Name", "Role", and "Action Date/Time". One note is listed for Jessica Claeys, Employee, dated 08/22/2017 at 8:06:57AM. At the bottom are "OK" and "Cancel" buttons.</p>																
68.	<p>Click the <b>Checkbox</b> to indicate you have read and agree with the <i>Certification Statement</i>.</p>  <p>The dialog box shows a certification statement with an unchecked checkbox. The text reads: "By checking this box, I certify that expenses submitted on this claim are for amounts paid by myself for University-related activities and are in accordance with Western's Travel and Expense Policy MAPP 2.16 and associated procedures, and that externally funded expenses comply with funding agency guidelines, and that I have not previously received nor will I receive separate reimbursement from another source for charges submitted on this claim." A "Submit Expense Report" button is at the bottom.</p>																
69.	<p>Click <b>Submit Expense Report</b>.</p>  <p>The dialog box is identical to the previous one, but the checkbox is now checked. The "Submit Expense Report" button is highlighted with a red box.</p>																
70.	<p>Click <b>OK</b> to confirm that you would like to submit the claim.</p>  <p>The dialog box titled "Expense Report Submit Confirm" shows a summary of the expense report. It includes a "Totals" section with a table of expenses and credits.</p> <table border="1" data-bbox="305 1440 1230 1497"> <thead> <tr> <th colspan="2">Employee Expenses (3 Lines)</th> <th colspan="2">Non-Reimbursable Expenses</th> <th colspan="2">Employee Credits</th> </tr> </thead> <tbody> <tr> <td>Cash Advances Applied</td> <td>1,887.44 CAD</td> <td>Prepaid Expenses</td> <td>0.00 CAD</td> <td>Supplier Credits</td> <td>0.00 CAD</td> </tr> </tbody> </table> <p>Summary Totals:</p> <table border="1" data-bbox="305 1528 1230 1556"> <tr> <td>Amount Due to Employee</td> <td>1,887.44 CAD</td> <td>Amount Due to Supplier</td> <td>0.00 CAD</td> </tr> </table> <p>Buttons: "OK" and "Cancel".</p>	Employee Expenses (3 Lines)		Non-Reimbursable Expenses		Employee Credits		Cash Advances Applied	1,887.44 CAD	Prepaid Expenses	0.00 CAD	Supplier Credits	0.00 CAD	Amount Due to Employee	1,887.44 CAD	Amount Due to Supplier	0.00 CAD
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Step	Action
71.	<p>Click <b>Refresh Approval Status</b> if you would like to view the approval path for your claim.</p> 



Step	Action
72.	<p><b>Note</b> - the <i>Approval History</i> image displays the workflow that your claim will take.</p> 

Step	Action								
73.	<b>Note</b> - items in gray are approval actions that have not yet been routed.								
<div style="border: 1px solid gray; padding: 5px;"> <p>▼ Approval History</p>  </div>									
74.	<b>Note</b> - you can also see the history of actions taken on your claim under <i>Action</i> .								
<div style="border: 1px solid gray; padding: 5px;"> <p>▼ Approval History</p>  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="border: 1px solid red;">Action</th> <th>Role</th> <th>Name</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr style="background-color: #ffffcc;"> <td>Submitted</td> <td>Employee</td> <td>Jessica Claeys</td> <td>08/18/2017 11:29:09AM</td> </tr> </tbody> </table> </div>		Action	Role	Name	Date/Time	Submitted	Employee	Jessica Claeys	08/18/2017 11:29:09AM
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Submitted	Employee	Jessica Claeys	08/18/2017 11:29:09AM						

If you need assistance creating or submitting a Travel and Expense claim email: [travel@uwo.ca](mailto:travel@uwo.ca) or review the **Travel and Expense F.A.Q.'s** found on the Financial Services, Training and Reference webpage, under Corporate Accounting: [http://uwo.ca/finance/training\\_reference/index.html](http://uwo.ca/finance/training_reference/index.html) .