Detailed Instructions for using the Minerva Menu Option Submit an Expense Report

Contents

Need help using these Minerva menu options?
Contact the Finance Help Desk at 514-398-3463 or send us an email at fishelp.acct@mcgill.ca.

*** Tutorials are available in myCourses – see the Expense Reports module > Submitting Expense Reports page.**
*** Sample receipts, tutorials and simulations for entering various expense items are available in myCourses – see the Expense Reports module > Entering specific expense items page.**

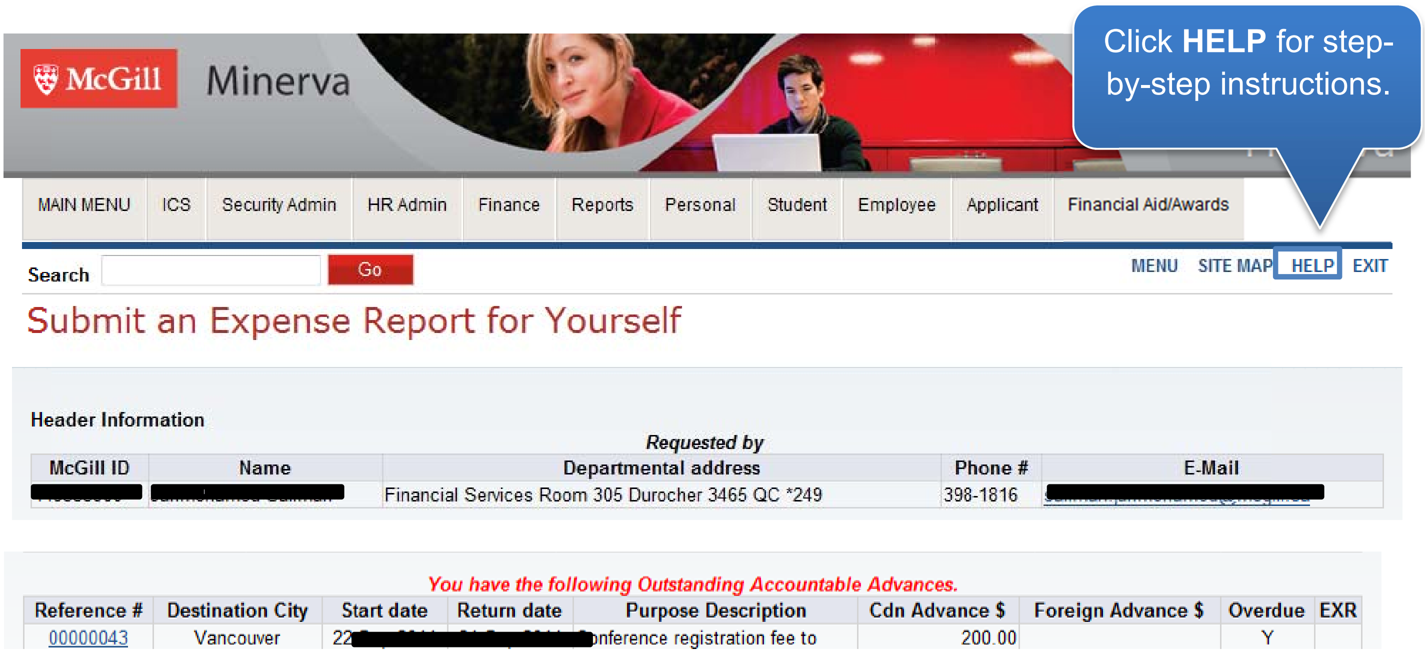
Register for the online course (myCourses) through Minerva > Employee > ICS Training Menu > Online Training > OLC 450 Advances and Expense Reports.
If you do not have access to the Employee menu, email the Finance Help Desk at fishelp.acct@mcgill.ca with your full name and McGill ID.

Submit an Expense Report for Yourself

Available in the following Minerva menus:

- Student
- Employee
- Finance (Fund) Administration

Advances & Expense Reports > **Submit an Expense Report**



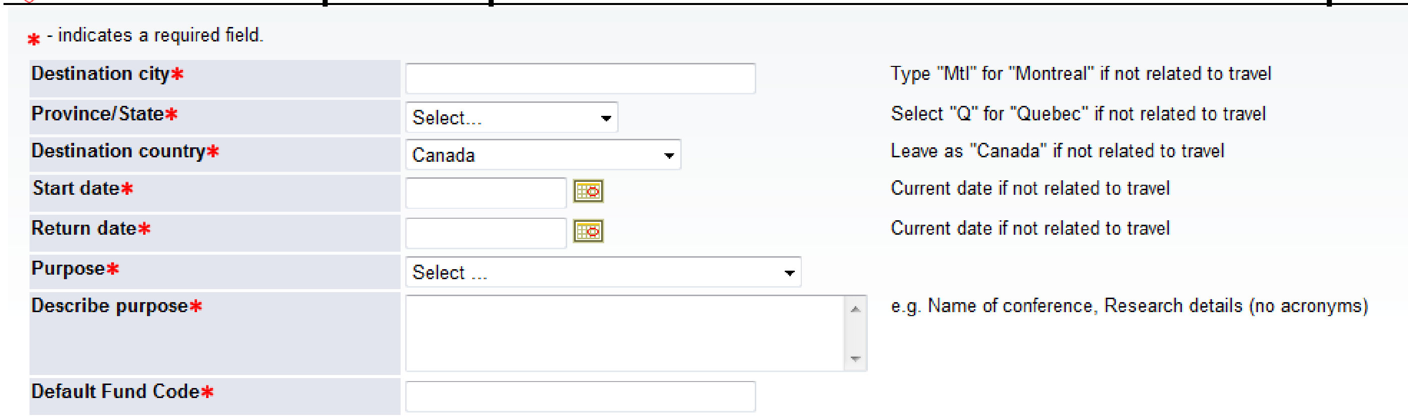
Header Information displays who is requesting the expense report (Requestor) - name, McGill ID, and contact information for the person who is logged in to Minerva. In this case, it also indicates that you are the Claimant.

> *Note: Header Information is populated from your Human Resources (HR) record on file. If any of the displayed information is incorrect, update your address in the Employee tab of Minerva, or, send an email to hr.hr@mcgill.ca.*

If you have any **Outstanding Accountable Advances** (past due from 30 days after the trip end date, as indicated on the advance) they will be listed directly underneath the Header Information.

TIP:
Required fields* must be entered in sequence. Use the TAB key on your keyboard to navigate through the fields.

TIP:
Be sure to read the text displayed to the right-hand side of select fields - additional instructions are sometimes provided.



* - indicates a required field.

Destination city*		Type "Mtl" for "Montreal" if not related to travel
Province/State*	Select...	Select "Q" for "Quebec" if not related to travel
Destination country*	Canada	Leave as "Canada" if not related to travel
Start date*		Current date if not related to travel
Return date*		Current date if not related to travel
Purpose*	Select ...	
Describe purpose*		e.g. Name of conference, Research details (no acronyms)
Default Fund Code*		

1. In the **Destination city** field, enter the city where you stayed for the purpose of the trip.
2. TAB to the next field.
3. Select the appropriate **Province/State** from the drop-down menu.
4. Select the appropriate **Destination country** from the drop-down menu.
5. In the **Start date** field, enter the date when you first started to travel (i.e. left Montreal) in the format DD-MON-YYYY or click on the calendar icon to select a date. If claiming expenses incurred in Montreal, enter the date of the first receipt.
6. In the **Return date** field, enter the date when you returned from travelling (i.e. arrived back in Montreal) in the format DD-MON-YYYY or click on the calendar icon to select a date. If claiming expenses incurred in Montreal, enter the date of the last receipt (the Return date may be the same date as the Start Date).

   Note: The start and return dates must reflect the entire duration of the trip regardless of whether or not you stayed extra days for personal travel.

7. Select a **Purpose** from the drop-down menu:

Purpose	Explanation
Travel	Expenses incurred while attending conferences or meetings - transportation, lodging, meals and conference registration.
Travel – DAR (Dev & Alum Related Business)	To be used by DAR only.
Professional Development Fund	Academic Salary Policy which provides for a Professional Development Fund for eligible academic staff members. See the Financial Services website for more information (http://www.mcgill.ca/financialservices/researchers/pdf) and our Knowledge Base for step-by-step instructions (http://kb.mcgill.ca/fskb/easylink/article.html?id=3960)
Field Trips	Expenses incurred while doing research over an extended period of time, off campus or at a remote location.
Recruitment Staff/Student	Expenses incurred during the recruitment of future McGill Staff

	and students.
Subject Payments	For research studies - compensation given to participants for undergoing experimental testing.
Other Personal Reimbursements	Small item purchases made on behalf of the Dept./Unit.

8. In the **Describe purpose** field, describe the trip/nature of the expenses in sufficient detail so that anyone reading the expense report may easily assess the University business or research reason for the incurred expenses.

   Note:
   - Include persons or organizations visited, and the full conference name (no acronyms) if applicable.
   - If claiming expenses on a research grant, and you are not the Principal Investigator, your affiliation with the Principal Investigator's research group must be specified (e.g. student, co-applicant, research fellow etc.).

9. In the **Default Fund Code** field, enter the fund which will be charged for all/the majority of the expense items. You will be able to split FOAPALs and to override this fund code when entering in individual expense items on the next screen.

   Note:
   - Minerva will validate the status of the fund before allowing you to continue to the next screen. However, it will not check for an available fund balance.

If you are entering expense items for which you are seeking reimbursement OR are reconciling advances (expenses which have already been paid by the University through an advance) leave the **Third Party Payments** section blank and click the **Continue** button.

Third Party payments - this section is to be used when paying one of the following: 1.Visitor 2.Vendor/Organization.
This section should not be filled in if the payment is being made to a McGill faculty/staff or student directly.

Is the claimant a resident outside of Canada?*	Select ...	
Last name/Vendor name*		
First name		
Cheque Currency type*	Canadian	If "Other" is chosen please specify which currency in "Describe Purpose"
Street line 1*		
Street line 2		
Street line 3		
City*		
Province/State*	Select ...	
Country*	Canada	
Postal/Zip code*		
Phone number		
E-mail address		

Continue

If you are reimbursing a Third Party:

- Visitor for University-related business expenses

OR

- Paying an invoice to an Organization (non-McGill) since there are no other trip-related expenses for which the Claimant will need to submit an expense report

follow the steps below:

10. In the **Is the claimant a resident outside of Canada?** Field, select Yes or No from the drop down menu depending upon whether or not the Third Party is a resident of Canada.

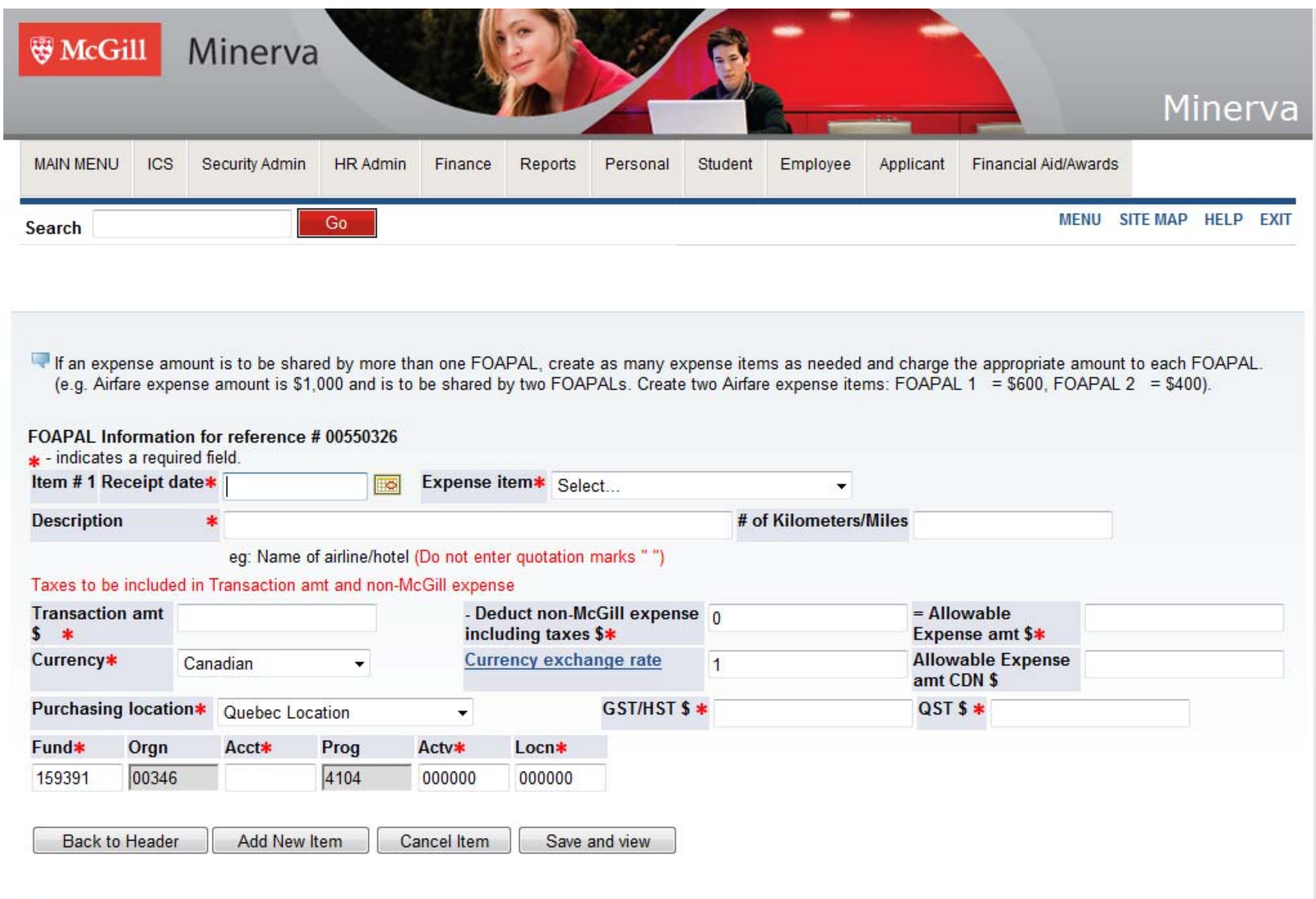
    Note:
    - A claimant deemed a non-Canadian resident is someone who resides outside of Canada, is not a McGill employee, and has no ongoing responsibility to the University, but, has incurred expenses during University business.

11. Enter the **Last Name/Vendor Name** of the Third Party. For Organizations, this name must match the “payable to” information as indicated on the invoice.
12. TAB to the next field.
13. If the Third Party is an individual, complete the **First name** field. If the Third Party is an Organization, leave this field blank.
14. TAB to the next field.
15. Select the **Cheque Currency Type** from the drop down menu. If “Other” is chosen, specify the currency in the “Describe Purpose” field used in Step 8.

16. In the **Street line 1** field, enter the address of the Third Party.

    Note:
    - Expense reports for visitors must include the full mailing address of the visitor and not the McGill Departmental address.

17. TAB to the next field.
18. If needed, use the fields for Street line 2 and Street line 3. Otherwise, leave these fields blank.
19. Enter the **City** which corresponds to the Third Party's address.
20. Select the appropriate **Province/State** from the drop-down menu.
21. Select the appropriate **Destination country** from the drop-down menu
22. Enter the Postal/Zip code which corresponds to the Third Party's address.
23. If the **Phone number** and **E-mail address** are provided, enter the information in the respective fields. Otherwise leave these fields blank.
24. TAB to the next field.
25. Click the **Continue** button



Entering Items/Add New Item

See the specific receipt requirements with sample receipts page in myCourses OR the Checklist for expense items in the Financial Services Knowledge Base for specific instructions on entering receipts.

Enter each receipt individually. The following receipts **may be grouped by purchasing location** and entered as a single item.

- Parking
- Gas
- Taxi - if travel related. Local (Montreal) taxi receipts for McGill staff must be entered as individual items with a detailed explanation for each receipt.
- Per diem
- Postage
- Tolls
- Calling cards
- Photocopies

If a receipt is to be charged to more than one FOAPAL, create as many expense items as needed and charge the appropriate amount to each FOAPAL. *For example*: An airfare receipt in the amount of $1,000 is to be split between two FOAPALs. This receipt will need to be entered as two expense items since only one FOAPAL may be charged per expense item -
Expense Item 1 = Total transaction amount = $600
Expense Item 2 = Total transaction amount = $400

Any expenses already paid through an advance (out-of-pocket in advance of trip, third party pre-payment, or cash advance) **must be entered on the expense report**. The corresponding receipts must be entered as seperate expense items. This is the first step to reconcile an advance to an expense report.

1. In the **Receipt date** field, enter the date of the receipt in the format DD-MON-YYYY or click on the calendar icon to select the date. For a group of receipts, enter a date corresponding to any one of the receipts.
2. **Tab** to the **Expense item** field and select the appropriate category which best describes the expense to be claimed from the drop down menu.
3. In the **Description** field, enter a description of the expense – include dates, locations, etc.
4. **Tab** to the **#of Kilometers/Miles** field and leave this field blank. It is only used when claiming mileage.
5. **Tab** to the **Transaction amt** field and enter the total amount paid (including taxes) as it appears on the receipt.

   Note:

   - The $ is not needed when entering amounts.
   - As soon as you enter a transaction amount and hit TAB, the Allowable Expense amt $ is auto-populated with the transaction amount.

6. **Tab** to the **Deduct non-McGill expense including taxes $** field and enter an amount if personal expenses were included on the receipt. Otherwise, leave this field as is.

   Note: The amount entered must include the taxes associated with the expense.

7. **Tab** to the **Currency** field and select the currency of the receipt from the drop down menu. By default, Canadian is always selected.

8. **Tab** to the **Currency exchange rate** field:

   - If you selected Canadian in the previous field, leave this field as is.
   - If you selected a currency other than Canadian in the previous field, enter the currency exchange rate or click on the hyperlink to search for it on the Bank of Canada website.

   Note:

   - Exchange rates for USD, GBP and Euro are automatically populated - you may override it. If the expense was paid by credit card, enter the exchange rate as indicated on the credit card statement.
   - The **Allowable Expense amt CDN$** field will display the amount you will be reimbursed, in Canadian dollars, for the entered expense item. This amount reflects deductions for personal expenses and the entered exchange rate (if applicable).

9. **Purchasing location** defaults in based on the selected Currency. If needed, select the appropriate location from the drop-down menu. If unsure which location to select, take a look at the taxes on your receipt. If GST/HST and QST (PST) amounts appear, select **Quebec Location**. If a GST/HST amount appears, but the QST (PST) amount is 0.00, select **Canada not Quebec Location**.

   Note: This field is not used when entering airfare receipts.

10. **Tab** to the **GST/HST $** field. The amount displayed is automatically calculated based on the transaction amt $ and purchasing location fields.Taxes must match the taxes shown on the receipt. If the amount displayed does not match your receipt, enter the GST/HST tax amount as it appears on your receipt. If there is no tax breakdown on the receipt, enter 0.00 or leave this field blank.

    Note:

    - For taxi receipts issued in Montreal, do not override the displayed taxes – leave as is.
    - When entering Airfare, taxes are not automatically calculated. Enter the tax amount as displayed on the receipt.

11. **Tab** to the **QST $** field. The amount displayed is automatically calculated based on the transaction amt $ and purchasing location fields.Taxes must match the taxes shown on the receipt. If the

amount displayed does not match your receipt, enter the QST tax amount as it appears on your receipt. If there is no tax breakdown on the receipt, enter 0.00 or leave this field blank.

Note:

- For taxi receipts issued in Montreal, do not override the displayed taxes – leave as is.
- When entering Airfare, taxes are not automatically calculated. Enter the tax amount as displayed on the receipt.

12. The FOAPAL to charge for the entered expense item is displayed - **Tab** through the FOAPAL fields and make changes as needed.

    Fund defaults in with the fund code entered on the first screen of the expense report. You may type over it to enter a new fund. Be sure to tab to the next field.

    Orgn (Organization) and **Prog** (Program) codes are auto-populated based on the entered fund code.

    Acct (Account) code 700512 defaults in when a travel-related expense is selected in the Expense Item field. Always leave this field as is – the displayed account code matches the selected expense item.

    Actv (Activity) and **Locn** (Location) codes default in as 000000. You may override these fields.

    Note: If you selected the menu option **Submit an Expense Report to be Completed by Someone Else**, you may enter/override the Fund, Activity and Location codes if known. Otherwise, leave these fields as is. The Reviewer will complete this section once you electronically forward the expense report on the next screen.

13. Click one of the buttons to continue with the expense report.

    - **Back to Header** will bring you to the previous screen (beginning) of the expense report.
    - **Add New Item** will create a new sequence to the expense report if you need to add more receipts.
      Note: When more than one item is entered on an expense report, a listing of radio buttons appears. Selecting any radio button will bring you to the information screen for that item. You can then make any necessary changes to the entered information.
    - **Cancel Item** will delete the item on the screen.
    - **Save and View** will save the expense report and display the expense report for you to verify. Select this option to continue submitting this expense report.

Save and View Option – To continue submitting the expense report

A summary of the entered expense report is displayed.

1. Verify the **Payment Information, Summary of Expenses** and **FOAPAL distribution** sections.
   - Payment Information displays entered information from the first page of the expense report.
   - Summary of Expenses displays all entered receipt items.
   - FOAPAL distribution displays all FOAPALs to be charged for this expense report.

Review content for accuracy before completing/submitting Request.

Request for Expense Reimbursement
Reference # 00000065

Paid to

McGill ID	Name	Address	Phone #	E-Mail
	EAN Secretariat	123 Appleton Rd. Strasbourg 123456 France		

Requested by Responsible McGill Person

McGill ID	Name	Address	Phone #	E-Mail
999999140	Banner Malika			

Payment Information

Request date	Destination City	Start Date	Return Date	Purpose
17-Jul-2013	Strasbourg	17-Jul-2013	17-Jul-2013	Travel
Attending EAN (European Access Network) 22nd Annual Conference in collaboration with the Council of Europe in Strasbourg, France July 18 - 20, 2013. This is to pay the conference fee; the rest of the expenses will be paid by Council of Europe.				

Summary of Expenses

Item #	Trans. date	Description	Trans. Amount $	Non-McGill Expense	Allowable Expenses	Curr.	Exch. Rate	Expenses CAD $
1	17-Jul-2013	Conference/Registration: EAN (Europe Access Network) Conference fee	594.00	.00	594.00	EUR	1.0101	600.00
Total of Supplies/Subject fees/Misc.								600.00
Grand Total								600.00
Due to Claimant : (to be paid in foreign currency, amount unknown)								600.00

FOAPAL Distribution

Fund	Org	Account	Program	Activity	Location	Total
159391	00346	700512	4104	000000	000000	600.00
					Total	600.00

Fund Information

Fund	Fund Title	FST Manager	Fund Admin.		Financial Manager
159391	Accounting Dept Fake Fund		Kirouac Karen	KKT	Lasko Paul

Edit Request	Edit Header or Items
Return to Expense Menu	Saves request but does not complete/submit
See Checklist	Review Checklist to ensure your request will be processed promptly
Complete - Submit Request	The request will be submitted for approval and can not be modified. If applicable, outstanding advances will appear on next screen.

Fund Information displays information for all funds charged on this expense report and the approvers associated to each fund.

- If your Unit has a local Financial Service Team (FST) in place, the **FST Manager** who will be electronically approving your request will be displayed. You will be sending all completed documents (paper copy and supporting documentation/receipt(s) for this request) to this person and you may contact them should you have any questions about this request.
- If your Unit has no FST in place, then the **Fund Administrator** (in Financial Services) of the Fund being charged will be electronically approving your request. You will be sending all completed documents (paper copy and supporting documentation/receipt(s) for this request) to the Travel Desk and you may contact the Travel Desk should you have any questions about this request.
- The **Financial Manager** (or Principal Investigator) listed here must sign the paper copy of this request. If more than one fund is being charged, all of the Financial Managers listed in this section must sign the request. If you are the Fund Financial Manager and are also the Claimant, your direct superior must sign this request.

2. Click one of the buttons to continue submitting the expense report.
   - **Edit Request** will allow you to make changes to your expense report. It will bring you to the first screen (beginning) of the expense report.
   - **Return to Expense Menu** saves the expense report and will bring you back to the Minerva options page for Submit an Expense Report. If you select this option **YOU HAVE NOT** submitted this request for processing. You will be able to continue editing this expense report by selecting the Minerva Menu Option **"Open an Expense Report You Started and Saved"**.
   - **See Checklist** will bring you to a list of required documentation to help you verify if your expense report complies with the Reimbursement of Expenses Policy.
   - **Complete – Submit Request** will send your expense report for electronic approval and brings you to the next screen to print the request. If the Claimant/Responsible Person has any outstanding accountable advances, they will appear on the screen for you to reconcile. If you select this option **NO** further changes can be made to this expense report. If changes are needed, you will need to contact the listed FST Manager/Fund Administrator and ask them to disapprove your request.
     OR

Forward to Reviewer will send an electronic copy of your expense report to the selected Unit/Dept. (Reviewer) for completion. If you select this option **NO** further changes can be made to this expense report. This button is only displayed when the Menu option **Submit an Expense Report to be Completed by Someone Else** is used to submit an expense report.

Complete – Submit Request Option – To reconcile advances (if needed) and print the expense report once it has been submitted for electronic approval

If there are **outstanding accountable advances** associated with the Claimant/Responsible Person, they will be listed on this screen:

1. Select any advances associated with this trip by clicking on the respective check boxes under the **EXR select** column. This is the second and last step to reconcile an advance to an expense report.

   Note:

   All receipts pertaining to advances must have been entered as seperate expense items in the previous screen.

2. If needed, verify the details of the advance request by clicking on the hyperlinked **Reference** number – the advance will open in a new browser window.
3. Click the **Continue** button.

The completed expense report is displayed.

Note:

If advances were reconciled on the expense report, the system will calculate the total amount to be reimbursed to the Claimant taking into account advances already received. If the full amount of the advance is not accounted for, there will be a **balance owing** to the University. This balance must be remitted to the University in the form of a cheque, made payable to McGill University, and attached to the expense report.

The expense report must be printed, signed, and sent to the address displayed at the top of the request.

Note:

- Be sure to verify where to send the request. **The person and address is marked in the top left corner.** If you have a local Financial Service Team in place, you will be prompted to send all completed documents to your local resource instead of the Travel Desk (3465 Durocher Street, 2nd floor).
- You will not receive an email confirming that the expense report was successfully submitted. Each request is assigned a unique reference number that can be used to track its status. The **Reference #** assigned to the expense report is displayed near the top of the screen.

1. Click on **Print and mail hard copy to above address** to print your request.

   Note:
   - Do not forget to attach all receipt(s) to your request.
   - Signatures must appear on the printed page containing the following information - see sample expense report signature page :
     - Reference Number
     - Payable to
     - In the amount of
     - Attestations

2. Click on **Exit** at the top right corner of the screen.

3. Ensure the appropriate individuals sign the expense report:

   - Claimant

     Note:
     - In the case of visitors to the University who will depart prior to their requests being processed in the system, the Visitor Claimant Signature form (http://www.mcgill.ca/financialservices/forms/ - *listed under Travel related forms)* may be signed and attached to the expense report.
     - When paying an Organization, the Claimant signature box is left blank.

   - Fund Financial Manager or Principal Investigator of each fund charged. If the claimant is the Fund Financial Manager, their direct superior ('One-Up') must sign this request

4. Forward the signed request (and all receipts/documentation) to the **address displayed on the expense report**. If a Financial Service Team-FST has been assigned to your Unit, they will forward the request to the Travel Desk.

Submit an Expense Report for Someone Else

Available in the following Minerva menus:

- Employee
- Finance (Fund) Administration

Advances & Expense Reports > Submit an Expense Report

Click **HELP** for step-by-step instructions.

Header Information displays who is requesting the expense report (Requestor) - name, McGill ID, and contact information for the person who is logged in to Minerva.

Note: Header Information is populated from your Human Resources (HR) record on file. If any of the displayed information is incorrect, update your address in the Employee tab of Minerva, or, send an email to hr.hr@mcgill.ca.

TIP:
Required fields* must be entered in sequence. Use the TAB key on your keyboard to navigate through the fields.

TIP:
Be sure to read the text displayed to the right-hand side of select fields - additional instructions are sometimes provided.

1. In the **Responsible McGill ID** field, enter the McGill ID of the faculty, staff, or student on behalf of whom you are submitting this request.

   Note:
   - Since you are the Requestor, you are not the responsible person for this expense report.
   - The entered McGill ID dictates direct deposit information and confirms that the claimant is a McGill faculty/staff/student.
   - When submitting an expense report for a visitor, the McGill ID of the Fund Financial Manager or Principal Investigator of one of the fund(s) charged must be entered in the Responsible McGill ID field.

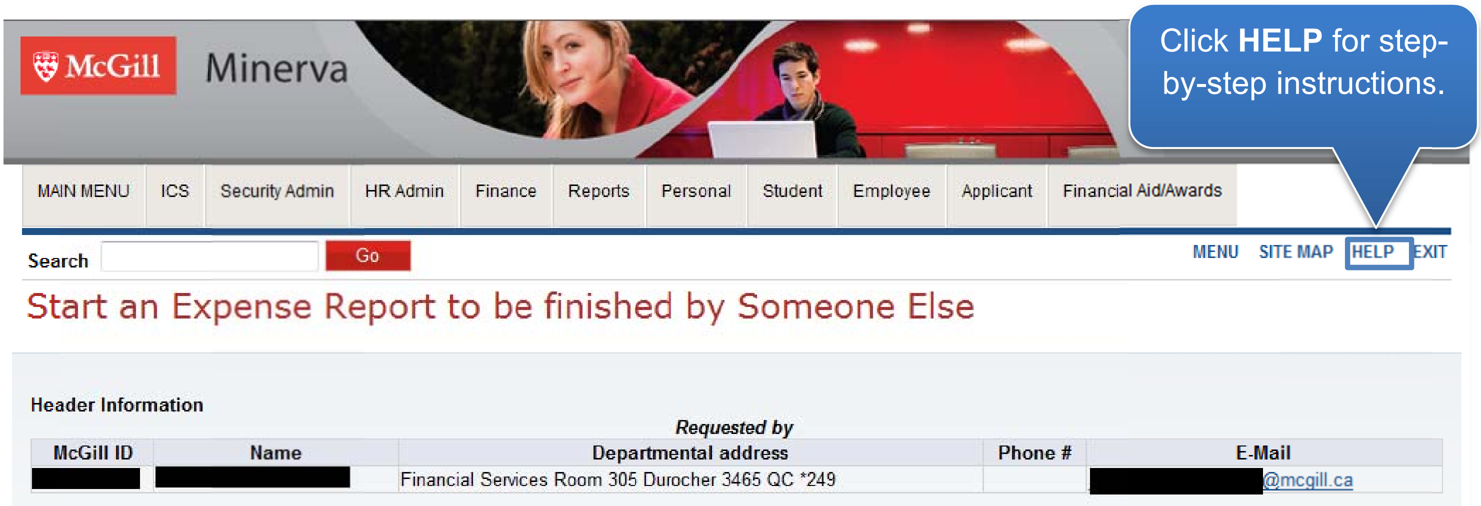
The remaining fields in the expense report are exactly the same as if you were submitting an expense report for yourself. Follow these step-by-step instructions.

Start an Expense Report to be finished by Someone Else

Available in the following Minerva menus:

- Student
- Employee
- Finance (Fund) Administration

Advances & Expense Reports > **Submit an Expense Report**



Header Information displays who is requesting the expense report (Requestor) - name, McGill ID, and contact information for the person who is logged in to Minerva.

> *Note: Header Information is populated from your Human Resources (HR) record on file. If any of the displayed information is incorrect, update your address in the Employee tab of Minerva, or, send an email to hr.hr@mcgill.ca.*

TIP:
Required fields* must be entered in sequence. Use the TAB key on your keyboard to navigate through the fields.

TIP:
Be sure to read the text displayed to the right-hand side of select fields - additional instructions are sometimes provided.

* - indicates a required field.

Responsible McGill ID*		Enter ID of McGill faculty/staff or student claiming the reimbursement. If the claimant is a Visitor or to pay a Vendor/Organization, fill in the Third Party Payment section below and the Responsible ID should be the fund financial manager of one of the funds charged.
Destination city*		Type "Mtl" for "Montreal" if not related to travel
Province/State*	Select...	Select "Q" for "Quebec" if not related to travel
Destination country*	Canada	Leave as "Canada" if not related to travel
Start date*		Current date if not related to travel
Return date*		Current date if not related to travel
Purpose*	Select ...	
Describe purpose*		e.g. Name of conference, Research details (no acronyms)
Default Fund Code		
To be completed by Reviewer*	Select...	

1. In the **Responsible McGill ID** field, enter the McGill ID of the faculty, staff, or student who is responsible for this request.

   Note:
   - If you enter your McGill ID you will be considered the Requestor and the Claimant for this expense report.
   - The entered McGill ID dictates direct deposit information and confirms that the claimant is a McGill faculty/staff/student (if the Third Party Payment section is left blank).
   - When submitting an expense report for a visitor, the McGill ID of the Fund Financial Manager or Principal Investigator of one of the fund(s) charged must be entered in the Responsible McGill ID field.

2. In the **Destination city** field, enter the city where you stayed for the purpose of the trip.TAB to the next field.
3. Select the appropriate **Province/State** from the drop-down menu.
4. Select the appropriate **Destination country** from the drop-down menu.
5. In the **Start date** field, enter the date when you first started to travel (i.e. left Montreal) in the format DD-MON-YYYY or click on the calendar icon to select a date. If claiming expenses incurred in Montreal, enter the date of the first receipt.
6. In the **Return date** field, enter the date when you returned from travelling (i.e. arrived back in Montreal) in the format DD-MON-YYYY or click on the calendar icon to select a date. If claiming expenses incurred in Montreal, enter the date of the last receipt (the Return date may be the same date as the Start Date).

   Note: The start and return dates must reflect the entire duration of the trip regardless of whether or not you stayed extra days for personal travel.

7. Select a **Purpose** from the drop-down menu:

Purpose	Explanation
Travel	Expenses incurred while attending conferences or meetings - transportation, lodging, meals and conference registration.
Travel – DAR (Dev & Alum Related Business)	To be used by DAR only.
Professional Development Fund	Academic Salary Policy which provides for a Professional Development Fund for eligible academic staff members. See the Financial Services website for more information (http://www.mcgill.ca/financialservices/researchers/pdf) and our Knowledge Base for step-by-step instructions (http://kb.mcgill.ca/fskb/easylink/article.html?id=3960)
Field Trips	Expenses incurred while doing research over an extended period of time, off campus or at a remote location.
Recruitment Staff/Student	Expenses incurred during the recruitment of future McGill Staff and students.
Subject Payments	For research studies - compensation given to participants for undergoing experimental testing.
Other Personal Reimbursements	Small item purchases made on behalf of the Dept./Unit.

8. In the **Describe purpose** field, describe the trip/nature of the expenses in sufficient detail so that anyone reading the expense report may easily assess the University business or research reason for the incurred expenses.

   Note:
   - Include persons or organizations visited, and the full conference name (no acronyms) if applicable.
   - If claiming expenses on a research grant, and you are not the Principal Investigator, your affiliation with the Principal Investigator's research group must be specified (e.g. student, co-applicant, research fellow etc.).

9. If known, enter the fund which will be charged for all/the majority of the expense items in the **Default Fund Code** field. Otherwise leave this field blank.
10. In the **To be completed by Reviewer** field, select the Unit/Dept. which will complete the expense report from the drop down menu.

If you are entering expense items for which you are seeking reimbursement OR are reconciling advances (expenses which have already been paid by the University through an advance) leave the **Third Party Payments** section blank and click the **Continue** button.

If you are reimbursing a Third Party:

- Visitor for University-related business expenses

OR

- Paying an invoice to an Organization (non-McGill) since there are no other trip-related expenses for which the Claimant will need to submit an expense report

follow the steps below:

The remaining fields in the expense report are exactly the same as if you were submitting an expense report for yourself. Follow the step-by-step instructions in the section <u>Submit an Expense Report for Yourself</u>.

<u>Note - Once the expense report has been electronically submitted:</u>

- Ensure the Claimant signs the request
- Attach <u>all</u> <u>receipts</u> and send the expense report to the selected Unit/Dept. - **Reviewer**

Open an Expense Report You Started and Saved

Available in the following Minerva menus:

- Student
- Employee
- Finance (Fund) Administration

Advances & Expense Reports > Submit an Expense Report

Use this menu option to continue, complete or correct an existing expense report which you created and saved using the menu options Submit and Expense Report for Yourself, Submit an Expense Report for Someone Else, or Start an Expense Report to be completed by Someone Else.

Open an Expense Report You Started and Saved

Please continue, complete or correct, expense reimbursements listed below.

The status of the request is next to the reference number. i.e. 00012345 (AR) See legend for a description of each code or place the cursor over the code to view the description.

Open existing Expense Reimbursement Request

	Responsible Person	Request date	Destination City	Start date	Purpose	Reference #	Amount
Open	Janmohamed Salimah	11-Jun-2013	mtl	11-Jun-2013	Other Personal Reimbursements	00550326(IP)	.00

Click the Open button to continue, complete or correct the expense report.

When you select this menu option:

- all expense reports which you have started, but which have not been submitted

AND

- all expense reports which you have submitted and which were subsequently disapproved

will be displayed on the screen - a brief summary of each expense report will appear in a table.

In the **Reference #** field, a code referring to the status of the request will be displayed. Click on the legend link or place your cursor over the code to view a description of the request status indicator.

Legend: Request Status Indicator

Status Code	Description
AR	APPROVED - Extract Data to Banner
AS	Automatically Suppressed
BP	Banner Paid already - Advanced Entered
FQ	Fund Administrator Approval Queue
FW	Forwarded to Reviewer Queue
IP	In Progress not yet completed
RFQ	Returned from Fund Admin Approval Queue
RFW	Returned from Reviewer Queue
RSQ	Returned from FST Queue
RTQ	Returned from Travel Desk Approval Queue
SQ	FST Queue
TQ	Travel Desk Approval Queue

Follow the same steps as you would to submit an Expense Report for Yourself/Someone Else/to be completed by Someone Else. Be sure to TAB through the fields.