



Quick Reference Guide – ECS Claims

Reminders:

- More detail is better than no detail
- Review your submission for accuracy
- Click “Save Claim” frequently to save progress

Part 1: ECS Claim Preparation

Step A - Enter your contact information and trip details into the “Expense Header Input” Area

1. Provide your contact information
2. Provide the trip details
3. Supervisors / Chair / Dean who has approved the expense (for Tri-council expenses, the Chair or acting Chair must be inputted)
4. Please fill this section to explain unusual trip details and/or expenditures that are not self explanatory

Step B - If the expense claim will be reimbursed through a Tri-Council grant, check the "Tri-Council" box and fill out the Tri-council Certification Form

1. Check the "Tri-Council" box:
 - a) If you are unsure, please contact your supervisor
 - b) Tri-Council agencies have their own policy for eligible and ineligible expenses; thus it is recommended that you obtain this information from your supervisor before incurring your reimbursable expenses
2. Fill out the Tri-council certification form:
 - a) It is okay to leave “Grant Number” field blank at this stage if you do not have this information yet

Step C – Enter receipts and save claim

1. Enter receipts into the Expense Input section; for each receipt:
 - a) Assign a number in numeric order, starting from "1"
 - b) Write and circle this number on the receipt where it will be clearly visible (i.e. in the top right hand corner)
 - c) Fill out the receipt details in the expense input area
 - d) Circle the subtotal on the receipt which corresponds to the ECS line item
2. If you previously received reimbursement related to this trip (e.g. Travel Advance, Direct Billing), please provide the details and check the “Previous Paid” box. If payment was received via ECS Claim, enter the 5-digit Expense Reference Number into the “Previous Paid Reference” box
3. After entering all your receipts, click “Save Claim”



Tip: If your conference fees are eligible for direct billing to OVC, fill out the Direct Billing for Conference Fees Authorization Form and drop it off with the Financial Clerks

Reminders:

- Click “Final Submission” last. Clicking “Save Claim” will undo the submission
- After your submission has been reviewed, you will need to perform steps to submit signed forms

Part 2: ECS Claim Submission

Step A – Retain a copy of all original receipts

1. Scan the receipts into a single document, in the order that you numbered them
 - o **Why am I doing this?**
 - ✓ So that you have a backup copy for your records; (e.g. sometimes the Financial Clerks need to follow up on specific expense items)
2. Order the receipts by Receipt # and place into envelope

Step B – Review submission and submit to Financial Clerks

1. Review your submission
 - a) Click “Validate Claim”
 - b) Preview the PDF to ensure everything looks okay. Do NOT print; this will be done at a later stage
2. Submit your claim to the Financial Clerks
 - a) Click “Final Submission” – your claim is now ready for the Financial Clerks review
 - b) Submit an Online Request Form, attaching your scanned receipts and providing the Request Title “ECS Claim # Receipts”, replacing “#” with the 5-digit Expense Reference Number
 - c) Drop original receipts off at the appropriate Financial Clerk’s office
 - d) **Wait for notification from Financial Clerk to submit signed forms**

Part 3: Signed Forms Submission

Reminders:

- Electronic signatures are not permitted; where approver is not available in person, an authorized form can be faxed/scanned
- Name of authorizing signature must be printed on the Travel and Business Expense Claim Form

(When prompted by Financial Clerk)

Step A – Print and sign forms

1. Print out the Travel and Business Expense Claim Form and sign beside "Signature of Claimant"
2. For Tri-Council Claims, print out the Tri-Council Certification Form

Step B – Obtain authorizing signatures and grant/project coding

1. Obtain authorizing signatures
 - a) For Tri-Council Claims:
 - i. Obtain signature from the Chair or Acting Chair on the Travel and Business Expense Claim Form
 - ii. Obtain signature from the Tri-Council Grantee (usually the supervisor) on both the Tri-Council Certification Form and the Travel and Business Expense Claim Form
 - b) For non-Tri-Council Claims, obtain signature from supervisor on the Travel and Business Expense Claim Form
 - c) For claims exceeding \$5,000, obtain signature from the Dean
2. Obtain the grant/project coding from your supervisor
 - a) Write grant/project coding on top right of the Travel and Business Expense Claim Form
 - b) For Tri-Council grants, write grantee and grant coding on the Tri-council Certification Form as well
3. Drop forms off at the appropriate Financial Clerk's office

Tip: Grant/Project coding refers to the 6-digit number that represents the grant/program from which the expenses will be paid. If there is a grant code, there will be no project code and vice versa

Do not hesitate to refer to the Travel Policies & Agreements [here](#), or to reach out to the Financial Clerks if you have any doubt.

Contact Details	
General Enquiries	ovcsas.finance@uoguelph.ca OVCE Rm: 2631



Common Travel Scenarios

Mileage Expense Claims

- Provide a Google Maps print out detailing the start point, destination and distance; this will be considered your receipt
 - If it was a round trip, write "Round Trip X2" beside the distance
 - For roundtrips to Pearson International Airport, **do not** provide a printout; instead enter 140km into the "Auto Km" field
- For your ECS submission, you must provide the date and purpose of your trip in the "Auto Trip Description" field

Meals/Alcohol

- Meals must be supported by an itemized receipt
- Alcohol cannot be claimed as part of a travel or meal expense, but can be claimed under certain circumstances detailed in the Hospitality policy [here](#).
- If possible, it is strongly recommended to put the alcohol on a separate receipt

Air Travel

- You must provide your boarding pass with the invoice/receipt for the air fare
- Verify location tax code under the Airfare Help

Hotel Expenses

- Meals and room service charged to the hotel bill must be separated and supported by an itemized receipt
- All travel incidentals (e.g. Parking, Telephone charges, Internet Service) that show up on the hotel bill must be entered into separate lines on ECS

Shoe Subsidy claim

- You must fill an additional form in case of Shoe subsidy claim.
- The form can be found [here](#).
- More details can be found in the policy accessible [here](#).



Tip: If you cannot provide evidence of the exchange rate that was applied to you, please provide the exchange rate from the receipt date printed from [Oanda](#)

Foreign currency expenses

- Provide a print out of your credit card statement showing the expenses
 - Please note you must still provide original receipts with your ECS submission
 - Tip: You can use a Sharpie or whiteout to block out personal expenses
 - For cash expenses, please provide the exchange service ticket showing the exchange rate that has been applied.
- For each foreign expense:
 - Write and circle the assigned receipt number beside the corresponding line item on the credit card statement
 - When filling out the receipt details in the expense input area, input the CAD amount into the "Canadian Amount" field
- If any of the receipts are in a foreign language, you must attest in the Special Notes that no alcohol has been included in the expense claim (Refer to Part 1 Step A.4)