Professional Expense Reimbursement Claims
Faculty of Arts & Science

Overview

This document provides step-by-step information on how to submit your Professional Expense Reimbursement (PER) claims. All claims must adhere to the Professional Expense Reimbursement Procedure for QUFA Members, as well as Queen’s Travel and Expense Policy and all other related procedures, policies, and guidelines as identified in the Professional Expense Reimbursement Procedure for QUFA Members document.

Claims are reviewed by the Finance Unit in the Dean’s Office for budgetary and policy approval. Once complete, the claims are forwarded to the respective department heads to obtain one-over approval before being submitted to central finance for final processing.

Please direct all PER related questions to the following email address (asc.finance@queensu.ca).

How to Submit a Claim

As noted in the Professional Expense Reimbursement Procedure for QUFA Members all PER claims must be submitted through the University’s Expense Reimbursement System (ERS)

1) Faculty members must log into their myqueensu.ca and scroll down to Finance Applications
2) Select Expense Reimbursement (ERS)
3) Select Log in to the ERS
4) In ERS, select Open Claims (Reports)
5) Select **Create New Claim (Report)**

6) Fill out the information in the Claim Header using the following guideline

- **Report Name:** Last Name – PER
- **Business Purpose:** PER claim
- **Fund:** 10000
- **Department:** your home department code (11xxx)
- **Project:** 000000
- **Program:** 90081
7) Select the **Next** button to move onto the next page

8) To begin creating your claim, select an expense type. Make sure to input all the necessary information and attach the proper backup documentation (**itemized receipt and proof of payment**)

9) Once all the expenses have been entered, click the **Submit Claim** button
10) Select the **Accept and Submit** button

11) Choose Jenna Dijkema under Manager Approval drop down

12) Select the **Submit Claim** button