

# 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.

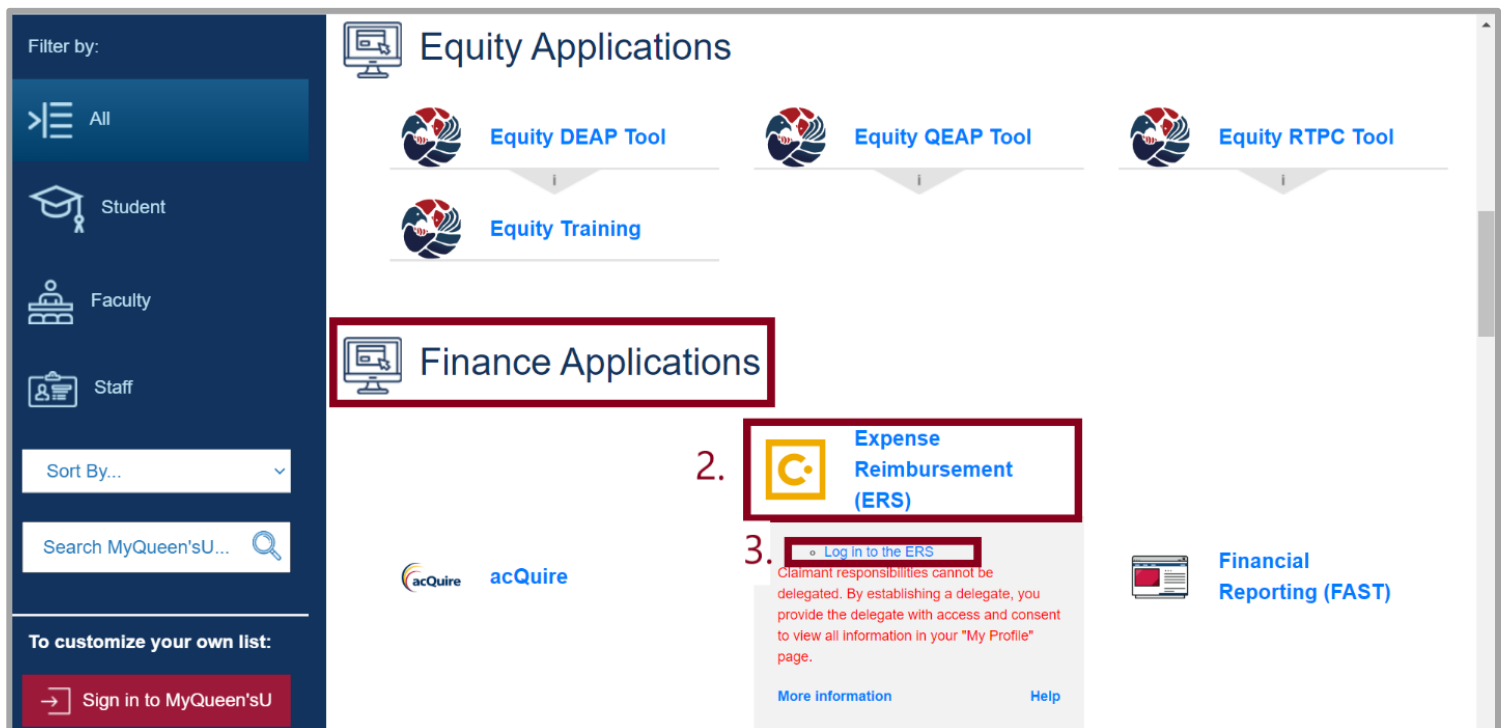
Claims are reviewed by the Finance Unit in the Dean's Office for budgetary and policy approval. Once complete, the claims are forwarded to the respective department heads to obtain one-over approval before being submitted to central finance for final processing.

Please direct all PER related questions to the following email address ([asc.finance@queensu.ca](mailto: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)**

SAP Concur Requests Expense Approvals App Centre Help

Profile

Queen's University  
Hello, Jenna

+ New    00 Required Approvals    00 Authorisation Requests    00 Available Expenses    00 Open Claims    00 Cash Advances

**ALERTS**

As a Queens University employee, you are eligible for a free **Triplt Pro** subscription. [Learn More and Activate](#) [No, thanks](#)

**COMPANY NOTES**

[Queen's University Travel & Expense Policy](#)  
Last revised February 20, 2017

[National Joint Council Rates](#)  
Maximum meal rates for Canada, USA, and International travel

[Canadian Sales Tax Calculator](#)  
Sales tax calculator for any province or territory in Canada

[Read more](#)

**MY TASKS**

00 Required Approvals → Great! You currently have no approvals.	00 Available Expenses → <b>4.</b> You currently have no available expenses.	<b>00</b> Open Claims → You currently have no open claims.
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5) Select **Create New Claim (Report)**

Manage Expenses Cash Advances ▾

Manage Expenses

ACTIVE CLAIMS **5.** Claim Library →

**Create New Claim**

THERE ARE NO ACTIVE EXPENSE CLAIMS.  
Click **Create New Claim** to create a new claim.

AVAILABLE EXPENSES

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

Manage Expenses Cash Advances ▾

## Create a New Expense Claim

Claim Header **6.**

Report Name **1**  Policy  Report Date  Business Purpose  Fund

Department  Project  Program  Class  For Research Related Travel/Expense Only - Traveler Affiliation

Comment  Report Key

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="button" value="Add"/> <input type="button" value="Remove"/>					

**7.**

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

## Dijkema - PER Claim

Delete Claim **9.**

Import Expenses Details • Receipts • Print / Email •

Date	Expense	Amount	Requested
<b>Adding New Expense</b>			
02/06/2020	d. Full Day (\$75.00) per diem Kingston, Ontario	CAD 300.00	CAD 300.00
02/06/2020	Hotel/Motel Comfort Inns, Kingston, Ontario	CAD 200.00	CAD 200.00

TOTAL AMOUNT **CAD 500.00** TOTAL REQUESTED **CAD 500.00**

New Expense

*To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.*

Recently Used Expense Types

- Hotel/Motel d. Full Day (\$75.00) per diem
- Lodging - no tax on receipt Guest Housing
- Taxi

All Expense Types

<b>01. Accommodations</b>	<b>...07. Per Diem (Canada)</b>
Guest Housing	d. Full Day (\$75.00) per diem
Hotel/Motel	e. Breakfast/Lunch (\$32.00) per diem
Lodging - no tax on receipt	f. Breakfast/Dinner (\$59.00) per diem
Other Accommodation Expense	g. Lunch/Dinner (\$59.00) per diem
<b>02. Transportation</b>	<b>08. Per Diem (US/INTL)</b>
Airline - (Canadian destinations only)	a. Breakfast (\$21.00) per diem
Airline - (International Destinations)	b. Lunch (\$21.00) per diem
Airline - (US destinations only)	c. Dinner (\$58.00) per diem
Boarding Pass	d. Full Day (\$100.00) per diem
Bus	e. Breakfast/Lunch (\$42.00) per diem

10) Select the **Accept and Submit** button

**Final Review** □ ×

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**User Electronic Agreement**

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All images attached to this report are a true, authentic representation of the original receipts or documents. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

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10. **Accept & Submit** Cancel

11) Choose Jenna Dijkema under Manager Approval drop down

12) Select the **Submit Claim** button

**Approval Flow for Claim: Dijkema - PER Claim** ×

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An approver matching your search criteria was not found. Please modify your search criteria.

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Manager Approval:

Dijkema ⚙️ **11.** + ×

Search Approvers By ▾

1st Processor:

+ ×

2nd Processor:

+ + ×

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12. **Submit Claim** Cancel