

A presentation by
Queen's University
Financial Services

Alternative formats for this presentation can be found on the Financial Services website.

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Financial Services

Expense Reimbursement System (ERS)

An Introduction to ERS

Expense Reimbursement System (ERS)



Expense Reimbursement System (ERS) is an integrated web-based expense management solution providing users with all the tools they need to create and submit:

- Employee reimbursements
- Travel expenses
- Requests for travel advances
- Cash advances for subject payments

Who uses the ERS?



Employees use the ERS to create, edit, and submit requests, employee reimbursements, and travel expense reports.

Supervisors/Managers (and others that have been authorized) use the ERS to review and approve requests and/or expense reports.

Financial Services uses the ERS to process payments, ensure compliance, and deliver business intelligence, including audit reports.

What are the benefits of the ERS?



Some of the benefits of the ERS include:

- Per diems (for non-Ontario government funded research travel)
- Faster payment times
- Automated calculation of foreign currency conversions
- Allocation of amounts to multiple ChartFields
- Delegation
- Available to users 24/7

How to access the ERS



To access the ERS:

- **Go to** the top right of [Queen's Home](#) page (or any Queen's webpage)
- **Select** the **MyQueensU/SOLUS** portal
- **Log in** using your **Employee NetID and Password**
- **Select** **My Applications** tab
- **Select** **Log in to the ERS** link under **Expense Reimbursement System**

Paper Claims vs. the ERS



Staff and faculty that have an outstanding travel advance issued from the paper process must clear the advance using the paper travel expense claim form located on the [Financial Services Forms](#) page.

Similarly, any advances issued through the ERS must be accounted for through the ERS.

Cash Advance in the ERS



Request module:

Cash Advance for travel

Expense module:

Cash Advance for research-related subject payment

Returning unused Cash Advance dollars?

Forward payment and the Cash Advance Return Receipt (located in 'Forms' tab on Financial Services website) to Financial Services before submitting the travel expense report (use a copy of the Financial Services signed receipt for your expense report).

Verify your email address



Verifying your email address is important.

When you verify your email address, Concur will associate information from that email address to your ERS account.

With your verified email address, you can forward your receipt images to receipts@concur.com and Concur will upload your receipts to your Available Receipts (Receipts Store).

To verify your email address navigate to:

Profile > Profile Settings > Personal Information > Email Addresses and follow the instructions. Please add any other email accounts you may submit receipts from, including any other Queen's email accounts.

Setting up Delegates



The Role of the Delegate

A delegate will be able to act on your behalf to prepare and submit Requests and Expenses, based on the selections you make.

The user can only assign the tasks that they are authorized to perform themselves (e.g. cannot assign approval rights if they are not an approver themselves).

Amounts and Locations

To prevent currency exchange calculations that are triggered based on Location, the Location field has been locked to Kingston ON for the following **Expense Types**:

- **US/Int'l Per Diems**
- **Guest Housing**

Travelers are entitled to the set amount in Canadian dollars (i.e. the set amount per university's Travel and Expense Reimbursement Policy).

Missing Receipt Affidavit



The Missing Receipt Affidavit Form

Only the traveler/end user can complete this form.

Delegates cannot prepare this form on behalf of the traveler/end user, and therefore will be unable to select the form.

The Missing Receipt Affidavit form can be found in the drop down menu '**Receipts**' on the page where expenses are entered.

Benefits of Mobile Access

Concur for Mobile is an extension of the full-featured, web-based service allowing travelers to create, edit, submit requests and expense reports from their mobile device(s).

Managers can review employees' expense reports and requests, and approve/reject reports from wherever they are located (i.e. while traveling).

How may we help you today?



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