

## EXAMPLE ONE: RECEIPT AMOUNT OVER \$300

If you have a receipt totaling more than \$300, you will need to use the "Itemize" function to designate the \$300 Conference Travel award.

Select the expense type, enter the information requested, and then select "Itemize".

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			
		TOTAL AMOUNT	TOTAL REQUESTED
		CAD 0.00	CAD 0.00

Make sure you select the same expense type.

Date	Expense Type	Amount	Requested
Adding New Itemization			
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 316.00
		TOTAL AMOUNT	TOTAL REQUESTED
		CAD 316.00	CAD 316.00

Enter \$300 in the amount field, check off the "Personal Expense" box, and enter "Covered by Conference Travel Award" under comment. Click "Save".

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 316.00

**Total Amount: CAD 316.00 | Itemized: CAD 0.00 | Remaining: CAD 316.00**

Expense Type: Registration/Seminars  
Transaction Date: 18/10/2017  
Business Purpose: Conference  
City of Purchase: Toronto, Ontario  
Payment Type: Claimant Paid  
Amount: 300.00 CAD  
 Personal Expense (do not reimburse)  
Comment: Covered by Conference Travel Award

**Save** **Cancel**

The system will ask you to choose the expense type again as there is a remaining balance on the item. Again, make sure you select the same expense type.

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 0.00
18/10/2017	Registration/Seminars	CAD 300.00	CAD 0.00

**Total Amount: CAD 316.00 | Itemized: CAD 300.00 | Remaining: CAD 16.00**

Expense Type: Choose an expense type

**Save** **Cancel**

Enter the remaining balance of the item in the amount field and click "Save".

Expenses

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 0.00
Adding New Itemization			
18/10/2017	Registration/Seminars	CAD 300.00	CAD 0.00
TOTAL AMOUNT		TOTAL REQUESTED	
CAD 316.00		CAD 0.00	

New Itemization

Total Amount: CAD 316.00 | Itemized: CAD 300.00 | Remaining: CAD 16.00

Expense Type: Registration/Seminars  
Transaction Date: 18/10/2017  
Business Purpose: Conference  
City of Purchase: Toronto, Ontario  
Payment Type: Claimant Paid  
Amount: 16.00  
Personal Expense (do not reimburse):   
Comment:

Save Allocate Cancel

As there is no remaining balance on the item, the system now brings you back to the new expense screen. You will notice that the "Total Requested" amount has been reduced by the \$300.

Expenses

Date	Expense Type	Amount	Requested
18/10/2017	Registration/Seminars Toronto, Ontario	CAD 316.00	CAD 16.00
18/10/2017	Registration/Seminars	CAD 300.00	CAD 0.00
18/10/2017	Registration/Seminars	CAD 16.00	CAD 16.00
TOTAL AMOUNT		TOTAL REQUESTED	
CAD 316.00		CAD 16.00	

New Expense

Expense Type:

Recently Used Expense Types

- Registration/Seminars

All Expense Types

- 01. Accommodations
  - Guest Housing
  - Hotel/Motel
- ...07. Per Diem (Canada)
  - b. Lunch (\$16.00) per diem
  - c. Dinner (\$43.00) per diem

## EXAMPLE TWO: RECEIPT AMOUNTS EQUAL TO OR LESS THAN \$300

If you do not have any receipts that total more than \$300, you will need to set one or more of your receipts (expenses) adding up \$300 to "Personal Expense" in the system

To designate an expense as personal, select the expense type and enter the information request, check off the "Personal Expense" box, enter "Covered by Conference Travel Award" in the comment box and click "Save".

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

TOTAL AMOUNT CAD 0.00

TOTAL REQUESTED CAD 0.00

New Expense

Available Receipts

Expense Type: Registration/Seminars

Transaction Date: 19/10/2017

Business Purpose: Conference

Enter Vendor Name: CSC

City of Purchase: Toronto, Ontario

Payment Type: Claimant Paid

Amount: 129.00 CAD

Personal Expense (do not reimburse)

Comment: Covered by Conference Travel Award

Save Attach Receipt Cancel

Continue to add expenses in this way, until you reach a total amount of \$300. If you do not have receipts that can be added up to \$300 easily, you can use the itemize function to split an expense. (See instructions below on how to itemize)

To itemize an expense, select the expense type and enter the information requested, then click "Itemize" instead of "Save".

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			
19/10/2017	Registration/Seminars CSC, Toronto, Ontario	CAD 129.00	CAD 0.00
19/10/2017	Bus Via Rail, Kingston, Ontario	CAD 149.95	CAD 0.00
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	CAD 12.00	CAD 0.00

TOTAL AMOUNT: CAD 290.95    TOTAL REQUESTED: CAD 0.00

New Expense

Expense Type: Dinner  
Transaction Date: 19/10/2017  
Business Purpose: Conference  
Enter Vendor Name: Curry Original  
City of Purchase: Toronto, Ontario  
Payment Type: Claimant Paid  
Amount: 18.64 CAD  
 Personal Expense (do not reimburse)  
Comment:

Save Itemize Allocate Attach Receipt Cancel

Make sure you select the same expense type.

Expenses

Date	Expense Type	Amount	Requested
Adding New Itemization			
19/10/2017	Registration/Seminars CSC, Toronto, Ontario	CAD 129.00	CAD 0.00
19/10/2017	Bus Via Rail, Kingston, Ontario	CAD 149.95	CAD 0.00
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	CAD 12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 18.64

TOTAL AMOUNT: CAD 309.59    TOTAL REQUESTED: CAD 18.64

New Itemization

Total Amount: CAD 18.64 | Itemized: CAD 0.00 | Remaining: CAD 18.64

Expense Type: Choose an expense type

Save Cancel

Enter the outstanding amount of the \$300 Conference Travel Award in the amount field (Example:  $300 - 129 - 149.95 - 12 = 9.05$ ), check off the "Personal Expense box", and enter "Covered by Conference Travel Award" under comment. Click "Save".

Date	Expense Type	Amount	Requested
19/10/2017	Registration/Seminars CSC, Toronto, Ontario	CAD 129.00	CAD 0.00
19/10/2017	Bus Via Rail, Kingston, Ontario	CAD 149.95	CAD 0.00
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	CAD 12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 18.64

TOTAL AMOUNT: CAD 309.59 | TOTAL REQUESTED: CAD 18.64

**Total Amount: CAD 18.64 | Itemized: CAD 0.00 | Remaining: CAD 18.64**

Expense Type: Dinner  
Transaction Date: 19/10/2017  
Business Purpose: Conference  
Enter Vendor Name: Curry Original  
City of Purchase: Toronto, Ontario  
Payment Type: Claimant Paid  
Amount: 9.05 CAD  
 Personal Expense (do not reimburse)  
Comment: Covered by Conference Travel Award

**Save** Cancel

The system will ask you to choose the expense type again as there is a remaining balance on the item. Again, make sure you select the same expense type.

Date	Expense Type	Amount	Requested
19/10/2017	Via Rail, Kingston, Ontario		
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	CAD 12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 0.00
19/10/2017	Dinner	CAD 9.05	CAD 0.00

TOTAL AMOUNT: CAD 300.00 | TOTAL REQUESTED: CAD 0.00

**Total Amount: CAD 18.64 | Itemized: CAD 9.05 | Remaining: CAD 9.59**

Expense Type: Choose an expense type

The itemization amounts do not add up to the expense amount. This itemized entry has sub-entries with one or more exceptions.

**Save** Cancel

Enter the remaining balance of the item in the amount field and click "Save".

**Expenses**

Date	Expense Type	Amount	Requested
19/10/2017	Via Rail, Kingston, Ontario		
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	CAD 12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 0.00
19/10/2017	Dinner	CAD 9.05	CAD 0.00
<b>TOTAL AMOUNT</b>		<b>CAD 300.00</b>	<b>CAD 0.00</b>

**New Itemization**

Total Amount: CAD 18.64 | Itemized: CAD 9.05 | **Remaining: CAD 9.59**

Expense Type: Dinner  
Transaction Date: 19/10/2017  
Business Purpose: Conference  
Enter Vendor Name: Curry Original  
City of Purchase: Toronto, Ontario  
Payment Type: Claimant Paid  
Amount: 9.59 CAD  
Personal Expense (do not reimburse):

**Save** Allocate Cancel

As there is no remaining balance on the item, the system now brings you back to the new expense screen. You will notice that the "Total Requested" amount has been reduced by the \$300.

**Expenses**

Date	Expense Type	Amount	Requested
19/10/2017	Registration/Seminars CSC, Toronto, Ontario	CAD 129.00	CAD 0.00
19/10/2017	Bus Via Rail, Kingston, Ontario	CAD 149.95	CAD 0.00
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	CAD 12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 9.59
19/10/2017	Dinner	CAD 9.05	CAD 0.00
19/10/2017	Dinner	CAD 9.59	CAD 9.59
<b>TOTAL AMOUNT</b>		<b>CAD 309.59</b>	<b>CAD 9.59</b>

**New Expense**

Expense Type:

**Recently Used Expense Types**

- Dinner
- Bus
- Taxi
- Registration/Seminars

**All Expense Types**

- 01. Accommodations
  - Guest Housing
  - Hotel/Motel
  - Lodging - no tax on receipt
  - Other Accommodation Expense
- ...07. Per Diem (Canada)
  - b. Lunch (\$16.00) per diem
  - c. Dinner (\$43.00) per diem
  - d. Full Day (\$75.00) per diem
  - e. Breakfast/Lunch (\$32.00) per diem
  - f. Breakfast/Dinner (\$59.00) per diem
  - g. Lunch/Dinner (\$59.00) per diem
- 02. Transportation
  - Airline - (Canadian destinations only)

## DESIGNATE DAWN FREE AS APPROVER

All ERS reimbursements that have a conference travel award associated with it must indicate the Department Head as the approver.

To designate Dawn Free as the approver, click on the down arrow beside the "Details" tab and select "Approval Flow".

The screenshot displays the 'Details' dropdown menu for an expense entry. The menu options are: Report, Report Header, Totals, Audit Trail, Approval Flow (circled in red), and Comments. Below the menu, the 'Expenses' table is visible, showing a list of expenses with columns for Date, Expense Type, Amount, and Requested. The 'Adding New Itemization' section is also visible, showing a table with columns for Date, Expense Type, Amount, and Requested.

Expense Type	Date	Amount
Dinner	19/10/2017	CAD 9.00
Dinner	19/10/2017	CAD 18.60

Date	Expense Type	Amount	Requested
19/10/2017	Registration/Seminar CSC, Toronto, Ontario	29.00	CAD 0.00
19/10/2017	Bus Via Rail, Kingston, Ontario	49.95	CAD 0.00
19/10/2017	Taxi Amey's Taxi, Kingston, Ontario	12.00	CAD 0.00
19/10/2017	Dinner Curry Original, Toronto, Ontario	CAD 18.64	CAD 9.59

Date	Expense Type	Amount	Requested
19/10/2017	Dinner	CAD 9.05	CAD 0.00
19/10/2017	Dinner	CAD 9.59	CAD 9.59

In the Approval Flow dialog box, enter "Free" under the "Manager Approval" and select "Free, Dawn" ([freed@queensu.ca](mailto:freed@queensu.ca)), then click "Save Workflow".

### Approval Flow for Report: Test ×

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Manager Approval:

+ ×

**Free, Dawn ([freed@queensu.ca](mailto:freed@queensu.ca))**

▼

+ ×

2nd Processor :

+ + ×

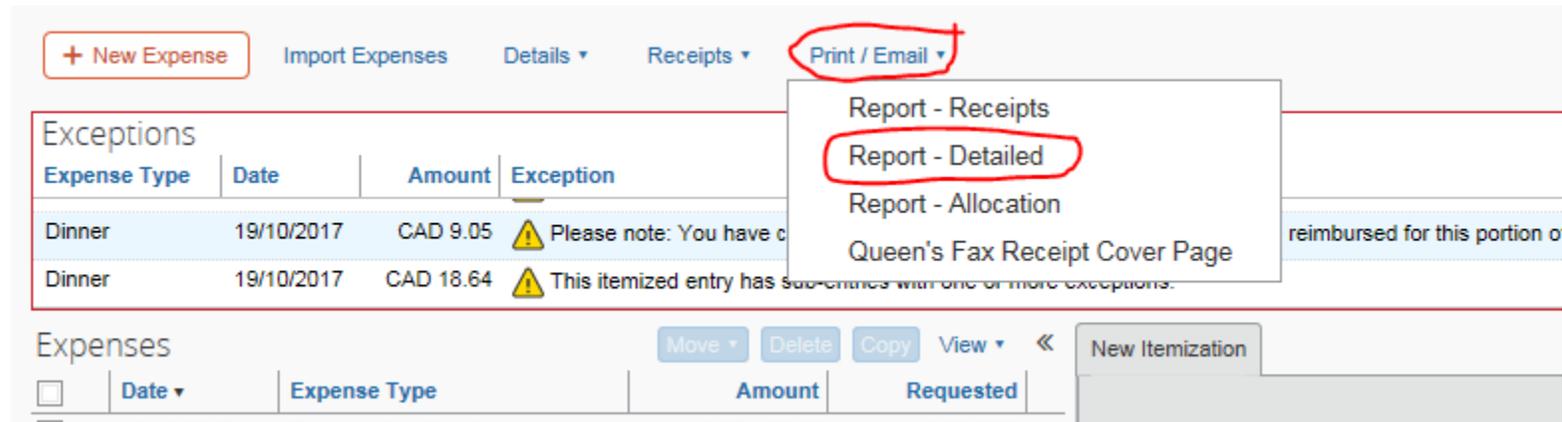
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Submit Report **Save Workflow** Cancel

## PRINT EXPENSE REPORT FOR SUBMISSION

Please submit a printout of your expense report, and submit it along with all original receipts and a signed CTA Claim form to the Graduate Assistant after submitting your expense report through the ERS system.

To print a copy of your expense report, click on the down arrow beside the "Print/Email" tab, and select "Report - Detailed".

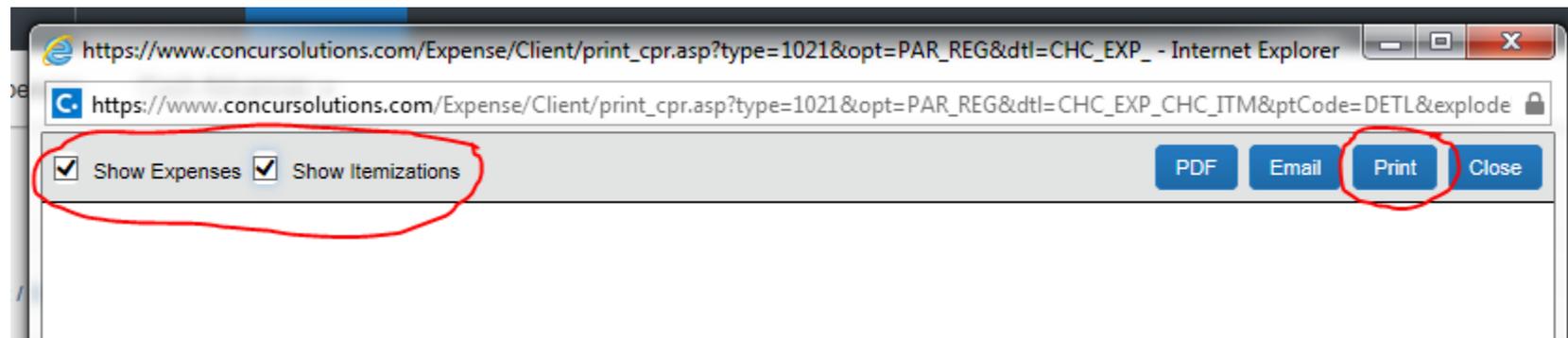


The screenshot shows the ERS system interface. At the top, there are navigation tabs: "+ New Expense", "Import Expenses", "Details", "Receipts", and "Print / Email". The "Print / Email" tab is selected and has a dropdown menu open. The dropdown menu contains the following options: "Report - Receipts", "Report - Detailed", "Report - Allocation", and "Queen's Fax Receipt Cover Page". The "Report - Detailed" option is circled in red. Below the navigation tabs, there is a table titled "Exceptions" with columns: "Expense Type", "Date", "Amount", and "Exception". The table contains two rows of data:

Expense Type	Date	Amount	Exception
Dinner	19/10/2017	CAD 9.05	⚠ Please note: You have c
Dinner	19/10/2017	CAD 18.64	⚠ This itemized entry has sub-entries with one or more exceptions.

Below the "Exceptions" table, there is a table titled "Expenses" with columns: "Date", "Expense Type", "Amount", and "Requested". The "Show Expenses" and "Show Itemizations" checkboxes are checked. The "Print" button is circled in red.

Ensure that both "Show Expenses" and "Show Itemizations" are checked off, then click "Print".



The screenshot shows the ERS system interface in a web browser. The address bar shows the URL: [https://www.concursolutions.com/Expense/Client/print\\_cpr.asp?type=1021&opt=PAR\\_REG&dtl=CHC\\_EXP\\_-](https://www.concursolutions.com/Expense/Client/print_cpr.asp?type=1021&opt=PAR_REG&dtl=CHC_EXP_-). The page content shows the "Show Expenses" and "Show Itemizations" checkboxes checked. The "Print" button is circled in red.