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".

Make sure you select the same expense type.

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

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.

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

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.

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".

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".

Make sure you select the same expense type.

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".

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.

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

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.

All ERS reimbursements that have a conference travel award associated with it must be 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".

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

Approval Flow for Report: Test ✕

Manager Approval:

free,

Free, Dawn (freed@queensu.ca)

Search Approvers By

2nd Processor :

Submit Report   Save Workflow   Cancel

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".
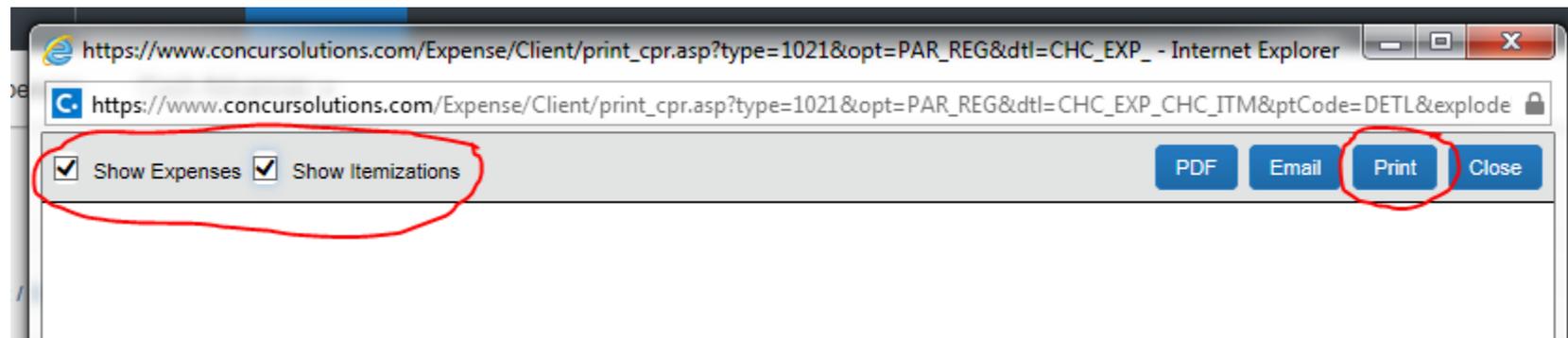

Ensure that both "Show Expenses" and "Show Itemizations" are checked off, then click "Print".