

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

Move Delete Copy View

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
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 Available Receipts

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:

Buttons: Save, **Itemize**, Allocate, Attach Receipt, Cancel

Make sure you select the same expense type.

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 18.64

TOTAL AMOUNT: CAD 309.59 TOTAL REQUESTED: CAD 18.64

New Itemization Available Receipts

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

Expense Type: Choose an expense type

Buttons: 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".

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 18.64

Adding New Itemization

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: 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.

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

Adding New Itemization

19/10/2017 Dinner CAD 9.05 CAD 0.00

TOTAL AMOUNT: CAD 300.00 | TOTAL REQUESTED: CAD 0.00

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

New Itemization

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

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
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

Adding New Itemization

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

TOTAL AMOUNT: CAD 300.00
TOTAL REQUESTED: CAD 0.00

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):

Buttons: 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

TOTAL AMOUNT: CAD 309.59
TOTAL REQUESTED: CAD 9.59

New Expense

Expense Type:

Recently Used Expense Types:

- Dinner
- Taxi
- Bus
- Registration/Seminars

All Expense Types:

- 01. Accommodations
 - Guest Housing
 - Hotel/Motel
 - Lodging - no tax on receipt
 - Other Accommodation Expense
- 02. Transportation
 - Airline - (Canadian destinations only)
- ...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