

Northern Ontario School of Medicine École de médecine du Nord de l'Ontario  $\dot{P} \cdot \nabla \cap \Delta^{*} \dot{q}^{3} \cup \dot{z} \dot{D}$ L""PP:  $\Delta \Delta^{*} \dot{d} \cdot \Delta^{*}$ 

# Electronic Expense Reimbursement Submission

Edited for Rehabilitation Studies Learners

# Preparing for Submission

# **Complete Supporting Documentation**

An applicable supporting document must be completed for reimbursement of the expense(s) being claimed. To download a copy of a supporting document, use the ellipses ('...') and click 'Download'





**NOTE:** Supporting documents may vary by program. Be sure to select the correct form for completion and include as an attachment during the submission process.

# Travel Expense Summary



# Cheque Requisition (only use if submitting parking charges)

Northern Ontario School of Medicine	CHEQUE REQUISITION (TO BE USED FOR NON-TRAVEL E OR NON-INCOME RELATED EXPE To avoid processing delays, please ensure the foll All fields are properly completed. Proper authorization for the budget code and the signing limits as set out in the NOSM policy on financial delega Cheque requisitions payable to oneself are authorized b Original receipts showing purchase details are attached	EXPENSES INSES authority ted authority. y your supervisor	DATE STAMP HERE	VOUCHER #
PAY TO:		PAYMENT INFORMA	ATION:	
Mr Frec	I Flinstone COMPANY	UME SUBMITTING UNIT	2017 / 10 / 19 (YYYY) (MM) (DD)	
(All NOSM com	AULT ADDRESS munication will be sent to this address)	Betty Rubble	1234 EXT	
1234 Cobbleston	e Way	\$500.00	CDN. OTHER:	
Bedrock	ON P7B 5E1 PROV POSTAL COME	CHEQUE AMOUN	IT SPECIFY CURRENCY	

#### **Prepare Receipts & Supporting Documentation**

Electronic images of all receipts and/or additional supporting documentation must be included for the expense(s) being claimed. These images can be created using various devices such as scanners, digital cameras, smart phone cameras, iPads, etc. The electronic images must be included as attachments during the submission process.



NOTE: Receipts must be legible and show complete itemized details of expense(s).



# **Provide or Change Direct Deposit Information**

To receive reimbursement of expenses via electronic deposit, the Finance Unit requires a completed Personal Direct Deposit Information form or a Corporate Direct Deposit Information form.



**NOTE:** A new form is required only if one was not previously submitted to Finance (Accounts Payable) or to change information that is currently on file.

\*\*Line of credit accounts are not acceptable – must be either a chequing or savings account\*\*

#### Personal Direct Deposit

Northern Ontario School of Medicine	PERSONAL DIRECT DEPOSIT	Internal Use Only
PERSONAL INFORMATION		
Mr. Fred PREFIX FIRST NAME, MIDDLE NA 123 - 456	Flinstone SURNAME - 789 1900 /	Manager TITLE/POSITION
SOCIAL INSURANCE NUN	IBER DATE OF BIRTH (1	YYYY/MM/DD)
CONTACT INFORMATION		
( <u>111</u> ) <u>111</u> - <u>1111</u> HOME PHONE		(333) 3333 - 3333 CELL PHONE
ADDRESS 1		ADDRESS 2
NOTE: If listing two addresses	s, please identify a default as all NOSM Comm	nunication will be sent to this address.

# Access myNOSM – Expense Reimbursement

From the NOSM homepage, click on myNOSM:



From the MyNOSM menu, select Expense Reimbursement:

My <b>NOSM</b> ₽	Learners Elentra Expense Reimbursement Intranet myAssesments myCurriculum myEvaluations one45 PaNDa	Staff Colleague UI Elentra Expense Reimbursæment myAssessments myData myEvaluations myEvents PaNDa Qualtrics WebAdvisor	Faculty Elentra Expense Reimbursement Intranet myAssessments myCurriculum myEvaluations one45 WebAdvisor	Campus Services Campus Maps IT Helpdesk Library	General myMail Directory Human Resources Qualtrics Webcasts Webex
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Enter your NOSM (PaNDa) Credentials you received at the beginning of your placement. @nosm.ca must be appended to your username

Microsoft	
Sign in	
username@nosm.ca	
Can't access your account?	
Sign-in options	
	Next

The NOSM login page will appear with username populated from the previous page. Enter your NOSM (PaNDa) password.

-	Northern Controls Finde & medicine Finde & medicine Avrus & Chubb L'TH: A A'dia A'
5	Use your NOSM username and password to login
( Carina	myusername@nosm.ca
	Password
	Sign in

Note: @nosm.ca denotes a NOSM username. This does not indicate an email address.

# **Review and Submit**

Follow the steps on the submission page:

Expense Reimbursement
Submission Steps:
<ol> <li>Download a copy and complete the applicable supporting document for the expense(s) being claimed.</li> <li>*Forms below cannot be edited online using your web browser.*</li> </ol>
For travel related expenses and in accordance with supporting policy. Travel Expense Summary
For non-travel or non-income related expenses and in accordance with any supporting policy. Cheque Requisition
For income related payments and in accordance with any supporting policy. Request for Payment
For requesting a refund of PGE registration fees in accordance with guidelines outlined in PGE handbook. PGE Resident Registration Fee Refund
For Physician Assistant Program travel related expenses and in accordance with supporting policy. Physician Assistant Program Travel Expense Statement
2. Create and save electronic images of any receipts etc. to support the expense(s) being claimed.
3. Click on 'Ready to Submit' below.
Ready to Submit
<ul> <li>User guide for the Expense Reimbursement submission process.</li> <li>Electronic Expense Reimbursement Submission</li> </ul>
<ul> <li>Supporting documents require a full version of Microsoft Office. NOSM staff, faculty and residents are licensed to use Microsoft Office. Instructions for Obtaining Office 365</li> </ul>

• A personal direct deposit form is required if one has not been previously submitted or to change information currently on file with Finance - Accounts Payable. Personal Direct Deposit

#### **Expense Reimbursement Form & Attachments**

 Complete the Expense Reimbursement web form by filling in all the required fields and making the applicable selections from the drop down menus for the type of expense(s) being claimed.
 Fields may be different dependent on Payee Type selected.

# Payee Type:

-Visiting Canadian Postgraduate

#### Program:

-Rehabilitation Studies (University of Ottawa, Queens, University of Toronto or Western University)

- Northern Studies Stream (McMaster University Students only)

#### **Reimbursement Type:**

- -Travel travel reimbursements
- -Cheque Requisition Only if Submitting for Lakehead University Residence Parking Charges

# Funding Type:

- Program Most submissions will select this item
- Housing only if you have Lakehead University Residence Parking Charges, Submit them to housing. Do not submit travel claims to this as they will be rejected.

Here is an example of of a Rehabilitation Studies Learner who is submitting for travel.

Payee Information			
Рауее Туре	Visiting Canadian Postgraduate	Program Name	Rehabilitation Studies •
Reimbursement Type	Travel •	Funding Type	Program 🔻

Here is an example of of a Rehabilitation Studies Learner who is submitting for Lakehead Parking Charges.

Payee Information			
Payee Type Reimbursement Type	Visiting Canadian Postgraduate   Cheque Requisition	Program Name Funding Type	Rehabilitation Studies   Housing

 Click on the Attachments button to add all necessary documentation and electronic images to support the claim for reimbursement of expenses. The Manage Attachments window will open. Click on the Add button to browse to the location where the documents are saved. Once all the necessary attachments have been added click on the OK button.

Manage Attachments				
Cheque Requisition Example.xlsx	64 KB	^		
Supporting Receipt_1.pdf	96 KB			
Supporting Receipt_2.png	39 KB	~		
Add	ОК	Cancel		

• The number of attachments added will now appear at the bottom of the web form. Review to ensure this is correct and click on the Submit Form button.

Submitter Acknowledgement
Submitter is required to keep all original reciepts for a period of 24 months from the date of submission and may be required to produce the original reciepts upon request of the Finance Unit.
☑ lagree
Attachments (3) Submit Form

• A message will appear on your screen advising that your claim has been successfully submitted.

# **Email and Tracking Information**

Information and tracking information for expense claims submitted will be sent via email as follows:

#### Acknowledgment Email

An email will be sent to the email address populated on the web form acknowledging receipt of the expense reimbursement claim submission and providing the submitter with a tracking number. This tracking number can be used for any inquiries regarding the claim.



#### **Received in Finance Email**

Once an expense reimbursement claim has been submitted it will automatically route to the appropriate person for review and approval. If the approver is satisfied with the submission and applies their approval to the claim it will then be routed to the Finance Unit for processing and payment. A submitter will receive an email advising when the claim has reached Finance.



**NOTE:** Finance processing may take up to 10 business days after receipt of the approved claim. This time may be lengthened if there are any errors or omissions in the submission.



#### **Processing Delay Email**

An expense reimbursement claim can be sent back to the approving unit by the Finance unit if they require further clarification. If a claim is sent back, the submitter will receive an email advising them their claim was sent back for further review and no action is required on their part.



**NOTE:** The 10-business day processing time starts when a complete claim is received in Finance.



# **Rejection Email**

An expense reimbursement claim can be rejected by an approver or by the Finance unit. If a claim is rejected the submitter will receive an email indicating who has rejected the claim and the reason for the rejection.



**NOTE:** A rejected claim can be corrected and re-submitted. This starts the process over and the submission will be treated as a **NEW** claim and will be issued a **NEW** tracking number.

