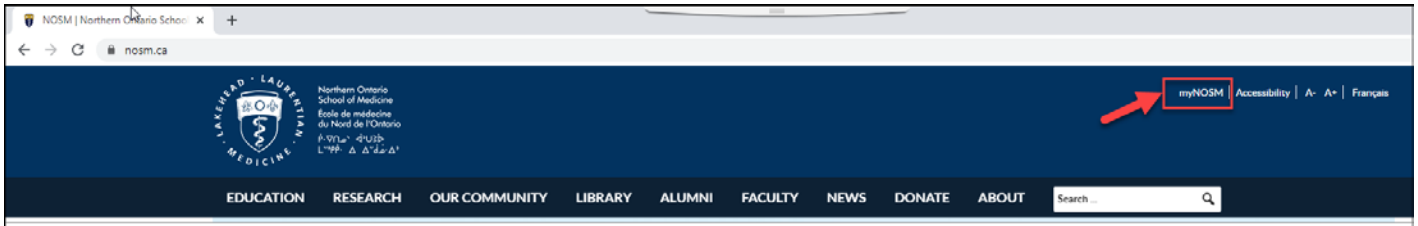
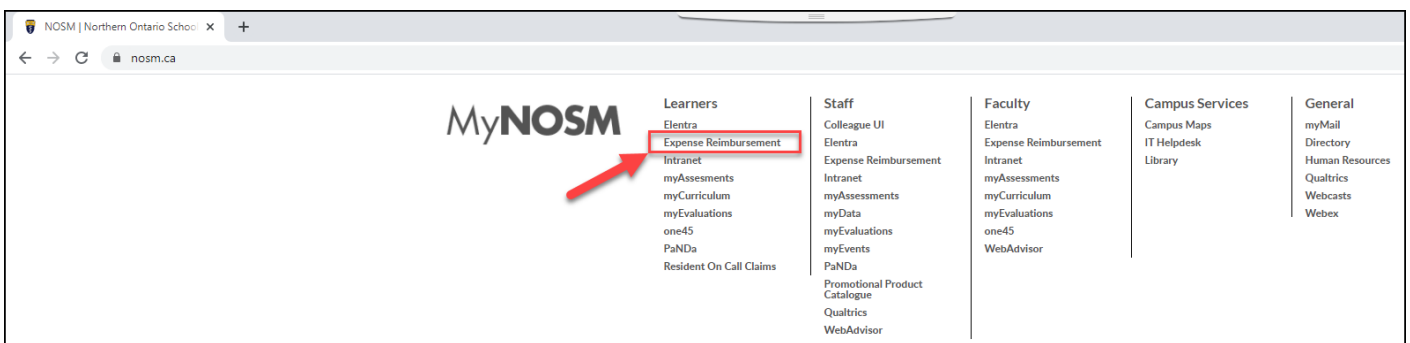


To submit a claim for parking reimbursement, please follow the steps below:

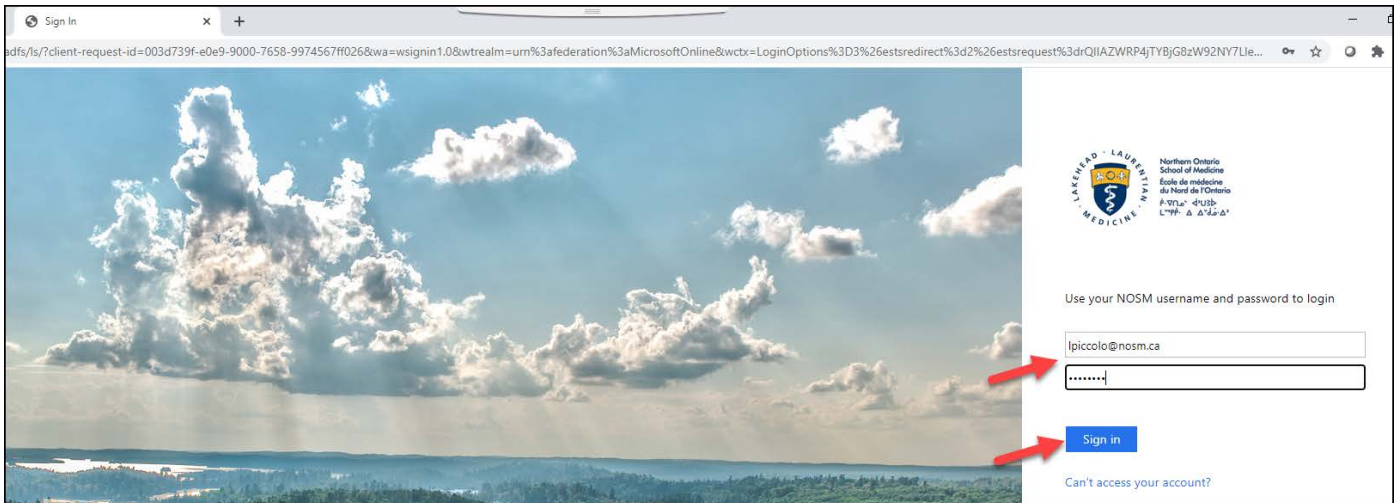
Access MyNOSM from the nosm.ca website.



Select the Expense Reimbursement link under the Learner tab.



Login using your NOSM credentials.



On the Expense Reimbursement page, complete an electronic copy of the cheque requisition and direct deposit form (if one has not been previously provided to NOSM). Save electronic copies of the documents and any supporting receipts and click on the 'Ready to Submit' link.


The screenshot shows the NOSM SharePoint interface for the Expense Reimbursement page. The page title is "Expense Reimbursement" and it includes a navigation menu with options like "SharePoint Online", "SharePoint Home", "Organization", "Committees and Groups", and "Projects". The left sidebar lists various document categories, with "Expense Reimbursement" selected. The main content area is titled "Submission Steps:" and contains three numbered instructions:

- 1. Download a copy** and complete the applicable supporting document for the expense(s) being claimed. ***Forms below cannot be edited online using your web browser.***
 - 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.

The "Ready to Submit" button is circled in red. Below the instructions, there are three additional links:

- User guide for the Expense Reimbursement submission process. [Electronic Expense Reimbursement Submission](#)
- 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](#)
- 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](#)

Complete the Expense Reimbursement web form as shown, attach any forms and receipts and submit the form. **Please note the Payee Type to be used for the parking submissions.**



Expense Reimbursement

Payee Information

1. Select 'Staff, Faculty, Other' from the drop down menu.

PLEASE NOTE: This payee type selection is for the parking submissions ONLY. Any future academic reimbursements will fall under the payee type associated with your academic program.

2. Select cheque requisition from the drop down menu.

3. Select Joe Lipinski from the drop down menu. He is the Director of Finance and will approve the parking claims.

4. Complete the First Name, Last Name, Reimbursement Amount and Contact Email fields.

Payee Type: Staff, Faculty, Other

Reimbursement Type: Cheque Requisition

Signing Authority 1: Lipinski, Joe Filter:

Signing Authority 2: -----select----- Filter:

Signing Authority 3: -----select----- Filter:

First Name: Barney

Last Name: Rubble

Middle Name:

Reimbursement Amount: 118.00 Use format: 9999.99 two decimals and no commas.

Contact Email: brubble@nosm.ca
(Used for notification)

Alternate Contact Information (optional)

Name:

Phone: Include ten digits

Email:
(Used for notification)

Submission Checklist

- Attach appropriate supporting expense form (Travel Expense Summary, Cheque Requisition etc.)
- Attach images of original receipts or any supporting documentation.
- Ensure that expenses submitted are in accordance with any NOSM related policies.

Submitter Acknowledgement

Submitter is required to keep all original receipts for a period of 24 months from the date of submission and may be required to produce the original receipts upon request of the Finance Unit.

I agree

5. Read the submitter acknowledgment and click on the 'I agree' check box.

6. Click on the attachments button to add the saved documents and receipts.

Attachments
Submit Form

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Manage Attachments

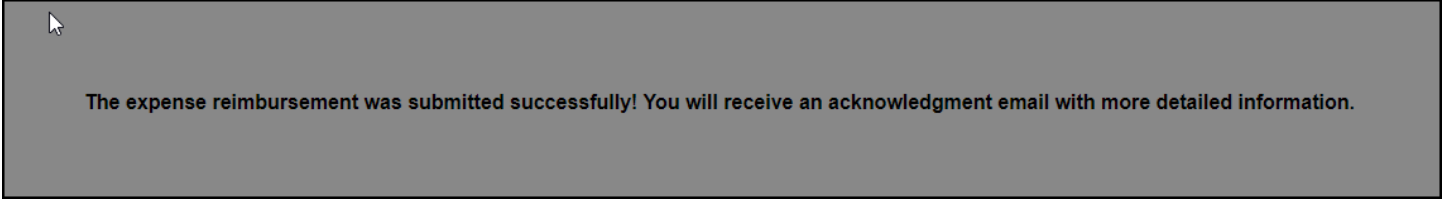
<input checked="" type="checkbox"/>	LU Parking Receipt.pdf	189 KB
<input checked="" type="checkbox"/>	Chq Requisition_Parking.pdf	189 KB
<input checked="" type="checkbox"/>	Direct Deposit_BRubble.pdf	189 KB

Add as many documents as required and click on OK when complete.

The number of attachments will now show. If correct, click on 'Submit Form' button

Attachments (3)
Submit Form

The following message should appear after you have submitted.



The expense reimbursement was submitted successfully! You will receive an acknowledgment email with more detailed information.

You will receive a tracking number for your claim and status updates at the email provided on the web form. If you have any questions or concerns regarding your claim, please contact accountspayable@nosm.ca and supply the tracking number provided.