



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 the supporting document go to the Expense Reimbursement page. <https://nosm.sharepoint.com/sites/ExpenseReimbursement/SitePages/Expense-Reimbursement.aspx>


The screenshot shows the NOSM SharePoint site for Expense Reimbursement. The page has a dark blue header with the NOSM logo and a search bar. Below the header, there are navigation links: NOSM Intranet Home, Portfolios, Committees and Groups, and Projects. The main content area is titled 'Expense Reimbursement' and includes a 'Welcome!' message. It prompts the user to 'Please choose which type of claim you wish to submit.' and provides five options, each with an icon and a label: 'Travel Related Expenses' (airplane icon), 'Non-Travel or Non-Income Related Expenses (Cheque Requisition)' (shopping bag icon), 'Income Related Expenses (Request for Payment)' (money icon), 'PGE Registration Fees Refund' (document icon), and 'Physician Assistant Program Travel Expenses' (stethoscope icon).



**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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1		<b>Message</b>	<b>You have successfully included 5 items totalling \$636.22.</b>																			
2		<b>Details</b>	If this is all your claim items, forward your claim to the appropriate individual for review and approval.																			
3			If this is not all your items, continue completing '6.0 Meals' and '7.0 Other Expenses'.																			
4																						
5																						
6																						
7																						
8																						
9																						



**TRAVEL EXPENSE SUMMARY**

For Mr. Barney Rubble's domestic round-trip travel from Thunder Bay to Sudbury  
From January 13, 2014 to January 15, 2014 (3 days, 2 nights)  
For: 'Academic session'

**Authorized submissions to:**


NOSM at Lakehead, Finance - BSC  
955 Oliver Road  
Thunder Bay, ON P7B 5E1

**-or-**

NOSM at Laurentian, Finance - MSE  
935 Ramsey Lake Road  
Sudbury, ON P3E 2C6

**Questions & Inquiries:** [accounts payable@nosm.ca](mailto:accounts payable@nosm.ca)

## Cheque Requisition (only use if submitting parking charges)

PAY TO:		PAYMENT INFORMATION:	
<div><b>CHEQUE REQUISITION</b> <b>( TO BE USED FOR NON-TRAVEL EXPENSES OR NON-INCOME RELATED EXPENSES )</b> To avoid processing delays, please ensure the following:<ul style="list-style-type: none"><li>All fields are properly completed.</li><li>Proper authorization for the budget code and the signing authority limits as set out in the NOSM policy on financial delegated authority.</li><li>Cheque requisitions payable to oneself are authorized by your supervisor</li><li>Original receipts showing purchase details are attached.</li></ul></div>		<div>DATE STAMP HERE</div> <div>INVOICE #: CK</div> <div>Finance Use Only</div>	
<div>Mr <b>Fred Flinstone</b> PREFIX NAME/COMPANY</div> <div><input type="checkbox"/> THIS IS MY DEFAULT ADDRESS (All NOSM communication will be sent to this address)</div> <div><b>1234 Cobblestone Way</b> ADDRESS</div> <div><b>Bedrock</b> <b>ON</b> <b>P7B 5E1</b> CITY PROV POSTAL CODE</div>		<div>UME <b>2017 / 10 / 19</b> SUBMITTING UNIT (YYYY) (MM) (DD)</div> <div><b>Betty Rubble</b> <b>1234</b> CONTACT EXT</div> <div><div><b>\$500.00</b></div><div><input checked="" type="checkbox"/> CDN. <input type="checkbox"/> OTHER: <input type="checkbox"/> U.S.</div></div> <div>CHEQUE AMOUNT SPECIFY CURRENCY</div>	
Payable to:		Payable to:	

## 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).

**AEROPORT INTERNATIONAL**  
THUNDER BAY  
INTERNATIONAL AIRPORT  
www.tbairport.on.ca

\*\*\* TICKET \*\*\*  
LANE/ODIE: West 2 Pay Station  
Entered/Arrives:  
2014/03/19 11:45

Ticket/Billets: 73003993  
Dur/Duree: 51:58:28  
Paid On/Paye Le:  
2014/03/21 15:39

Paid/Paye: \$ 28.75  
Original Fee: \$ 28.75  
HST: \$ 3.31  
Change: \$ 0.00  
SC: \$ 0.00

Merchant ID: 00351395  
\*\*\*\*\*6562 Suiped  
DEBIT  
Chequing  
Purchase 14/03/21 15:39:51  
Seq# 000002 006  
Auth# 167866  
APPROVED

DATE 03/19/14 NO. 1953  
MONTH DAY YEAR

PHONE \_\_\_\_\_  
CHARGE TO NAME OF PERSON/COMPANY \_\_\_\_\_

CARD NO. \_\_\_\_\_ EXP. \_\_\_\_\_ COOL. \_\_\_\_\_  
FROM Air Port TO Holiday Inn

PAY BY ☒ CHEQUE ☐ CASH ☐ CREDIT ☐ OTHER

TIME HR MIN ☐ AM ☐ PM  
AMOUNT \$ 45.00  
TIP \$ 4.50  
TOTAL \$ 49.50

DRIVER NAME \_\_\_\_\_ CAR NO. \_\_\_\_\_

**SUDBURY CAB**  
SECURE AND EFFICIENT TAXI SERVICE  
P. 705-626-7968 F. 705-605-3288 T. 1-800-669-9833  
sudburycab@hotmail.com  
JUST A CALL AWAY

Owned by Topper's Pizza  
Order: 381  
Store: 3 03/19/2014 19:47  
Order was taken by: WEB SITE

JEN DUMOND  
\*\*\* New Customer \*\*\* (807)621-5217  
1696 Regent St  
Apt: RM366,  
SUDBURY ON  
Zone: LC0057  
Cross Street: HOLIDAY

**DELIVERY**  
\*\* ONLINE ORDER \*\*

1 SM- HAWAIIAN  
NOTES: Holiday Inn R  
m 366 11.50

MESSAGE  
Brygid Address:  
1696 REGENT ST  
Apt: RM366.

Sub tot: 11.50  
Del.Chg: 3.00  
HST ID#: 823590528RT0001 HST: 1.89

\*\*\* Foreign Currency \*\*\*  
\*\*\* Total: 18.21 \*\*\*  
\*\*\* Rate: 0.90:1 USD \*\*\*

Tip: 1.63  
TOTAL: 19.84

Card: DEBIT CARD  
Name: \_\_\_\_\_

**Hampton**  
HAMPTON INN SUDBURY  
2280 REGENT ST  
SUDBURY, ON P3E 0B4  
Canada  
TELEPHONE 705-523-5200 • FAX 705-523-5209  
Reservations  
www.hilton.com or 1 800 HILTONS

Barney Rubble  
303 Cobblestone Way  
Bedrock, LA  
70777

Room No: 410/SXQL  
Arrival Date: 1/12/2014 11:40:00 PM  
Departure Date: 1/14/2014  
Adult/Child: 1/0  
Cashier ID: PICARDK/KAREN  
Room Rate: 118.15  
AL:  
HH #  
VAT #  
Folio No/Che 347 A

Confirmation Number: 85593941

HAMPTON INN SUDBURY 1/13/2014 1:36:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
1/6/2014	Advance Deposit VS	KRESSM	431465			
1/12/2014	GUEST ROOM	DEBMAC	432228	\$118.15		
1/12/2014	HST	DEBMAC	432228	\$15.36		
1/13/2014	GUEST ROOM	PICARDK	432382	\$118.15		
1/13/2014	HST	PICARDK	432382	\$15.36		
						\$0.00

EXPENSE REPORT SUMMARY

	1/12/2014	1/13/2014	STAY TOTAL
ROOM AND TAX	\$133.51	\$133.51	\$267.02
DAILY TOTAL	\$133.51	\$133.51	\$267.02

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

CREDIT CARD DETAIL

APPR CODE	032549	MERCHANT ID	000100682400
CARD NUMBER	VS	EXP DATE	08/14
TRANSACTION ID		TRANS TYPE	Sale

## 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\*\****

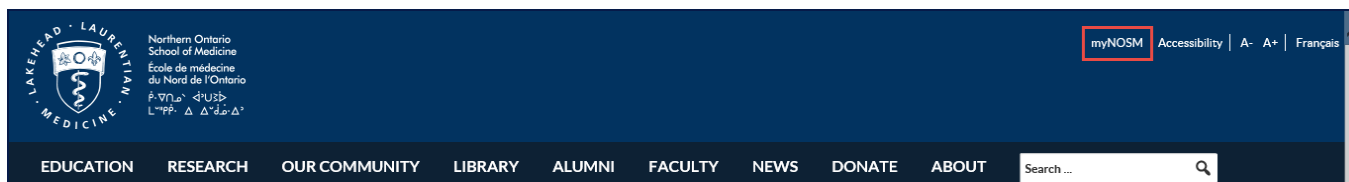
### Personal Direct Deposit

LAKESHORE • LAURENTIAN • MEDICINE •		Northern Ontario School of Medicine		PERSONAL DIRECT DEPOSIT INFORMATION		Internal Use Only	
<b>PERSONAL INFORMATION</b>							
Mr.	Fred	Flinstone	Manager				
PREFIX	FIRST NAME, MIDDLE NAME	SURNAME	TITLE/POSITION				
123 - 456 - 789		1900 / 01 / 01					
SOCIAL INSURANCE NUMBER		DATE OF BIRTH (YYYY/MM/DD)					
<b>CONTACT INFORMATION</b>							
( 111 )	111 - 1111	( 222 )	222 - 2222	( 333 )	3333 - 3333		
HOME PHONE	WORK PHONE	CELL PHONE					
<b>ADDRESS 1</b>				<b>ADDRESS 2</b>			
<b>NOTE:</b> If listing two addresses, please identify a default as all NOSM Communication will be sent to this address							

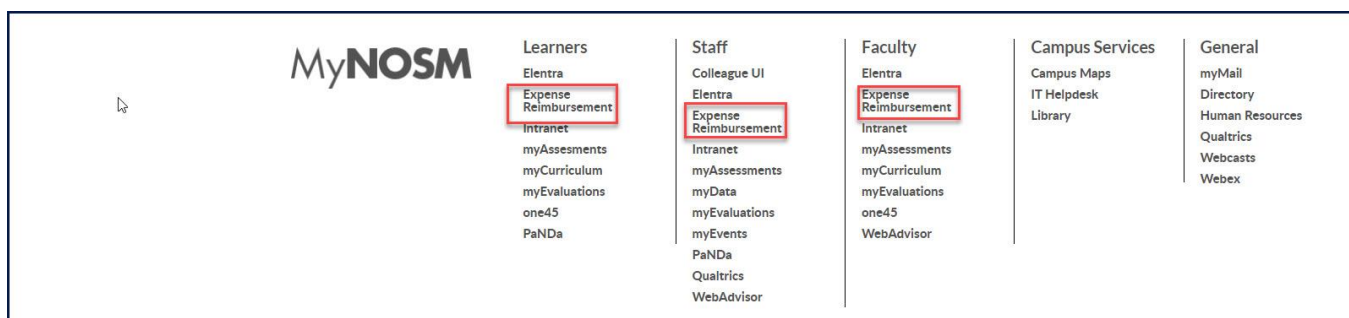
## Submitting an Electronic Claim

### Access myNOSM – Expense Reimbursement

From the NOSM homepage, click on myNOSM:



From the MyNOSM menu, select Expense Reimbursement:



Enter your NOSM (PaNDa) Credentials you received at the beginning of your placement. **@nosm.ca must be appended to your username**



Sign in

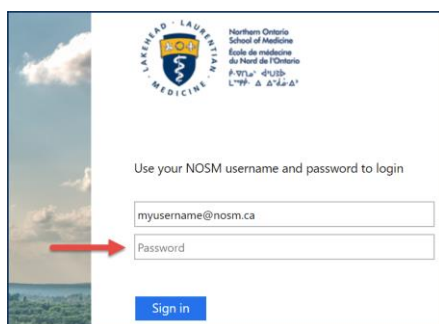
username@nosm.ca

[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.



**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:

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.

#### Ready to Submit

- 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](#)

## 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.

### Portfolio:

- Postgraduate Medical Educational and Health Sciences (PGME and HSP)

### Payee Type:

- HS & IPE Learner

### 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.

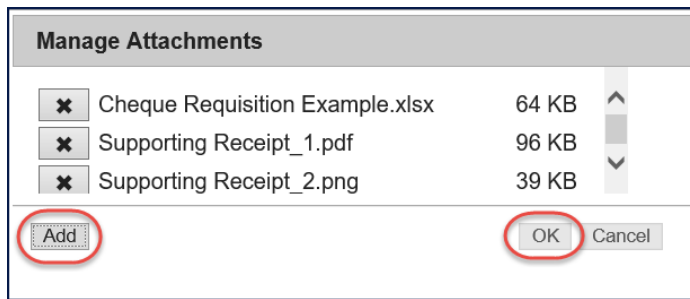
Payee Information			
Payee Type	<input type="text" value="Visiting Canadian Postgraduate"/>	Program Name	<input type="text" value="Rehabilitation Studies"/>
Reimbursement Type	<input type="text" value="Travel"/>	Funding Type	<input type="text" value="Program"/>

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

Payee Information			
Payee Type	<input type="text" value="Visiting Canadian Postgraduate"/>	Program Name	<input type="text" value="Rehabilitation Studies"/>
Reimbursement Type	<input type="text" value="Cheque Requisition"/>	Funding Type	<input type="text" value="Housing"/>



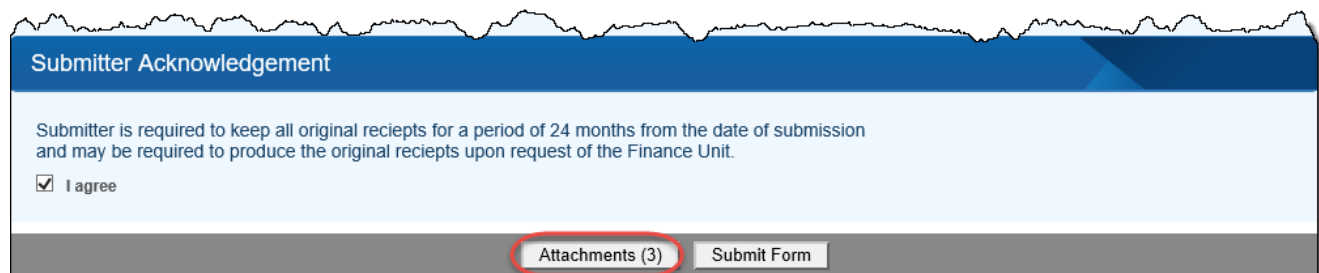
- Click on the Attachments button to add all necessary documentation and electronic images to support the claim for reimbursement of expenses. The Manage Attachments window will open. Click on the Add button to browse to the location where the documents are saved. Once all the necessary attachments have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



The 'Manage Attachments' window displays a list of three files: 'Cheque Requisition Example.xlsx' (64 KB), 'Supporting Receipt\_1.pdf' (96 KB), and 'Supporting Receipt\_2.png' (39 KB). Each file has a small 'x' icon to its left. At the bottom left is an 'Add' button, and at the bottom right are 'OK' and 'Cancel' buttons. The 'Add' and 'OK' buttons are circled in red.

Manage Attachments		
<input type="checkbox"/>	Cheque Requisition Example.xlsx	64 KB
<input type="checkbox"/>	Supporting Receipt_1.pdf	96 KB
<input type="checkbox"/>	Supporting Receipt_2.png	39 KB
<div><input type="button" value="Add"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></div>		

- 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.



The 'Submitter Acknowledgement' screen features a blue header. Below it, a light blue box contains text about keeping receipts for 24 months. A checkbox labeled 'I agree' is checked. At the bottom, a grey bar contains a button labeled 'Attachments (3)' (circled in red) and a 'Submit Form' button.

**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

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

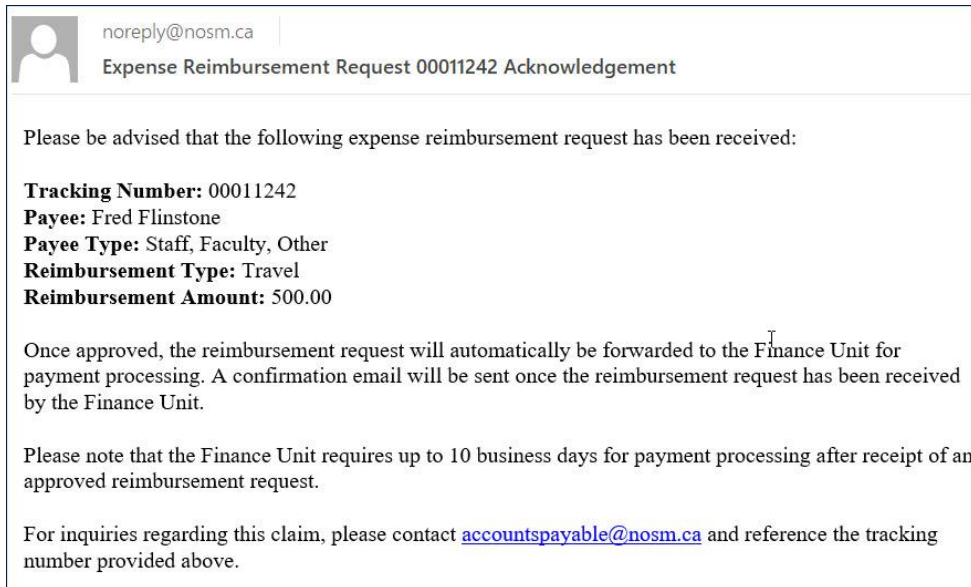
**The expense reimbursement was submitted successfully! You will receive an acknowledgment email with more detailed information.**

## 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.

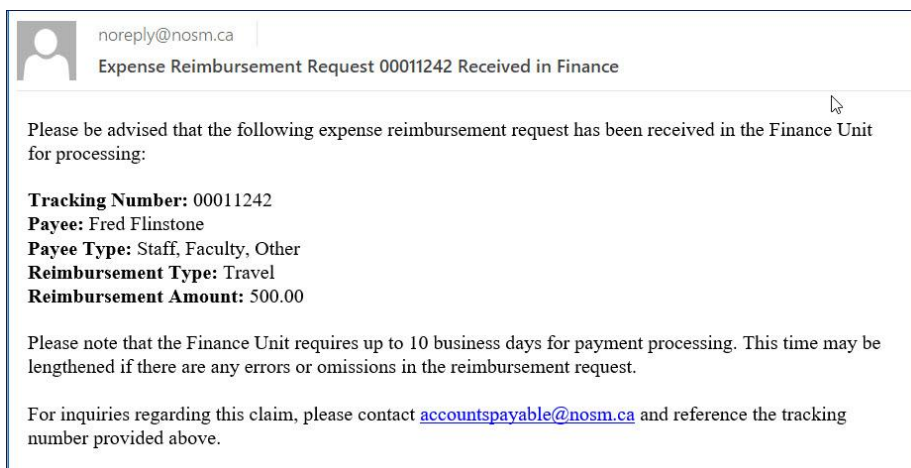


### Received in Finance Email

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.

 noreply@nosm.ca  
Expense Reimbursement Request 00011242 Processing Delay

Please be advised that the Finance unit has returned your expense reimbursement request to the approving unit for further clarification.

Claim details are as follows:  
**Tracking Number:** 00011242  
**Payee:** Fred Flinstone  
**Payee Type:** Staff, Faculty, Other  
**Reimbursement Type:** Travel  
**Amount:** 500.00

**No other action is required by you at this time.**

You will receive an email notification once the unit has provided the necessary information and the claim is returned to Finance for processing.


Please note that the Finance Unit requires up to 10 business days for payment processing of a complete claim. For inquiries regarding this claim, please contact [accounts payable@nosm.ca](mailto:accounts payable@nosm.ca) and reference the tracking number provided above.

## 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.

 noreply@nosm.ca  
Expense Reimbursement Request 00011242 Rejection

Please be advised that the following expense reimbursement request has been rejected:

**Tracking Number:** 00011242  
**Payee:** Fred Flinstone  
**Payee Type:** Staff, Faculty, Other  
**Reimbursement Type:** Travel  
**Reimbursement Amount:** 500.00

**Rejected by:** Regina Mertz  
**Rejected reason:** Missed supporting documentation for the expenses being claimed.

A rejected reimbursement request can be corrected and re-submitted as a NEW claim and will be issued a new tracking number.

If more information is required regarding the rejection of this request, please contact the individual listed in the message above.