Professional Expense Reimbursement Claims
Faculty of Arts & Science

Overview

This document provides step-by-step information on how to submit your Professional Expense Reimbursement (PER) claims. All claims must adhere to the Professional Expense Reimbursement Procedure for QUFA Members, as well as Queen's Travel and Expense Policy and all other related procedures, policies, and guidelines as identified in the Professional Expense Reimbursement Procedure for QUFA Members document.
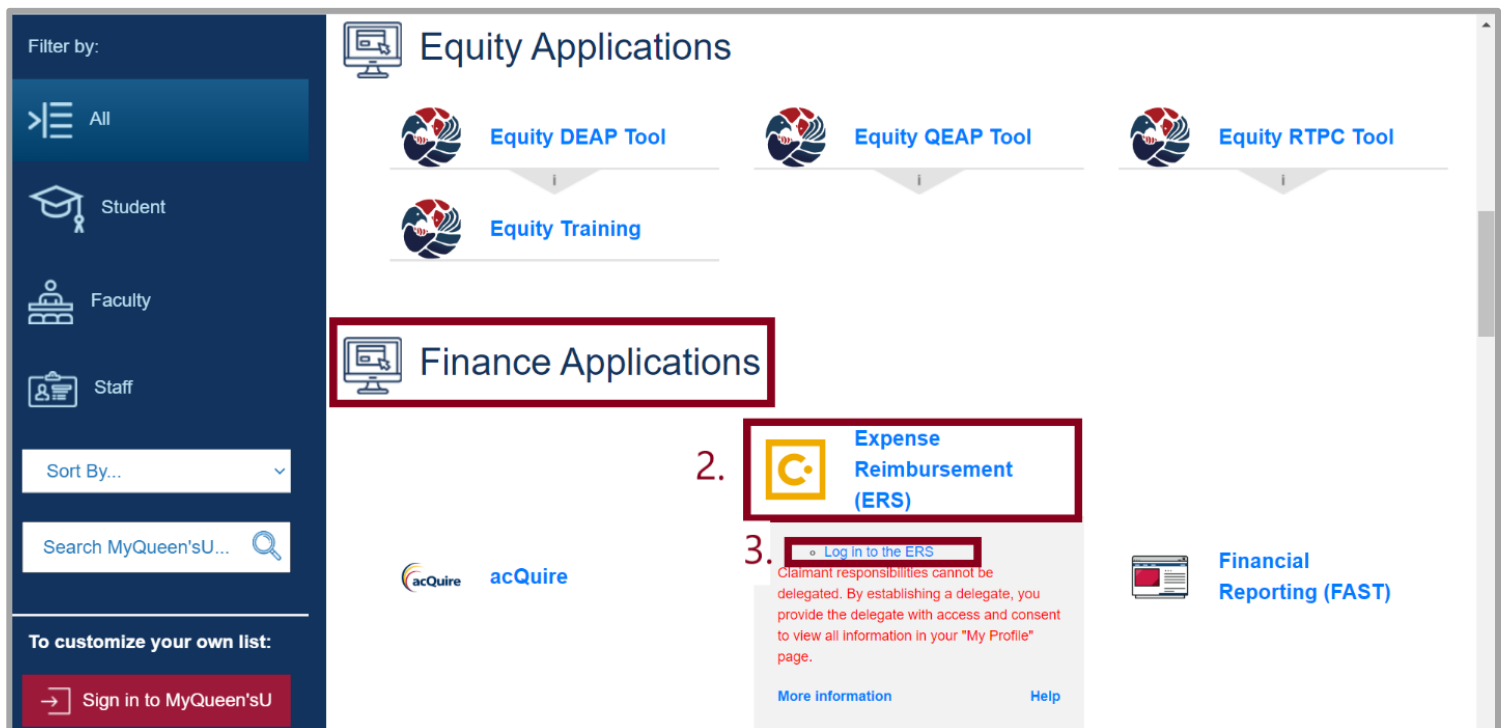
Claims are reviewed by the Finance Unit in the Dean's Office for budgetary and policy approval. Once complete, the claims are forwarded to the respective department heads to obtain one-over approval before being submitted to central finance for final processing.

Please direct all PER related questions to the following email address (asc.finance@queensu.ca).

How to Submit a Claim

As noted in the Professional Expense Reimbursement Procedure for QUFA Members all PER claims must be submitted through the University's Expense Reimbursement System (ERS)

1) Faculty members must log into their **myqueensu.ca** and scroll down to **Finance Applications**
2) Select **Expense Reimbursement (ERS)**
3) Select **Log in to the ERS**

4) In ERS, select **Open Claims (Reports)**

5) Select **Create New Claim (Report)**

6) Fill out the information in the Claim Header using the following guideline

Report Name: *Last Name* – PER
Business Purpose: PER claim
Fund: 10000
Department: *your home department code* (11xxx)
Project: 000000
Program: 90081

7) Select the **Next** button to move onto the next page

8) To begin creating your claim, select an expense type. Make sure to input all the necessary information and attach the proper backup documentation (itemized receipt and proof of payment)
9) Once all the expenses have been entered, click the **Submit Claim** button

10) Select the **Accept and Submit** button

Final Review ☐ ✕

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:
1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All images attached to this report are a true, authentic representation of the original receipts or documents. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

10. [Accept & Submit] Cancel

11) Choose Jenna Dijkema under Manager Approval drop down
12) Select the **Submit Claim** button

Approval Flow for Claim: Dijkema - PER Claim ✕

An approver matching your search criteria was not found. Please modify your search criteria.

Manager Approval:

Dijkema ⚙ 11.⊕ ✕

Search Approvers By ⌄

1st Processor: ⊕ ✕

2nd Processor : ⊙ ⊕ ✕

12. [Submit Claim] Cancel