



Travel Expense & PER Process Change (temporary)

Effective: April 3, 2020

Online Travel Expense Claims:

- Prepare the expense claims as normal and submit online via [PeopleSoft Financials](#)
- Email a scanned copy of the expense report cover page and associated receipts to the **Reviewer** noted in the claim routing.

Manual Travel Expenses: (guests; UG students)

- Prepare the [manual expense claim](#) (use Internet Explorer)
 - **Research Grants:** Email a scanned copy of the manual expense claim and associated receipts to the grant supervisor and once approved, route to one of the contacts below.
 - **All other claims:** Email a scanned copy of the manual expense claim and associated receipts to one of the contacts below.

NOTE: When Western reopens, bring the original receipts + cover page to TEB 40.

- We will review and send to Travel for audit purposes.

PER (Professional Expense Reimbursement)

- If the receipts are all electronic, email the PER cover page with the electronic receipts to travel @ travel@uwo.ca
- All PER's should be in one PDF attachment with the cover page being page 1
- When Western reopens, mail the originals with cover page to Financial Services - SSB 6100

Deposits

- Please bring any items for deposit to TEB 40 once Western reopens (add speed code to back of any cheque and the front of any envelope).

Engineering Finance Contacts:

Vicki Douvalis vdouval@uwo.ca

Remington Wickman remington@uwo.ca