

## Travel & Expense Reimbursement & PER Process Change

Effective: November 23rd, 2020

### Online Travel & Expense Reimbursements:

- Prepare the expense claims as normal and submit online via [PeopleSoft Financials](#)
- Attach receipts electronically directly to your Travel & Expense Reimbursement submission
  - **Original receipts are no longer required to be dropped off to TEB 40**

### Manual Travel & Expense Reimbursement: (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.

### PER (Professional Expense Reimbursement)

- All receipts can be uploaded directly on Peoplesoft Financials on the PER submission page

### Deposits

- Please bring any items for deposit to the EFS drop box outside TEB 40 (add speed code to back of any cheque and the front of any envelope).

### **Engineering Finance Contacts:**

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