

Travel Expense & PER Process Change (temporary-updated)

Effective: September 14, 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: Please drop original receipts + cover page to the EFS drop box outside TEB 40.

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

PER (Professional Expense Reimbursement)

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

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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