

Help - Request a Reimbursement from the Professional Development Fund

Fields marked with a **red *** are required fields. Be sure to read the notes to the right of certain fields.

Header Information displayed indicates that you are the requestor.

If requesting an expense report for an **active employee**, enter their ID number in the **Responsible McGill ID** field. Tab to the next field and the person's name will appear on the screen.

Any Outstanding Advances for the responsible McGill person will be listed. No additional reimbursement will be made if there are any **overdue** advances (indicated with a "Y" in the overdue column).

Enter the **destination** details.

Enter the travel **start and end dates**.

Select "**Professional Development Fund**" as a **Purpose** from the drop down menu

Enter a **detailed description for the expense** (i.e.: name of conference, purchase of computer etc.)

Leave the **Default Fund Code** **blank** (this will be entered by the Reviewer at the Travel Desk)

Select "**Central Administration**" from the drop down menu in the **To be completed by Reviewer** field

Click on the **Continue** button.

Enter Receipt Information

Enter each receipt individually.

Enter the **date** of the receipt.

Select the appropriate **expense item** from the drop down menu.

Note: If your receipt does not match an expense type listed in the drop down menu, select 'Other'.

Type the **description** of the expense item (ie: airline name, conference name, Dell computer, etc).

Using the receipt(s), enter the total transaction amount(s) including taxes in the **Transaction Amt** field.

Deduct any personal or ineligible expenses including taxes (if applicable) and enter in the **Deduct non-McGill expense including taxes field**.

The **Allowable Expense Amt** will automatically populate.

Select the **Currency** from the drop down menu.

Enter the **Currency exchange rate** (if applicable)

Note: you can obtain the exchange rate from the [Bank of Canada website](#).

Select the **Purchasing location** from the drop down menu (where the expense was incurred) . This is used to calculate the appropriate taxes.

Note:

- You will need to manually enter the tax amounts for **airfare** expenses
- For trips to **HST-participating provinces** (Ontario, British Columbia, Nova Scotia, New Brunswick, Newfoundland/Labrador) GST @ 5% is automatically calculated when 'Canada not Quebec' purchasing location is selected. If the paper receipt shows that **HST** was charged, enter the exact HST amount in the 'GST/HST' field. The amount can be overridden.

Leave the FOAPAL field blank. It will be completed by the Reviewer at the Travel Desk.

Back to Header will bring you to the Header page or in other words, to the beginning of the request.

Add New Item will create a new sequence to the request if you need to add more receipts.

Cancel Item will cancel the item on the screen.

Save and view will save the request and display the request for you to verify.

To Add an Item

Click on **Add New Item**.

Another sequence will be created.

Repeat steps until all receipts have been entered.

Once all receipts are entered, click on **Save and View**.

Review content for accuracy before Forwarding to Reviewer.

Forwarding to Reviewer

Click on Forward to Reviewer to forward the Expense Report for completion.

Note: The **Reference #** is located on the top portion of your Expense Report.

Click on **Print and forward hard copy to Reviewer**

Claimant must sign the advance request.

No approval is required.

Attach all **original** receipts to the signed form

Forward the signed Expense Report with receipts to:

Professional Development Fund Administrator

Financial Services, Travel Desk

McGill University

3465 Durocher Street, Room 216

Montreal, Quebec H2X 2C6

The Expense Report will **not** be processed until all documents have been received by the Travel Desk.

Support

- **Professional Development Fund Administrator:** Kim Bellizzi, kim.bellizzi@mcgill.ca, 514-398-3180 for help with policies and procedures for transactions
- **Finance Help Desk:** fishelp.acct@mcgill.ca, 514-398-FINE (3463) for help with navigating Minerva forms.
- **ICS Service Desk :** support.ist@mcgill.ca, 514-398-3398.