How to Submit an Expense Report

***** Ask your Supervisor for a fund #, you will need this # to complete your expense report. *****

[Submit an Expense Report for Yourself]

Create an expense report where you are the responsible person.

View a tutorial on how to submit an expense report for yourself. (Internet Explorer is recommended)

1. **Select the Employee/Finance/Student Menu option in Minerva**
2. **Select the Expense Reports Menu (Student) |Advances and Expense Report Menu (Employee and Finance)**
3. **Select Submit an Expense Report**
4. **Select Submit an Expense Report for Yourself**
5. **If you have any Outstanding Accountable Advances, they will be listed directly underneath the Requested By information displayed on the screen. If you have an Overdue Advance (past due from 30 days after the trip end date and indicated with a Y in the overdue column, this advance must be reconciled by submitting an expense report before you may submit another expense report.**
6. **Enter the Destination city**
7. **Select the appropriate Province/State**
8. **Select the appropriate Destination country**
9. **Select/Enter the Start and Return dates**
10. **Select the Purpose for the expense report**
11. **Enter a detailed Description (Describe purpose) for the expense report**
12. **Enter the Default Fund Code to charge.**
13. **For requests that will be charged to a Tri-Agency grant (CIHR, NSERC, SSHRC and CRC), where the Claimant is anyone other than the grantee or where a Third party payment is being issued, enter the Claimant Affiliation**
14. **If needed, complete the Third Party payments section (not applicable)**
15. **Click on Continue to proceed to the next screen**
16. **Enter receipt information**
17. **Enter the Receipt date**
18. **Select the Expense Item category from the drop down menu which best describes the expense to be claimed**
19. **Enter a detailed Description of the receipt**
20. **For mileage ONLY, enter the # of kilometers/miles being claimed**
21. **Enter the Transaction amt (total amount of all items on the receipt, including taxes OR if splitting FOAPALs, the portion of the receipt to be charged to one FOAPAL)**

22. If personal expenses are included on the receipt, enter the total amount of the personal expenses, including taxes, to be deducted from the receipt total in Deduct non-McGill expense including taxes $
23. Select the appropriate Currency of the receipt, if not Canadian
24. If needed, enter the Currency exchange rate
25. If needed, update the Purchasing location
26. If needed, modify the displayed GST/HST and QST amounts to match your receipt
27. Verify the Fund (FOAPAL) information, modify if needed
28. To enter more receipts, click on Add New Item and repeat Steps 17 to 27
29. Click on Save and View to verify the request

If you clicked on Save and View, a summary of the entered expense report is displayed.

30. Click on Complete – Submit request
31. If you clicked on Complete – Submit Request, and there are outstanding accountable advances associated with the Claimant/Responsible Person, they will be listed on this screen. Otherwise, the completed expense report is displayed.
32. Click on Print and mail hard copy to above address.
33. Click on Exit at the top right corner of the screen

You will not receive an email confirming that the expense report was successfully submitted. Each request is assigned a unique reference number that may be used to track its status. The Reference # assigned to the expense report is displayed near the top of the screen.

34. Sign and date the report in the Claimant box
35. Attach a copy of all receipts/invoices/documentation
36. Bring the completed report to the main office and put it in your Supervisors mailbox so he can sign it

For any additional questions, please contact: sciencefinancepod2@mcgill.ca