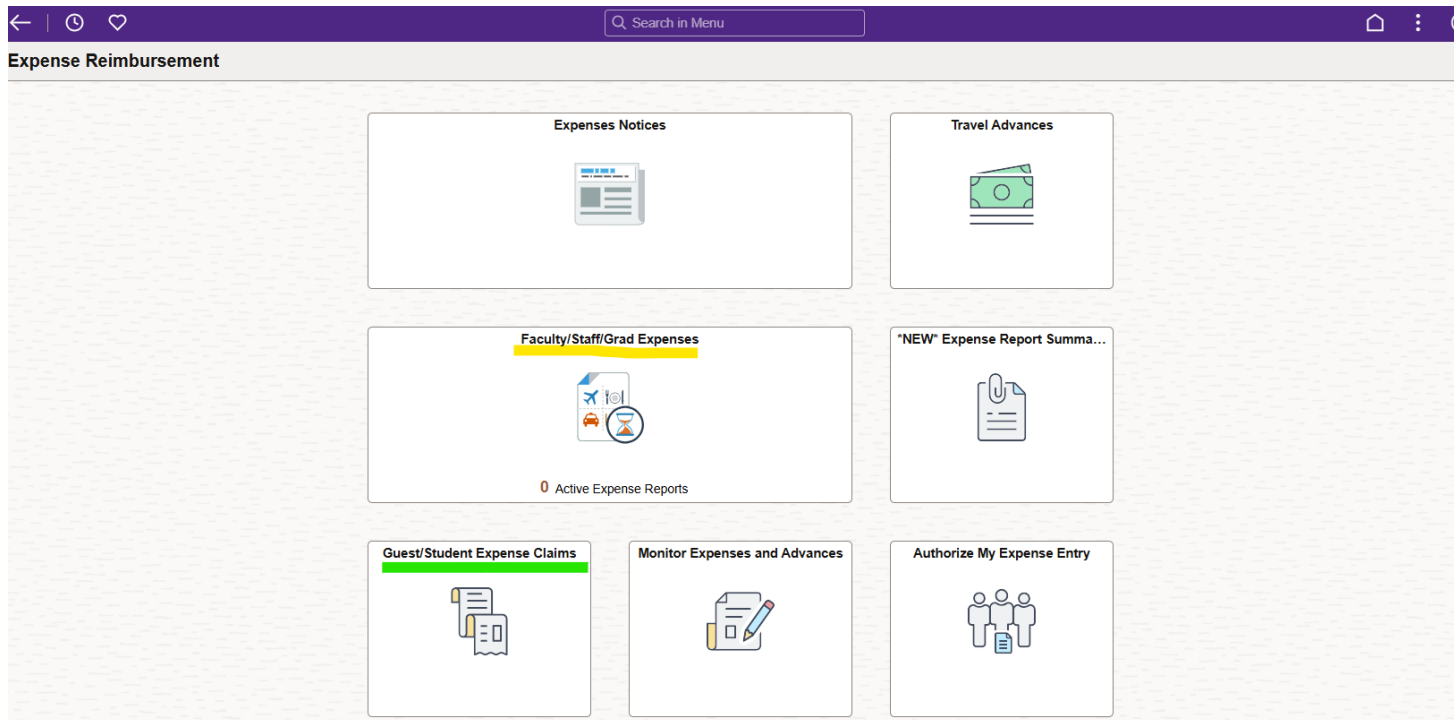


Graduate Travel/Research Materials Expense Claim – Receipt Submission Process

You will need to log into the [Western Financials](https://finance.uwo.ca/psp/fsprdweb/) website. (<https://finance.uwo.ca/psp/fsprdweb/>)

Once you log into Western Financials, select the 'Expense Reimbursement' tile.

After you have selected 'Expense Reimbursement' your screen will look similar to this:



For submitting receipts for your Graduate Travel funding, always enter your information by selecting '**Guest/Student Expense Claims**'.
Do not select the option for 'Faculty/Staff/Grad Expense'.

The first time you go into the system, you will be guided to set up/ensure all your banking information is accurately reflected. Corrections can be made/added if necessary, then you can skip this step the next time through. Accurate bank info means faster reimbursement.

After you have selected the **Guest/Student Expense Claims** option, your screen will look similar to the screenshot below and

you should select **+ New Student Expense Claim**.

Guest/Student Expense Claims

Help and FAQs

Questions? Please contact Western Reimbursements (reimburse@uwo.ca) or call x85499

New Guest Expense Claim

Click on the New Guest Expense Claim link and follow the instructions to complete and submit the report. Detailed instructions are included on the form and Frequently Asked Questions (FAQs) are below.

New Student Expense Claim

A "student" is anyone who has an active Student Center profile and includes:

- residents
- fellows
- undergrads
- graduate
- masters
- EMBA
- etc...

Click on the New Student Expense Claim link and follow the instructions to initiate a claim form on behalf of a student.

Saved/Submitted/Pending Forms

Here you will find your forms in a saved, submitted, returned, or pending approval status. Use this link to submit, resubmit or cancel a form. If changes are required to a form that has already been submitted, you may update and resubmit for approval up until the point it is fully approved.

All Expense Forms (View Only)

View all guest or student expense claim forms, including checking the status or who the form is sitting with.

Frequently Asked Questions

What is the difference between a Faculty/Staff/Grad Expense Report and a Guest/Undergrad Student Expense Report?

Faculty/Staff/Grad Expense Report - Anyone with an active HR status (including Associated Persons) should use the Faculty/Staff/Grad Expense Report module to claim expenses. Reimbursement will be deposited to the bank account (if listed) in MyHR. Faculty and staff who have recently retired or left Western will continue to have access to this module for 90 days after leaving Western to claim any final expenses.

Guest/Undergrad Student Expense Report - Claimants that do not have an active HR status, such as guests of Western or undergraduate students should use the Guest/Student Expense Report form to claim reimbursement of travel and other expenses.

Can a Guest/Student Expense Report charge multiple speedcodes?

At this time, only one speedcode per report may be used.

After you've selected to start a new Student Expense Claim, your screen will look similar to this.

There is the option towards the top of the page to [Click here to show written instructions](#) for information on how to complete the form.

Be sure to scroll all the way left and right and up and down to ensure you've completed all the fields on the page.


Make sure to attach any conference agenda/itinerary. Finance requires proof of you attending an event (lanyard, letter from organizers thanking you).

If flying or taking a train, include [itemized receipt](#) showing your name, proof of payment method, class of ticket, along with boarding pass.

If claiming mileage, attach screenshot a Google Map route with start/end locations to reflect total kilometers.

Additionally, include a pdf of the award approval email from the Graduate Program, as Finance wants to know the purpose of this travel/type of expense.

Guest/Student Expense Claims

 New : Student Expense Claim

Hello there! If you need any help filling out this form, please ask our very knowledgeable eForms Assistant located on the bottom right-hand corner of your form:

Ask me!



Click here to show written instructions: No

Student Information

Enter the User ID of your Western University Contact. Your contact is the individual that requested you incur the expenses claimed on this form. This may be your department administrator, professor, researcher or PI, or any other individual that you are working with at Western.

*Select your University contact's user ID:

Student User ID (Claimant)

Legal Name for Payment

Reimbursement Method

*Payment Method

Expenses to be Reimbursed

In the section for “Select your University contact’s user ID” enter **finelb** to ensure your receipts are sent to Elisa Kilbourne.

If the system asks for a speedcode/account, leave this blank, as Elisa will fill this in.

Make sure to hit the “Submit” button when you’ve completed everything and added all the documentation to the claim page.

File Attachments

Please attach all supporting documentation to avoid having your claim returned or possible delays in reimbursement.

Status	Upload	Description ↑↓
1	<input type="button" value="Upload"/>	<input type="text"/>

▼ Comments