

Employee Expense Reimbursement Worksheet

PROCUREMENT AND CONTRACT MANAGEMENT

1 BEFORE YOU BEGIN

Complete this worksheet to provide your delegated data entry person with the information needed to submit your employee expense reimbursement in PeopleSoft. This form is for non-travel goods and services expenses. Retain original receipts and supporting documentation.

1 CLAIMANT INFORMATION

Claimant name

Employee ID

Business purpose

Comments (optional)

2 PROJECT INFORMATION (IF APPLICABLE)

Project ID

Claimant's affiliation

3 SUPPORTING INFORMATION (IF APPLICABLE)

Research / supporting details

4 EXPENSE DETAILS

Complete the expanded expense table on the following page.

Enter each expense on a separate line. All fields use fixed 10-point text and do not scroll.

Speed code	Expense date	Expense type	Receipt amount	Currency	No GST	GST amount	Description
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		
		Select type			☐		

NOTES The actual reimbursement total appears on the online PeopleSoft claim. Claimants must approve their online claims.
For missing receipts, contact the service provider and attempt to obtain the receipt. If unsuccessful, attach clear justification.

5 SUPPORTING DOCUMENTS AND FINAL CHECKLIST

- ☐ Personal address and banking information current in BearTracks
- ☐ Expense types, business purpose and descriptions are accurate
- ☐ Project / supporting details provided, if applicable
- ☐ Verify speedcode(s) are correct
- ☐ Original receipts and other required supporting documents attached
- ☐ GST amounts and checkboxes are correct
- ☐ Currency is identified

6 PROTECTION OF PRIVACY

Personal information provided is collected in accordance with section 4(c) of Alberta's Protection of Privacy Act (POPA), will be protected in accordance with section 10, and used and disclosed in accordance with sections 12 and 13. It will be used and disclosed for administering employee expense reimbursement and related financial processes. The University of Alberta uses automated systems to generate content and to make decisions, recommendations and predictions; personal information collected may be included in these systems. Questions about this collection may be directed to Finance, Procurement and Planning - Procurement and Contract Management at procure@ualberta.ca.