

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**

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