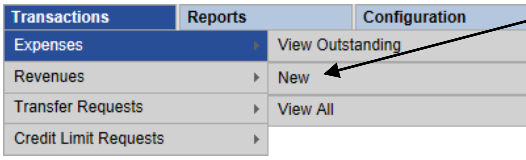
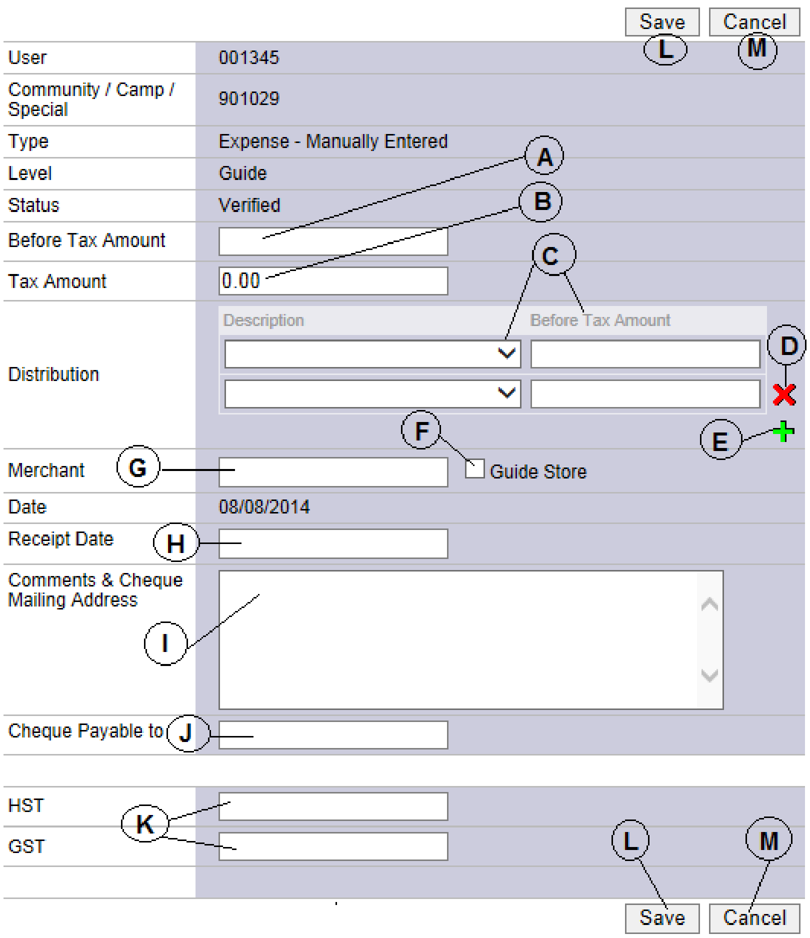
Quick Tip 6 - Submitting a Manual Expense Request

This reference will show you how to submit a manual expense to obtain reimbursement for unit purchases or to make a payment for an invoice.



On the Main Screen, hover your mouse over the **Transactions** heading and then **Expenses** and click on **New.**

Remember, you can only be reimbursed for expenses incurred during the current and previous Guiding year. Example: If the current Guiding year is 2014-2015, you **cannot** be reimbursed for receipts dated from the Guiding year 2012-2013.



A **Before Tax Amount**: Amount excluding the Tax Amount (include shipping & handling, tip etc… here)

B **Tax Amount**: Total of the HST. If HST and/or GST are applicable, input the total amount here.

C **Description and Before Tax Amount**: Click the drop-down arrow to select the distribution category. Make sure the amount entered beside the description is the **Before Tax Amount**.

D **Red x**: Click the red **X** to delete a distribution line.

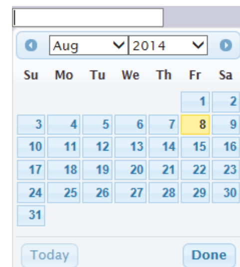
E **Green +**: Click the green **+** to add a distribution line. The amounts on the distribution lines must add up to the total **Before Tax Amount**.

F **<u>Guide Store Box</u>**: Click this box if your expense is from the Guide Store. The Merchant field will automatically become GGC Store. **<u>Do not</u> combine Guide Store receipts with other receipts.**

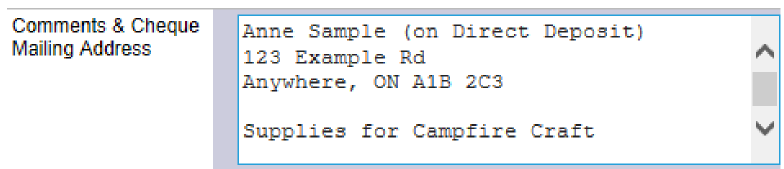
G **<u>Merchant</u>**: Store or service where the receipt or invoice is from.

- If refunding a parent, input "Refund" and submit the **Unit Parent Refund Request** for verification.
- If reimbursing for mileage, input "Mileage Log" and submit the **Mileage Log** for verification.
- If inputting several receipts on one request input "Various" and submit the **Manual Expense Calculator** along with **all** the receipts.

H **<u>Receipt Date</u>**: Input the receipt's date. If you are combining more than one receipt input today's date. If you are reimbursing a parent or claiming for mileage also leave it as today's date.



I **<u>Comments & Cheque Mailing Address</u>**: Input comments regarding the expense, then name and address of the payee. The cheque will be sent to the address listed here. If paying an invoice from a company input the invoice or order number here. **For cross-referencing purposes, all payees (including Direct Deposit applicants) must have an accurate current address listed.**



J **<u>Cheque Payable to</u>**: Input the full name of the person or company to whom you owe money. No short forms or initials, just the full name of the payee.

K **<u>HST and GST</u>**: Input the total of the HST. If GST is applicable input the total amount here. It should be the same or total of the Tax Amount [**B**].

L **<u>Save</u>**: Click this button to submit the request. The expense will be assigned a **Transaction ID** number. **Write the Transaction ID, date scanned and your initials on each receipt and send it to your Unit Banking Clerk. <u>Do not forget this step!</u> The payment will not be issued until your Unit Banking Clerk receives the receipt and verifies the information.**

M **<u>Cancel</u>**: Click this button to cancel the manual expense request and return to the Total Expenses screen.

IMPORTANT TO REMEMBER: after saving the manual expense, you cannot edit the **After Taxes Amount.** You will need to **<u>DELETE</u> the incorrect transaction and start over** (Refer to <u>15 – Revising or Deleting a Transaction</u>).

For more information on manual/cash expenses see: <u>Manual Expenses</u>