

FINANCIAL PROCEDURES

EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

EXPENSE REPORT PROCESS

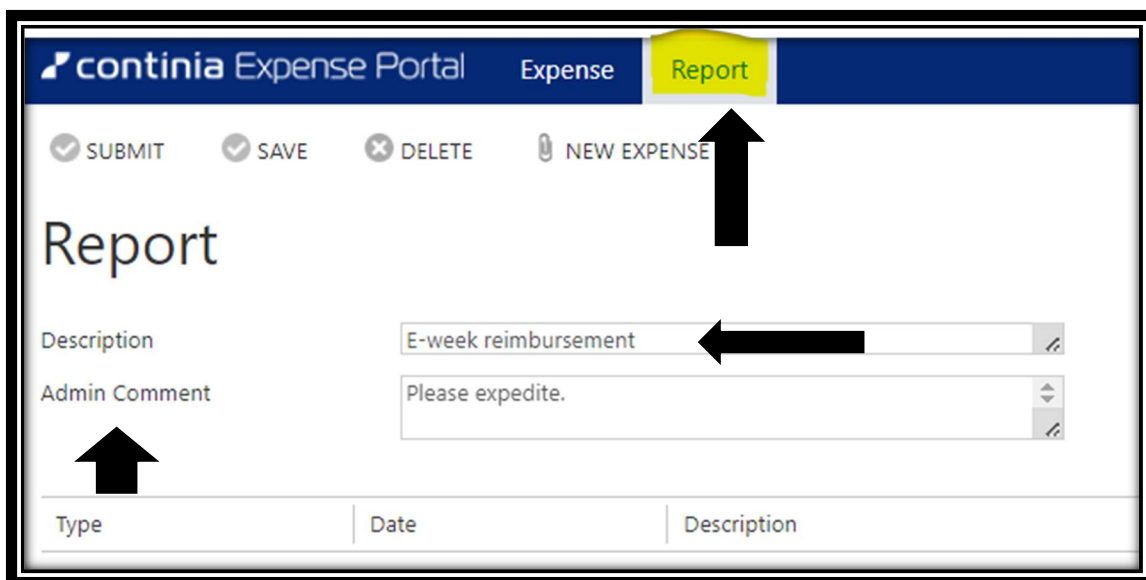
Two potential processes are depending on the type of Expense request:

- Reimbursement Via E-Transfer for a Single Payee on a Single Receipt
- Reimbursement Via E-Transfer for Multiple Payees for the Same Purpose

REIMBURSEMENT VIA E-TRANSFER ON A SINGLE RECEIPT

User logs into the Continia Expense Portal (**Report** tab) or Mobile Phone Application and creates a new request by:

- Click on “New” on the top left corner
- Enter a description for the request
- Use Admin Comments for any comments you may have



The screenshot displays the Continia Expense Portal interface. At the top, there is a navigation bar with the 'Report' tab highlighted. Below the navigation bar, there are several action buttons: 'SUBMIT', 'SAVE', 'DELETE', and 'NEW EXPENSE'. The main content area is titled 'Report' and contains a 'Description' field with the text 'E-week reimbursement', an 'Admin Comment' field with the text 'Please expedite.', and a table with columns for 'Type', 'Date', and 'Description'. Arrows point to the 'Report' tab, the 'NEW EXPENSE' button, the 'Description' field, and the 'Admin Comment' field.

EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

Add a new Expense by (all fields are mandatory):

- Click on 'New Expense'.
- 'Amount': Enter the amount to be transferred. (Please ensure that this amount matches the attached receipt. If it is only a partial reimbursement, please indicate in 'Admin Comment').
- 'Document Date': Select the date of the receipt/invoice.
- 'Payment Type': Enter 'E-TRANSFER'.
- 'Tax Area Code': SKIP
- 'Tax Group': SKIP
- 'Club-Dept': Select the appropriate one, clubs please use 6XXXX to 7XXXX level.
- 'Account Code': Enter the appropriate one.
- 'Description': Enter the recipient e-Transfer email address. **THIS FIELD IS VERY IMPORTANT.**
- 'Admin Comment': Enter reason or explanation of expenses
- 'E-Transfer Memo': Enter one or two keywords for the expenses (up to 11 characters, no spaces, and no special characters such as () #-).
- 'E-transfer Email': Enter the recipient's e-transfer email address.
- 'E-transfer Recipient name': Enter the payee's name (must match the billing name or name if it shows on the receipt/invoice/bank statement).
- 'E-transfer Security Question Option': must select an appropriate one.
- 'E-transfer Security Number': Enter the number corresponding to the 'E-transfer Security Option', which is the payee's deposit password. **(Please make sure to inform the payee of this password in advance).**
- 'Tax Amount': SKIP

EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

- Drag and drop the files/supporting document for the expense---- Please upload the supporting document in JPG, PNG, BMP, TIFF, or PDF formats, and all documents should be clear and legible. (Please see more details in the following).
- Click on "Save"
- You can click 'New Expense' to add multiple expenses one by one. **Please note under one request, multiple payees can be added.**
- Click on "Submit"

The screenshot displays the Continia Expense Portal interface. On the left, there is a navigation menu with options: SAVE, DELETE, REPORT HANDLING, ALLOCATE, and RECEIPTS. The main area is titled "Expense" and contains a form with the following fields:

- Report: E-Transfer Request
- Amount: 169.00
- Currency: CAD
- Document Date: 09 February 2024
- Payment Type: E-TRANSFER
- Tax Area Code: [Empty]
- Tax Group: [Empty]
- Club-Dept: 7062-01
- Account Code: 70017
- Description: sunny123@gmail.com
- Admin Comment: E-week supplies
- E-Transfer Memo: Supplies
- E-Transfer Email: sunny123@gmail.com
- E-Transfer Recipient Name: SunnyWong
- E-Transfer Security Option: STUDENT ID
- E-Transfer Security Number: 12345678.00
- Tax Amount: 0.00

In the center, there is a large box with the text "Drag and drop files here to add them or click here to browse". Below this box, there is a small image of a receipt with the caption "Sushi receipt example..." and buttons for "MOVE TO RECEIPTS VIEW DOWNLOAD DELETE".

On the right side, there is a preview of a receipt from KOI SUSHI. The receipt includes the following information:

- Address: 4532 WEST 10TH AVE V6R2J1 VANCOUVER BC
- Phone: 23811556
- Tax: TM2381158602
- SALE
- Batch #: 905 RRN: 0019050140
- Invoice #: 13 13.4048
- APPR CODE: 014951 REF#: 00000014
- VISA Chip
- Amount: \$379.19
- TIP: \$56.88
- TOTAL: \$436.07
- 001 APPROVED
- Printed 10:12 AM on 10/10/24
- CUSTOMER COPY

SPECIFIC GUIDELINES FOR SUPPORTING DOCUMENTS:

For expenses **less than \$500**, please submit a complete receipt with payment information. If the receipt lacks payment details, you must also provide a bank/Credit Card statement that highlight the transaction along with the payee's name as proof of payment.

For expenses **exceeding \$500**, please include both the itemized receipt and a bank/Credit Card statement that highlight the transaction along with the payee's name.

EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

In cases where any of these documents are unavailable, please provide a memorandum (it can be found on AMS website)

chrome-extension://efaidnbmnnnibpcajpcgiclfindmkaj/https://www.ams.ubc.ca/wp-content/uploads/2024/04/Reimbursement_Memorandum_Template-1.pdf

Note:

1. Payment for each payee cannot exceed \$2,500. If it exceeds this limit, please submit a Cheque/EFT request to InvoicePayment@ams.ubc.ca.
2. For payments to the treasurer/executive, a Memorandum is required. (it can be found on AMS website)

REIMBURSEMENT VIA E-TRANSFER ON MULTIPLE PAYEES FOR THE SAME PURPOSE

- User logs into the Continia Expense Portal (**Report** not EXPENSE tab) or Mobile Phone Application and creates a new request by:
 - Click on “New” on the top left corner
 - Enter a description for the request
 - Use Admin Comments for any comments you may have

EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

continia Expense Portal Expense Report

✓ SUBMIT ✓ SAVE ✗ DELETE 📎 NEW EXPENSE

Report

Description: 2024 Fitness Subsidy

Admin Comment: Please expedite.

Type	Date	Description
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- Add a new Expense by:
 - Click on “New Expense”
 - ‘Amount’: Enter the total amount to be transferred.
 - ‘Document Date’: Select the date of the supporting document.
 - ‘Payment Type’ Enter ‘E-TRANSFER’.
 - ‘Account Code’: Enter ‘BULK E-TRANSFER’

EXPENSE REPORT SUBMISSION IN CONTINIA EXPENSE PORTAL

The screenshot shows the 'Expense' form in the Continia Expense Portal. The form is titled 'Expense' and has a 'Report' tab selected. The form includes the following fields and values:

Report	2024 Fitness Subsidy
Amount	5500.00
Currency	CAD
Document Date	13 April 2024
Payment Type	E-TRANSFER
Tax Area Code	
Tax Group	
Club-Dept	0000-00
Account Code	BULK E-TRANSFER
Description	
Admin Comment	
E-Transfer Memo	
E-Transfer Email	
E-Transfer Recipient Name	
E-Transfer Security Option	
E-Transfer Security Number	0
Tax Amount	0.00

On the right side of the form, there is a 'Drag and drop files here' area with two file upload options:

- AMS-Reimbursement-Memorand...
- 5. E-transfer Bulk Requisition Fo...

- Drag and drop files: E-Transfer Bulk Requisition Spreadsheet (it can be found on AMS website) and all the other supporting documents----- Upload the files in JPG, PNG, BMP, TIFF, or PDF formats, and all documents should be **clear and legible**.
- Click on "Save"
- Click on "Submit".

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2. For payments to the treasurer/executive, a Memorandum is required. (it can be found on the AMS website)

Questions: Please contact Accountingassist1@ams.ubc.ca.