

Tipsheet for grantees: filing an expense claim report

Expense claims can be submitted at any time. Please note that claims will not be reimbursed until original hard copy receipts are received at the offices of the Canadian Cancer Society.

Note: for **Travel Awards** group receipts by day and contact CCS research staff directly if you require a missing receipt affidavit. Eligible expenses include: 1) Conference registration fees; 2) Accommodations; and 3) Transportation, and will not exceed \$2,000

Note: for **Permanent Equipment** claims, include an invoice for the expense from your Host Institution.

[Consult the CCS travel expense policy.](#)

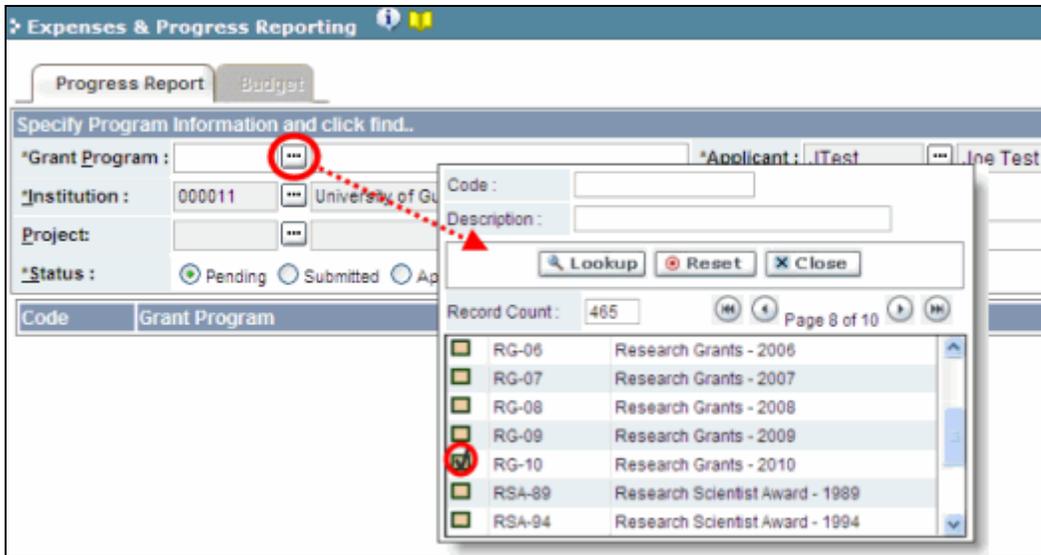
Go to the [EGrAMS home page](https://applyforfunds.cancer.ca/) (<https://applyforfunds.cancer.ca/>) and log in.

Opening the report

1. Go to **Expenses & Progress Reporting** in the menu:



2. Set the criteria for **Grant Program** by clicking the button and choosing the appropriate program from the lookup box:



3. Click the **Find** button at the bottom of the screen.
4. Locate the **Expense Claim** line item and click anywhere on the text to open the Expense Claim report:

Code	Grant Program	Project	Title	+Info						
Code	Description	Report Type	Notes	Report Freq.	Report Dt.	Grace Days	Submit Dt.	Review Notes	Status	Submit
E995	- Finance Approval is required to release funds.	Encumbrance	N/A	07/31/2009	0				Pending	
EXP	Expense Claim	Expenditure	N/A	10/09/2009	30				Pending	

To create and submit an expense claim report, click anywhere on the text to access a blank form



NOTE: Displayed results may include other reporting items

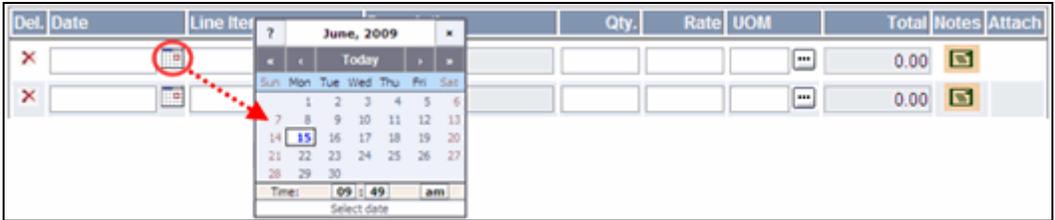
You may see other report types listed in addition to the expense claim report. The Expense & Progress Reporting module is also used for:

- submitting your annual progress/final report
- submitting expense claim reports
- viewing financial statements

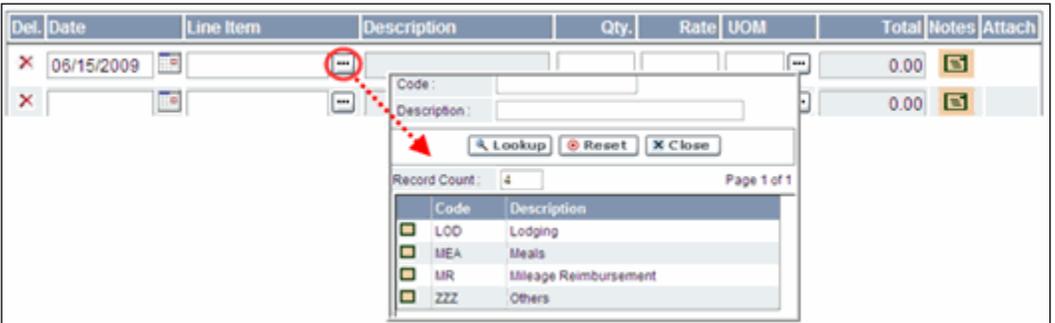
Completing the report

For each line item:

1. Click the  button in the **Date** column and indicate the date the expense was incurred:



2. Click the  button next to the **Line item** field and choose the appropriate category
 - **Note:** equipment purchases should be listed as **Others**



3. Complete each line item according to the following guidelines:

Line item	Description	Qty (quantity)	Rate	UOM (unit of measure)	Notes
Lodging	n/a	Enter the number of nights you stayed	Enter the nightly rate, including taxes (there is no limit on this field)	Select Days	
Meals	n/a	Enter "1"	Enter the total dollar value of all meal receipts for the line item date	Select Unit of Measure Not Applicable	Enter all receipts incurred for one day as a single line item
Mileage	n/a	Enter the number of kilometres driven	Enter the mileage rate amount as per the expense claim policy	Select Kilometres	
Others (Including equipment related expenses)	Enter a brief description of the expense item	Enter "1"	Enter the dollar value of the item, including taxes (there is no limit on this field)	Select Unit of Measure Not Applicable	

4. The **Total** field will be automatically calculated based on the figures entered in the **Qty** and **Rate** fields.
5. If you have any explanatory notes, you can include them by clicking the  button and typing them into the **Justification Notes** window:



6. Upon completion of the form, click the **Save** button, and then click the **PDF** button and print a hard copy of the expense claim report:

Expense Claim Timeout Left: 60 mins Date: Oct-15-09

Program: Fellowship Test/Demo Program - Generate NOA Agency: Tom Baker Cancer Centre (Alberta) Documents X Close

Period: 10/15/2009 2009 Status: Work in Prog Review Comments: [icon]

Category: RAL Research Allowance

Approved: 4,500.00 Expense YTD: 1,642.89 Balance: 2,857.11 Submit Date: 10/15/2009

Del.	Date	Line Item	Description	Qty.	Rate	UOM	Total	Notes	Attach
X	10/02/2009	Others	Laptop computer	1.00	1500.000	NA	1,500.00	[icon]	
X	09/28/2009	Mileage Reimbun		250.00	0.300	KM	75.00	[icon]	
X	09/28/2009	Lodging		1.00	67.890	DAY	67.89	[icon]	
X							0.00	[icon]	+
X							0.00	[icon]	+

Total: 1,642.89

2.
1.

1. Click the **Save** button
2. Click the **PDF** button and print the report, to be mailed to the **CCS** with original receipts

7. Attach your original receipts to the printed report and forward to:

Canadian Cancer Society
 Attn: Research
 55 St. Clair Avenue W., Suite 300
 Toronto, Ontario M4V 2Y7

(Note: Equipment claims must also include an invoice from the Host Institution.)

8. Return to the **Expenses & Progress Reporting** screen by clicking the **Close** button:

Expense Claim Timeout Left: 56 mins Date: Jun-15-09

Program: Research Fellowship - 2009 Agency: McMaster University Documents X Close

Period: 08/08/2009 2009 Status: Work in Prog Review Comments: [icon]

Category: RAL Research Allowance

Approved: 4,500.00 Expense YTD: 1,033.70 Balance: 3,466.30 Submit Date: 6/8/2009

9. On the **Expenses & Progress Reporting** screen, mark the **Submit** checkbox and click **OK** to complete the process:

Expenses & Progress Reporting (*)-required field Timeout Left: 57 mins Date: Oct-13-09

Progress Report Budget

Specify Program Information and click find..

*Grant Program: RG-10 Research Grants - 2010 *Applicant: JTest Joe Test
 *Institution: 000026 University of Toronto Display: Project Report
 Project: Report: EXP Expense Claim
 *Status: Pending Submitted Approved Canceled Pending Correction Request All

Code	Grant Program	Project	Title	+Info
FLW-09	Research Fellowship - 2009	FLW-09	Over fellowship application	-

Code	Description	Report Type	Report Notes	Report Freq.	Report Dt.	Grace Days	Submit Dt.	Review Status	Status	Submit
EXP	Expense Claim	Expenditure	N/A	06/08/2009	30			WIP		<input checked="" type="checkbox"/>

Indicates "Work In Progress" i.e. not yet submitted

Click Submit checkbox and then OK

Find OK Cancel



NOTE: one report at a time

You will not be able to create a new expense claim until your current claim has been approved. Once the claim is approved, the blank Expense Claim report will once again be listed with a status of "Pending" on the **Expenses & Progress Reporting** screen.

NOTE: for Travel Awards

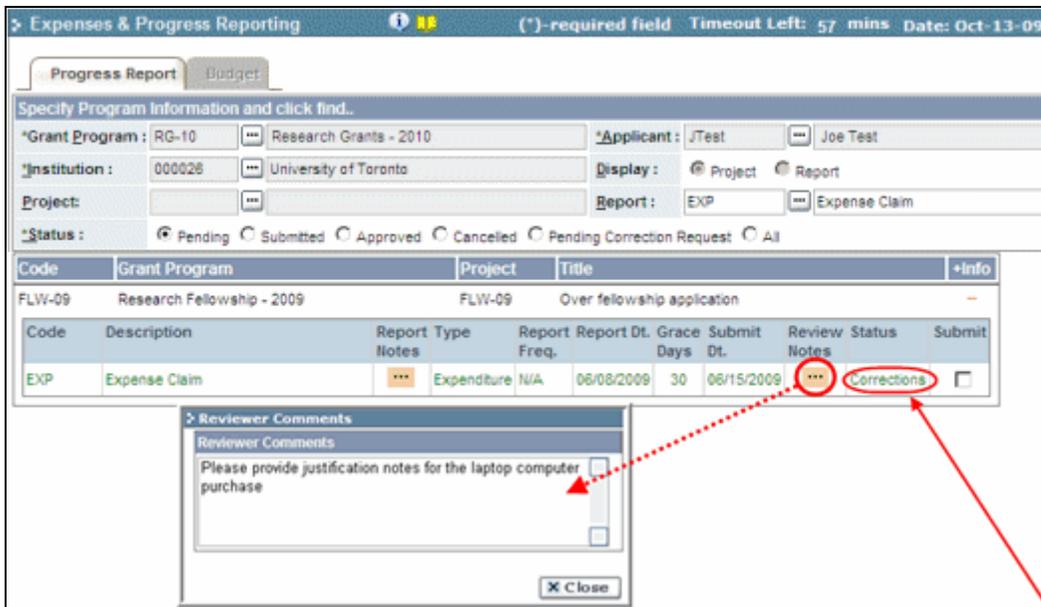
A report indicating the benefit of attending the conference/workshop must be completed in EGrAMS before your expense claim can be submitted.

If you have already been reimbursed through your institution, you can direct the reimbursement to the host institution (indicate in the 'payable to' section on the printed claim form) and include an invoice from your institution with the claim. Travel Award winners who have already been reimbursed through their institution should indicate this in their Final Report.

Corrections

If you submit a report that is incomplete or requires clarification, you will be notified via an automated e-mail and asked to re-submit the report.

1. Follow [steps 1-3 on page 1](#) to locate your expense claim report.
2. Click the  button marked **Review Notes** for any report with a status of **Corrections** to view the feedback requesting corrections:



Expenses & Progress Reporting (*)-required field Timeout Left: 57 mins Date: Oct-13-09

Progress Report Budget

Specify Program Information and click find.

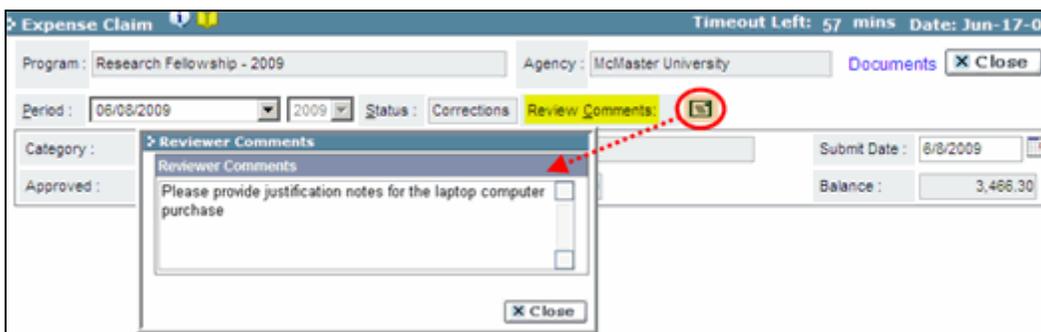
*Grant Program : RG-10 Research Grants - 2010 *Applicant : JTest Joe Test
*Institution : 000028 University of Toronto Display : Project Report
Project : Report : EXP Expense Claim
*Status : Pending Submitted Approved Canceled Pending Correction Request All

Code	Grant Program	Project	Title	+Info				
FLW-09	Research Fellowship - 2009	FLW-09	Over fellowship application					
Code	Description	Report Type Notes	Report Freq.	Report Dt.	Grace Days	Submit Dt.	Review Status Notes	Submit
EXP	Expense Claim	Expenditure	N/A	06/08/2009	30	06/15/2009	Corrections	

Reviewer Comments
Reviewer Comments
Please provide justification notes for the laptop computer purchase

Close

3. Per [step 4](#) on page 2, access the report by clicking anywhere on the text of the expense claim item.
4. Make the necessary corrections as per the review comments.
 - You can access the review comments from within the report by clicking the  button next to **Review Comments**.



Expense Claim Timeout Left: 57 mins Date: Jun-17-09

Program : Research Fellowship - 2009 Agency : McMaster University Documents Close

Period : 06/08/2009 2009 Status : Corrections Review Comments

Category : Approved : Submit Date : 8/8/2009 Balance : 3,466.30

Reviewer Comments
Reviewer Comments
Please provide justification notes for the laptop computer purchase

Close

5. Click **Save**. (You do not need to print a PDF and forward to CCS as with the original report.)
6. Click **Close** to return to the **Progress Reports** screen (per [step 8](#) on page 4).
7. Click the **Submit** checkbox button and click **OK** (per [step 9](#) on page 4).



Best practice tip: set the criteria for Status

Use the **Status** radio buttons when setting criteria to generate different lists of reports, e.g. previously **Submitted**, **Approved**, or **All**. (The default value is **Pending**.)

Specify Program Information and click find.

*Grant Program: FLW-09 Research Fellowship - 2009 Applicant: AStem Anita Stern
 Institution: 000015 Mclester University Display: Project Report
 Project: Report:

Status: Pending Submitted Approved Canceled Pending Correction Request All

Code	Grant Program	Project	Title	+Info					
FLW-09	Research Fellowship - 2009	FLW-09	Over fellowship application						
Code	Description	Report Type	Report Freq.	Report Dt.	Grace Days	Submit Dt.	Review Notes	Status	Submit
APP	Annual Progress Report	Statistics	Yearly	04/30/2009	45	06/17/2009		Approved	
E173	Require animal care certificate including protocol for review by NCIC	Encumbrance	N/A	10/11/2009	0	06/17/2009		Submitted	
EXP	Expense Claim	Expenditure	N/A	06/08/2009	30	06/17/2009		Submitted	

APPENDIX: Canadian Cancer Society travel expense policy highlights

Only claims made in compliance with the Policy will be eligible for reimbursement.

With the exception of claims for mileage, original detailed receipts are required for all expenses greater than \$10.00.

Transportation and living expenses

Airfare: The lowest return airfare reasonably available under the circumstances. The cost of stop-overs en route will not be reimbursed, unless such stop-overs are related to CCS business. Individuals will not be compensated for the use of airline tickets obtained from airline points, or from any other source where there is no out of pocket cost to the delegate.

Rail fare: First class return rail fare.

Automobiles: The provincial rate per kilometre (BCY 0.41, AB 0.35, SK 0.36, MB 0.32, ON 0.35, QC 0.37, NB 0.35, NS 0.35, NL 0.36, PE 0.45) for the use of a private automobile when public transportation is not convenient, or if there is a net saving to the CCS as compared with the lowest airfare to and from the destination reasonably available under the circumstances.

Meals: Detailed receipts are required for reimbursement. Alcohol will not be reimbursed. Reimbursements of meal expenses are limited to **\$70.00 per day**, including all snacks, refreshments, taxes and gratuities for a minimum 12 hours travel away from home and limited to maximum of \$40 per meal. Meal expenses for travel less than 12 hours are limited to \$15 for breakfast, \$15 for lunch, \$40 for dinner.

Hotels: Use of the preferred hotel supplier is encouraged where possible. Appropriate hotel services with reasonable rates for standard rooms should be considered when choosing accommodations not covered by corporate agreements.

Individuals will NOT be reimbursed for the following items:

- Alcoholic beverages
- Tobacco products
- Personal phone calls, items and entertainment
- Personal credit card dues or late payment interest charges
- Laundry/dry cleaning
- Fines or penalties for parking and traffic violations
- Loss of or damage to an individual's personal vehicle or property while on CCS business
- Loss or damage to rental vehicle during personal use
- Expenses incurred on behalf of family or friends
- Expenses incurred more than six months earlier
- Valet parking
- Additional cost for excess of more than one check in baggage

Expense claim forms must be completed within 2 weeks following the business travel or at the end of the month.