Guide for Researchers Receiving Funds from the Productivity Partnership

Contact information for questions in this guide:

Angela Di Nello

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productivity@mcmaster.ca

Office: KTH 204

✉ *Mailing Address:*
Department of Economics
Kenneth Taylor Hall, Rm 426
McMaster University
1280 Main Street West
Hamilton, Ontario, Canada, L8S 4M4

This guide is for researchers who are submitting their ***research funds to McMaster*** for reimbursement. This includes: travel, hotel, meals, conference registration, etc.
If you are unsure, please email Angela (contact information above).

This guide is divided into the following parts:

A. **Notes for Submitting Expenses**
B. **External People** (for folks who **are not** employees/students at McMaster)
C. **Internal People** (for folks who **are** employees/students at McMaster):
    a. **Submitting a Expenses**
    b. **Access to Travel & Expenses in Mosaic**
    c. **Submitting a Financial Access Request Form**
    d. **Assigning delegate authority**

A. Notes for Submitting Expenses

IMPORTANT

In order to be reimbursed, you need to submit itemized receipts – credit card statements are not sufficient. Think of it as if you were paying with cash, *how would you prove you had paid for the item*?

- **Airplane/Train/Bus** – in addition to the receipt, we also need the boarding passes
- **Restaurant** – need itemized receipt. This is important as SSHRC needs to ensure alcohol isn't being reimbursed.
- **Taxi** – need official receipt (ask taxi driver)
- **Mileage** - submit start and end addresses of the journey. This information is entered into Google Maps to determine kilometers that will be reimbursed.
- **Evidence of attendance at the event** - examples of evidence include a photograph of your name tag, notes you made during the event or a copy of the agenda.

B. External People

(for folks who are not employees/students at McMaster)

To submit your expenses, please follow the following steps:

1. Gather all of your itemized receipts (see part A: **Notes for Submitting Expenses**)

2. Scan/take pictures of the receipts and email them to Angela
   - **Hard copies of receipts:** McMaster University uses electronic receipts so having hard copies isn't necessary. However, if instead of scanning/taking pictures of the receipt, you can m the hard copies of the receipts to Angela. If you go this route, please be aware that receipts can get lost in the mail (this has happened). To avoid this, you can register the package. Alternatively, you can send them via the IUTS (Inter-University Transportation System), if your institution participates in it. Please send them to:

     Angela Di Nello
     Department of Economics
     Kenneth Taylor Hall, Rm 426
     McMaster University
     1280 Main Street West
     Hamilton, Ontario, Canada, L8S 4M4

3. In the email with the scanned receipts, please include the following information:
   - Your first and last name and address to where you would like your cheque sent. At this time, McMaster University doesn't offer direct deposit.
   - The purpose of your expense (i.e. how it relates to the research) (e.g. travel and stay in Ottawa to access CDER data)
   - Dates of the expense

4. Once the receipts have been received, Angela will process them. Before submitting into the McMaster expense system, Angela will email you the submission package for review and ask for your email confirmation of the following (exact wording will depend on the type expenses and circumstances):
   - Please look over the attached file, particularly the Excel spreadsheet (saved in the pdf) and ensure everything is correct. Please also confirm by email:
     i. No alcohol was purchased during the meals
     ii. You were the only attendee for the meals which are being claimed
     iii. Meals were for [XYZ] (e.g. during your time in Ottawa)
     iv. Your purpose in [location] was [ABC]

5. Once the email has been received, the submission package will be submitted without 2-3 days.

6. After that, the expenses go through the approval process: Research Finance and Accounts Payable.

7. Once it has been approved by Accounts Payable, Angela will receive an email that it has been approved. She will then send you an email to let you know to expect the cheque.

8. If you don't receive the cheque within 2 weeks of receiving the email from step #7, please email Angela.

C. Internal People

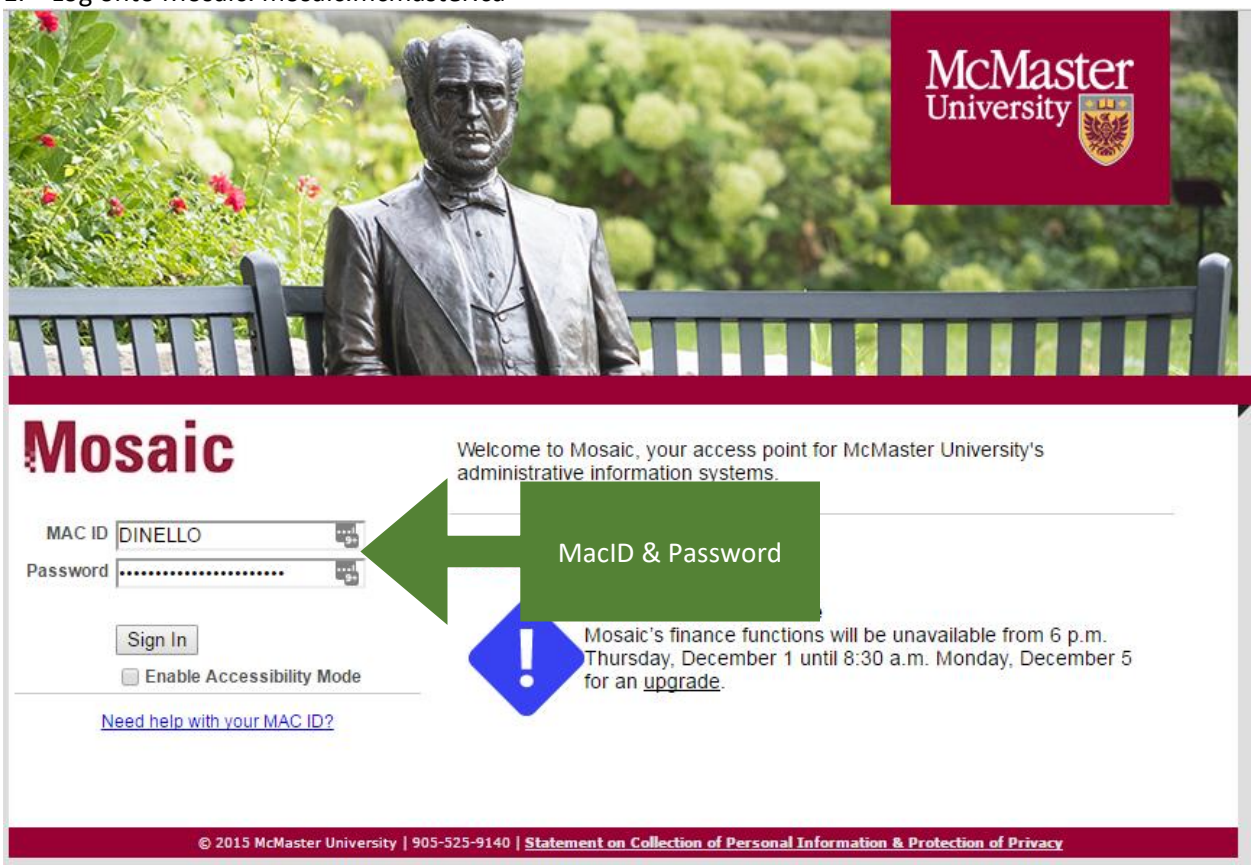
(for folks who are employees/students at McMaster)

Submitting a Expenses

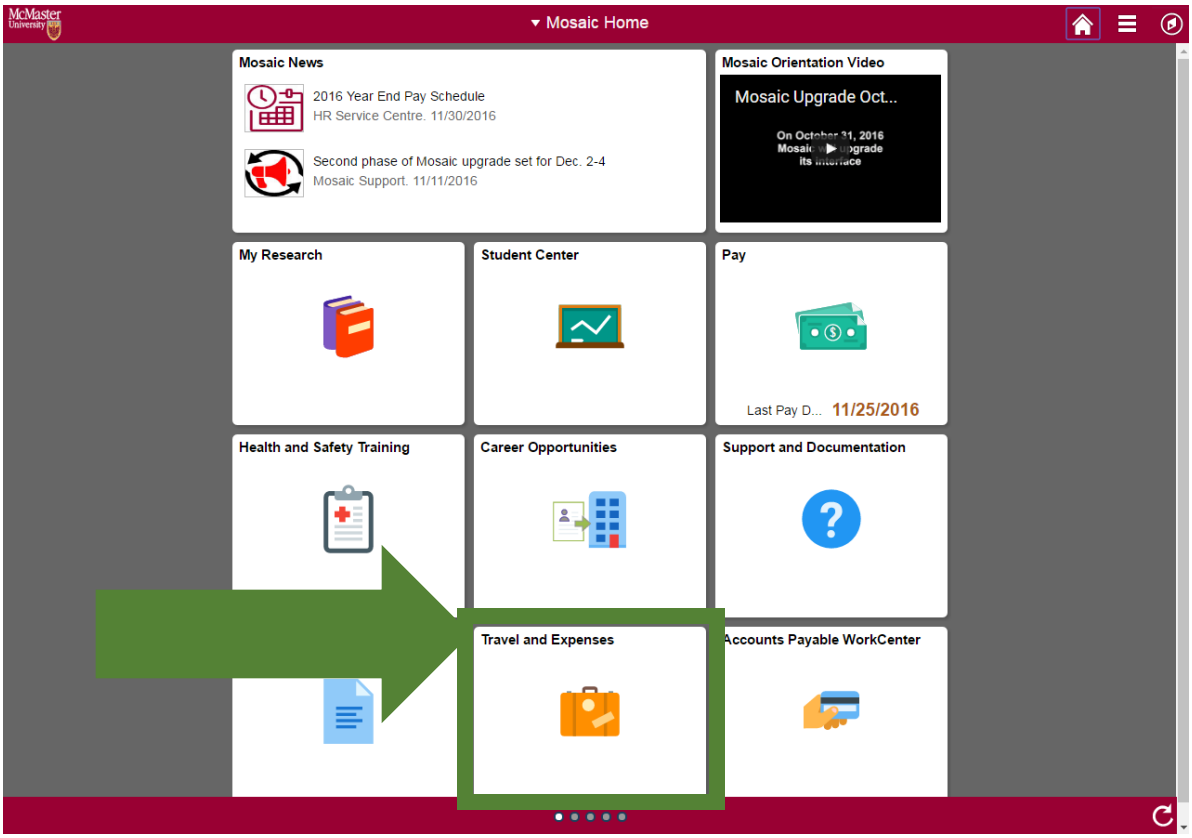
IMPORTANT: Please ensure you have the "Travel & Expenses" module enabled in Mosaic. To check, please following the steps in **Access to Travel & Expenses in Mosaic**.

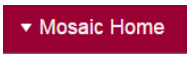
To process your own expenses, please follow the following steps:

1. Log onto Mosaic: mosaic.mcmaster.ca

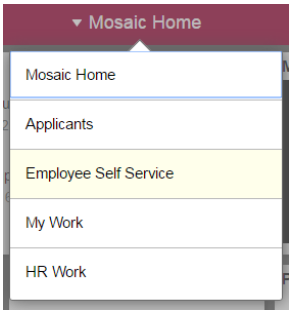


2. 'Travel & Expenses' might be listed on your homepage:



3. If it is listed, continue to next step . If it's not listed, Click on 'Mosaic Home' 

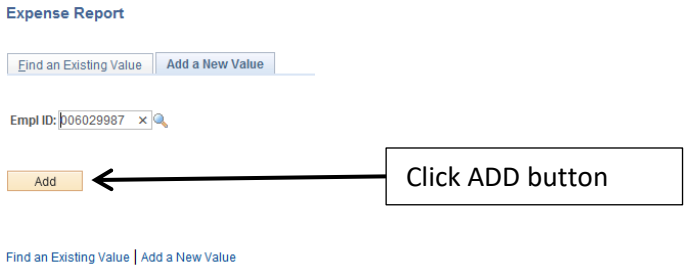
and select 'Employee Self-Serve'.



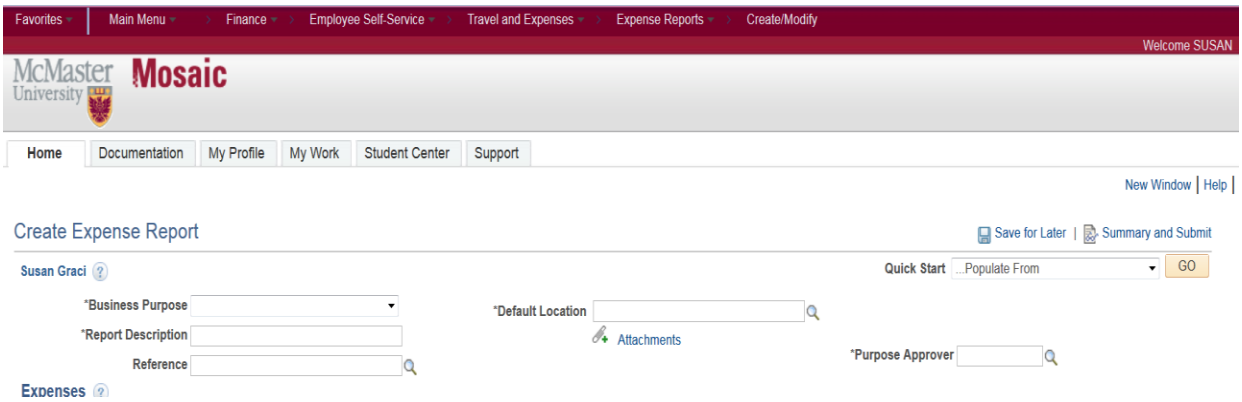
'Travel and Expenses' should be listed on the 'Employee Self Service' screen. If it's not, please see **Submitting a Financial Access Request Form** (page 13)

Step 5: You Employee ID should be pre-populated in the 'Empl ID' field. If it's not, click on the magnifying glass and search for your name.

→ Click on the ADD button



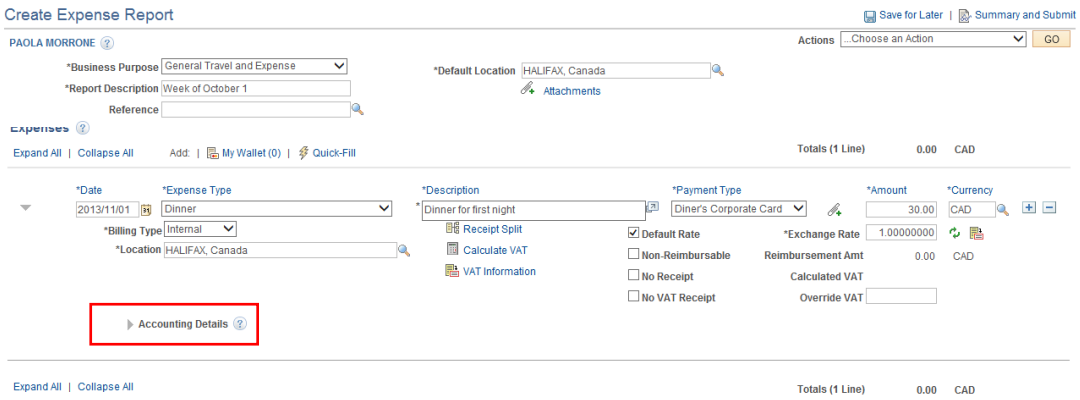
Step 6 – EXPENSE REPORT INFORMATION



- **Business Purpose** – drop down menu – pick something that is applicable
- **Title** – meaningful to the claimant – if trip, name of conference, city, month year
- **Default location** – **<u>choose this carefully – the system bases its tax calculations on it!</u>**
- **Purpose Approver** – dinello (or you can click the magnifying glass and look up "Angela Di Nello")

At this point, click 'Save for Later' and write Expense Report ID# on receipts
Tip! Regularly use the "Save for Later" button as you enter information on the report.

Step 3 – EXPENSE LINE ITEM(S)



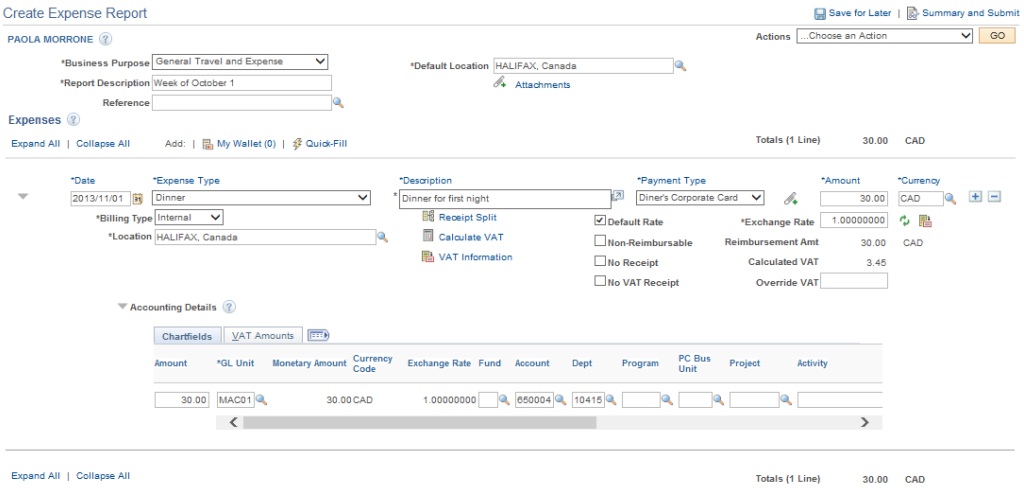
This is where you enter information for ***<u>each</u>*** of your receipts

- **Date** – date of expense
- **Expense type** – choose one that most closely matches the expense
    - Once the Expense Type is entered, more fields will display on screen
- **Description**: should have a business purpose and be concise (see below) e.g. 'Airfare to Sackville to attend ABC Conference'
- **Payment type**: Personal (Cash, Cheque or Credit Card)
- **Amount**: Enter the amount of the expense (the total tax included)
- Click on "**Calculate VAT**" (if expense was incurred in Canada) – does the calculated VAT match the VAT on the receipt? If not, enter the amount from the receipt in the "Override VAT" field below the Calculated VAT field
- **Location:** Does it match the expense? Each line will be auto populated from the default location chosen in the header so confirm the location is correct – use the magnifying glass at the expense line to change it to match if it is different
- **Accounting Details** - Click on the grey down arrow. This will reveal the accounting details line. Accounting Details tells the system where to get the money for the reimbursement

<u>NOTES:</u>

Business Purpose: WHAT is the purpose of the expense, HOW does it relate to University business or Research Project – i.e. presented paper, learning opportunity at conference, chaired a debate, collaborated with research fellows, received an award, moderated panel, etc. – enter this information in the line description AND in the Notes (on Summary & Submit screen). Every expense must have a business purpose

Step 4 – Enter Accounting Details

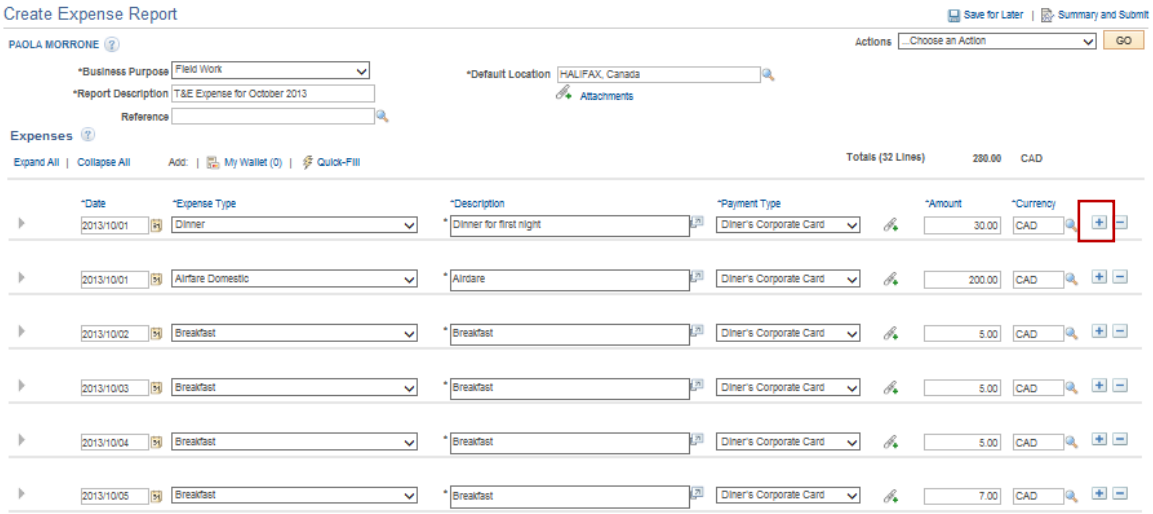


NOTE: a chart field has either a program OR a project, never both

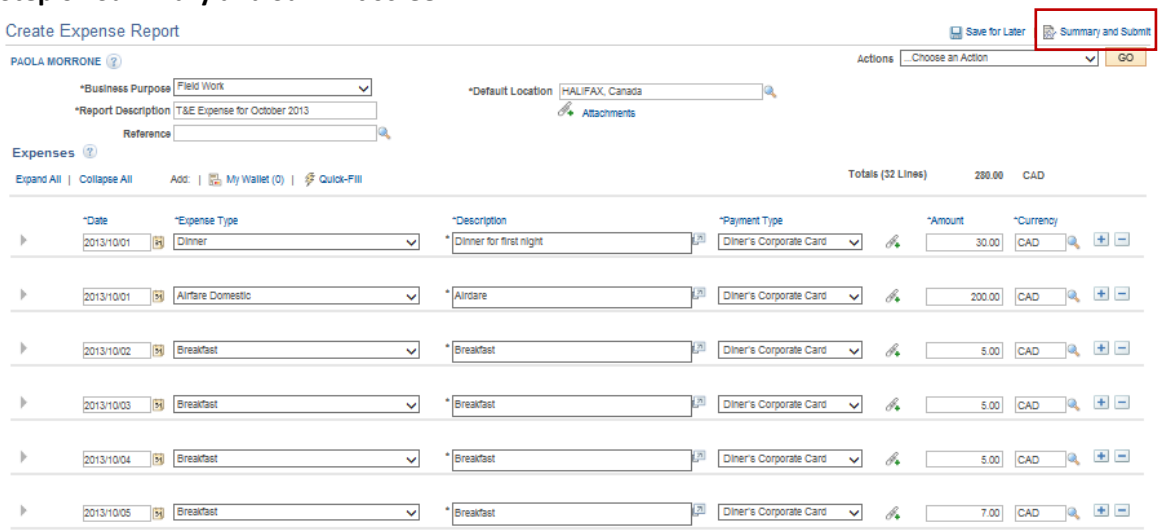
- **Fund**= 55
- **Account**= it will be pre-populated based on earlier choices. It can be changed if necessary
- **Department**= 10347 (it will be pre-populated based on earlier choices. It can be changed if necessary)
- **Program**= skip
- **PC Bus Unit**=RFMAC
- **Project**=20004330
- **Activity**=eligible

Tip! Click the "Save for Later" button.

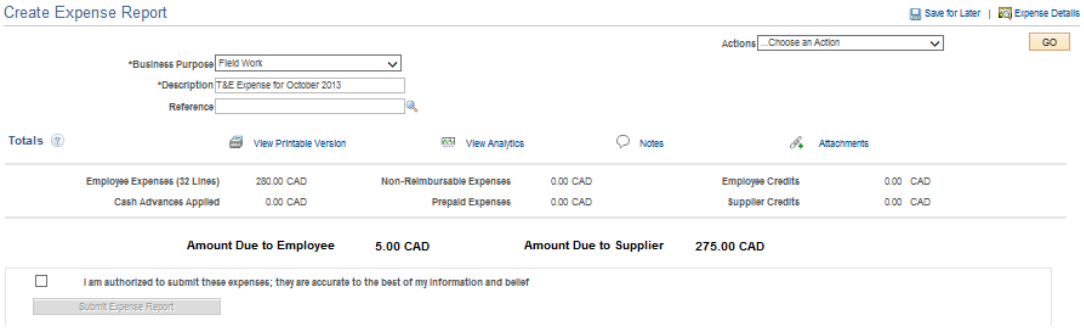
To add additional expenses, click on the "+" button at the far right of the expenses line



Step 6 –Summary and Summit screen



- Click on “Summary and Submit”



For the Notes section below, points in [square brackets] indicate where you have to fill in the information. Information in (round brackets) is just additional information.

In **Notes**, copy and paste the following, filling in the appropriate details:

- Claim is for a single trip
- Research Project: Partnership to Study the Productivity, Firms and Incomes
- Principle Investigator: Dr. Michael Veall
- Dates (From and To)
- Destinations (if different from "Location" Id)
- Lowest rate available was used, not exceeding full economy fare
- Conference website: [URL] (if available) (or you can attach the conference program)
- Original supporting documentation attached, including
    - Expense receipts
    - Conference program (or you can attach the conference wesite)
    - [certificate of attendance/name badge] (proof of attendance is only needed if conference receipts are being reimbursed)

Step 7 – Attach Documents – Attach scanned receipts, statements and invoices related to each expense.

Step 8 – Validate & Submit

- Check "I am authorized to submit these expenses; they are accurate to the best of my information and belief."

- Click Submit Expense Report

What happens after you submit
Once the report is submitted, the system will take you back to the details screen. The system will notify you that the report has been submitted.

At this point, an email will be generated by the system, telling every approver (e.g. Mike Veall, Research Finance) they have a report to approve.

Once all approvers have approved, Accounts Payable will approve. This triggers the system to generate the direct deposit to the claimant's bank account.

Emails to the claimant preparer are sent, stating that the report has been approved.

Approved expense reimbursements are transferred to the bank every Tuesday and Thursday. The money will go directly to the claimant's bank account (the same one they receive their pay cheque to).

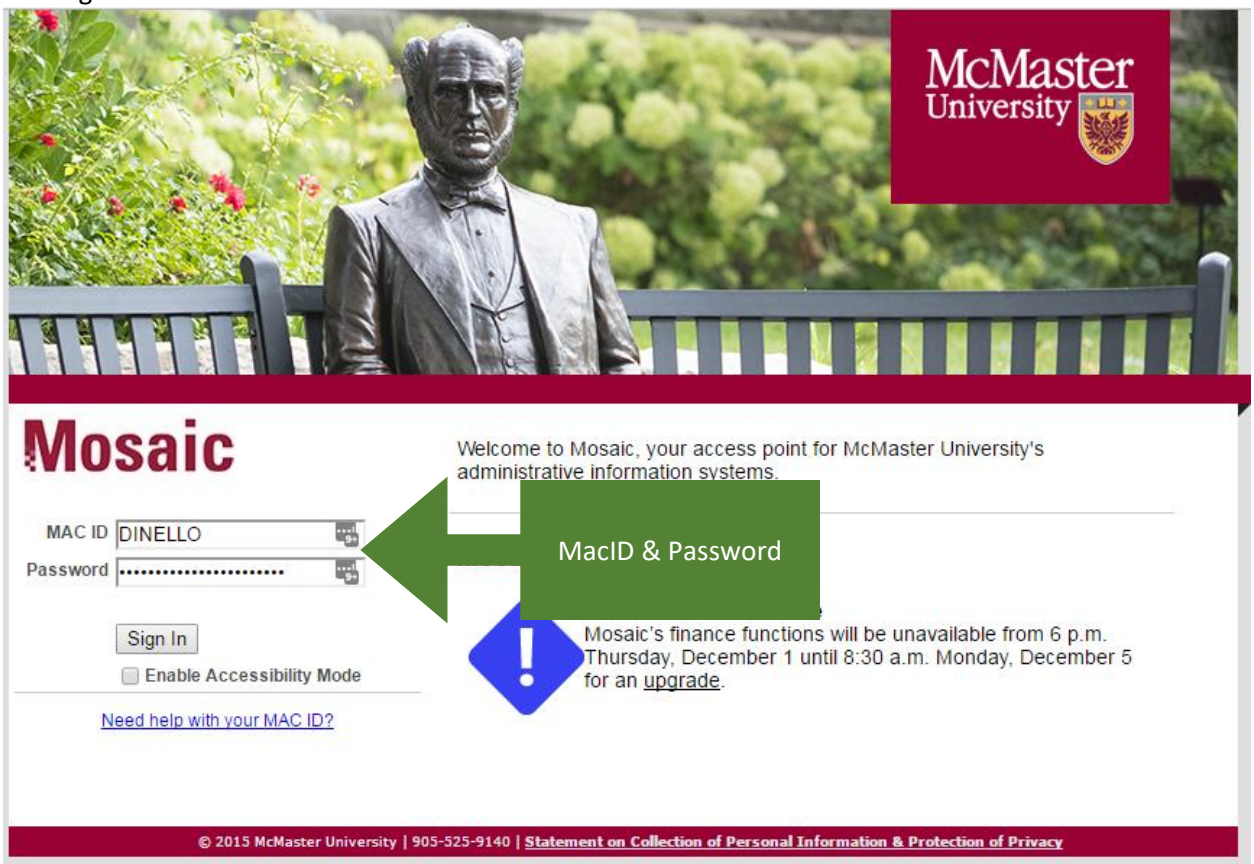
The reimbursement is never added onto pay cheques. However, if more than one report for the claimant is approved within the same time frame, they will be added together for a single EFT.

The money gets to the claimant's bank account within 2 to 3 business days, more quickly if they bank with CIBC, McMaster's bank.

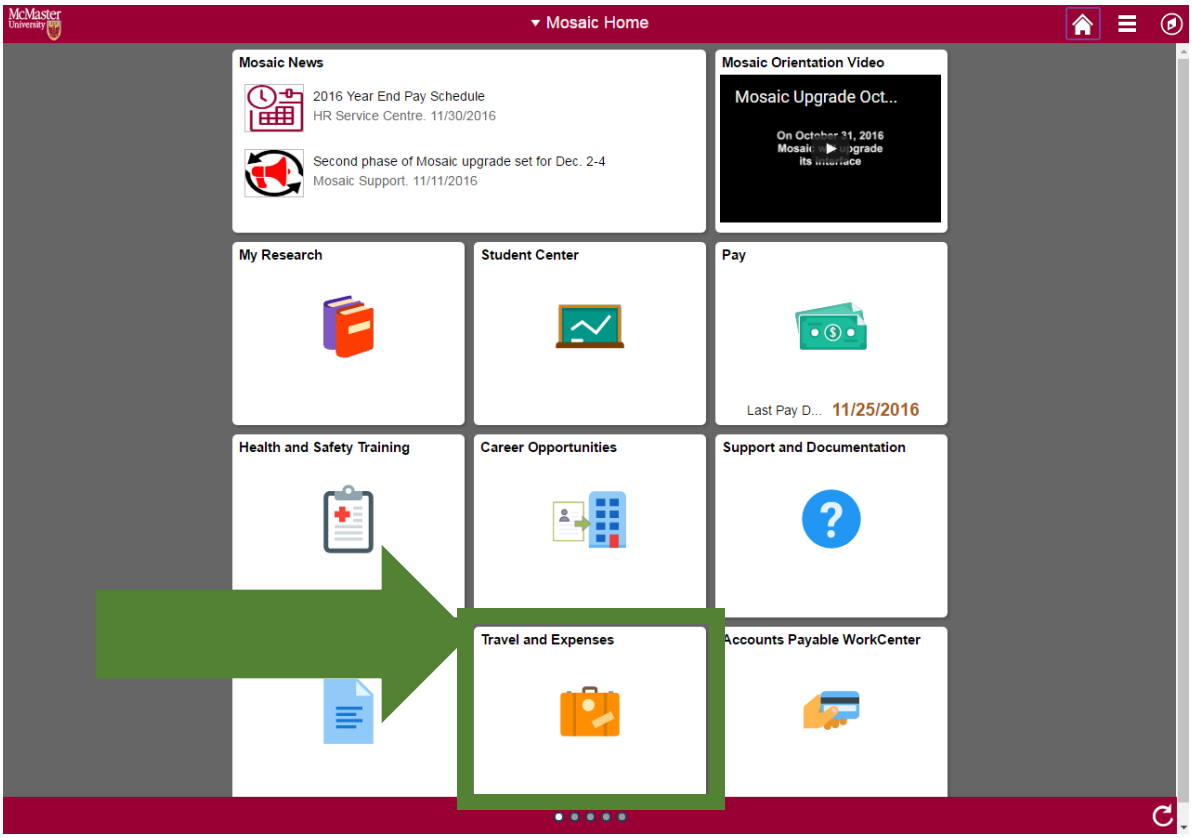
Access to Travel & Expenses in Mosaic

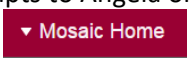
To check if you have access to 'Travel & Expenses' in Mosaic, please follow the following steps:

1. Log onto Mosaic: mosaic.mcmaster.ca

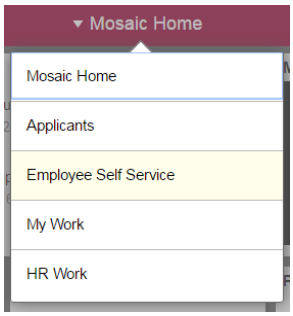


2. 'Travel & Expenses' might be listed on your homepage:

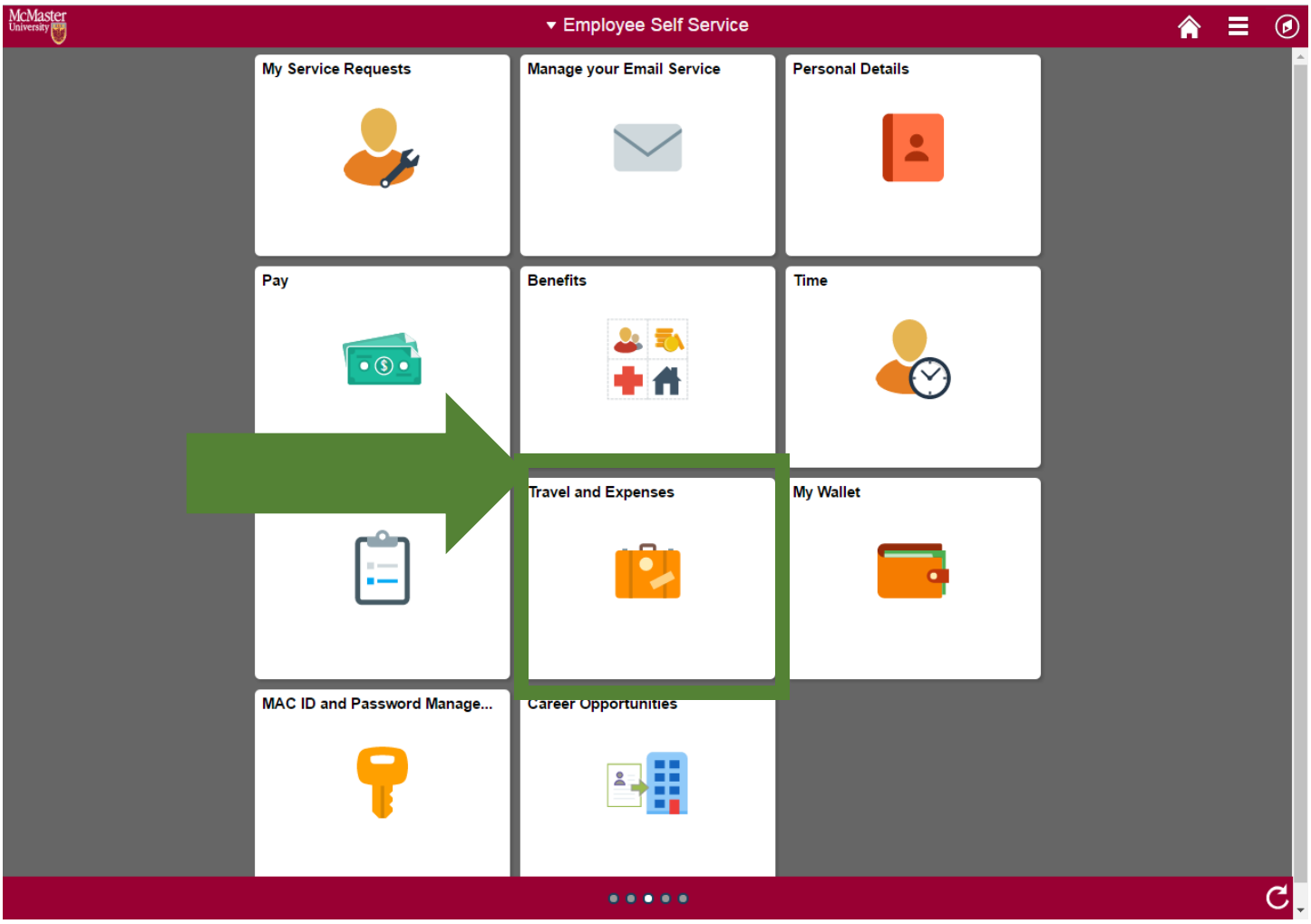


3. If it is listed, continue with either (a) Submit receipts to Angela or (b) Submit receipts yourself. If it's not listed, Click on 'Mosaic Home' 

and select 'Employee Self-Serve'.



4. 'Travel and Expenses' should be listed on the 'Employee Self Service' screen.



1. If it is listed, continue with either (a) Submit receipts to Angela or (b) Submit receipts yourself.
2. If it's not listed, proceed to **Submitting a Financial Access Request Form** (on page 13).

Submitting a Financial Access Request Form

Fill out the Financial Access Request Form: https://apps.mcmaster.ca/accessrequest/index.htm.

- To fill out this form, you will need (among general information):
  i. Your MacID
  ii. Your employee/student ID
  iii. Supervisor's name
  iv. Supervisor's email
  v. Supervisor's ID number
  - If you are unable to get this information, please email Angela with your Mac ID, employee/student ID and your supervisor's name and she will submit the request on your behalf.

1. Select the follow options from the fields in the form:
   vi. 'new access'
   vii. PS Department: 'SOCSCI Economics' (or your applicable department)
   viii. Roles & Permissions>Travel and Expense: Check off 'TE - Review of ER, TA and CAs'
   ix. Comments

2. Fill in the other applicable information

3. Check off 'Acknowledgement of Confidentiality'

4. Click 'Submit'

MUG SI Quick Links Select GO

Faculty & Staff Directory Search GO

nics Alumni Discover McMaster Future Students Library Research Current Students

PeopleSoft Financial Access Request Form

You are logged in as dinello

PRINCIPLES OF ACCESS

Access is granted based on the Principle of Least Privilege and also appropriate Separation of Duty.
Least Privilege - "access should be limited to only what is necessary to complete assigned duties and functions".
Separation of Duty - "requires that more than one person is necessary to complete a task from start to end in order to reduce the potential of fraud or error."

BIOGRAPHIC INFORMATION (for person receiving access)

☐ I am not a McMaster employee

vi ◉ new access ○ change access ○ remove access

Surname | Given Name | ii Employee ID

i MacID | Email address | Extension

vii PS Department: SOCSCI Economics

NOTICE OF COLLECTION

When complete, this form will contain Personal & Confidential information which will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (RSO 1990) and will be disclosed only in accordance with this Act. This information will be used to alter or create user credentials within the PeopleSoft Finance System. For further information please refer to the Statement on Collection of Personal Information and Protection of Privacy.

ROLES/PERMISSIONS

Accounts Payables

Billing

General Ledger

Grants

Project costing

Purchasing

Travel and Expense

viii ☐ TE - Review of ER, TA and CAs

iii Supervisor

iv Email address of Supervisor

v Supervisor's Employee ID

ix Comments

ACKNOWLEDGEMENT OF CONFIDENTIALITY

All individuals who have access to McMaster information are required to have read and signed a confidentiality form. Please check the follow if the person receiving access has previously completed form:

4 ☐ Employee Acknowledgement of Confidentiality and Computing Access

(by checking I attest that person receiving access has completed and submitted this form)

Otherwise please visit http://www.mcmaster.ca/uts/appforms/confidentiality.pdf to complete form as directed.

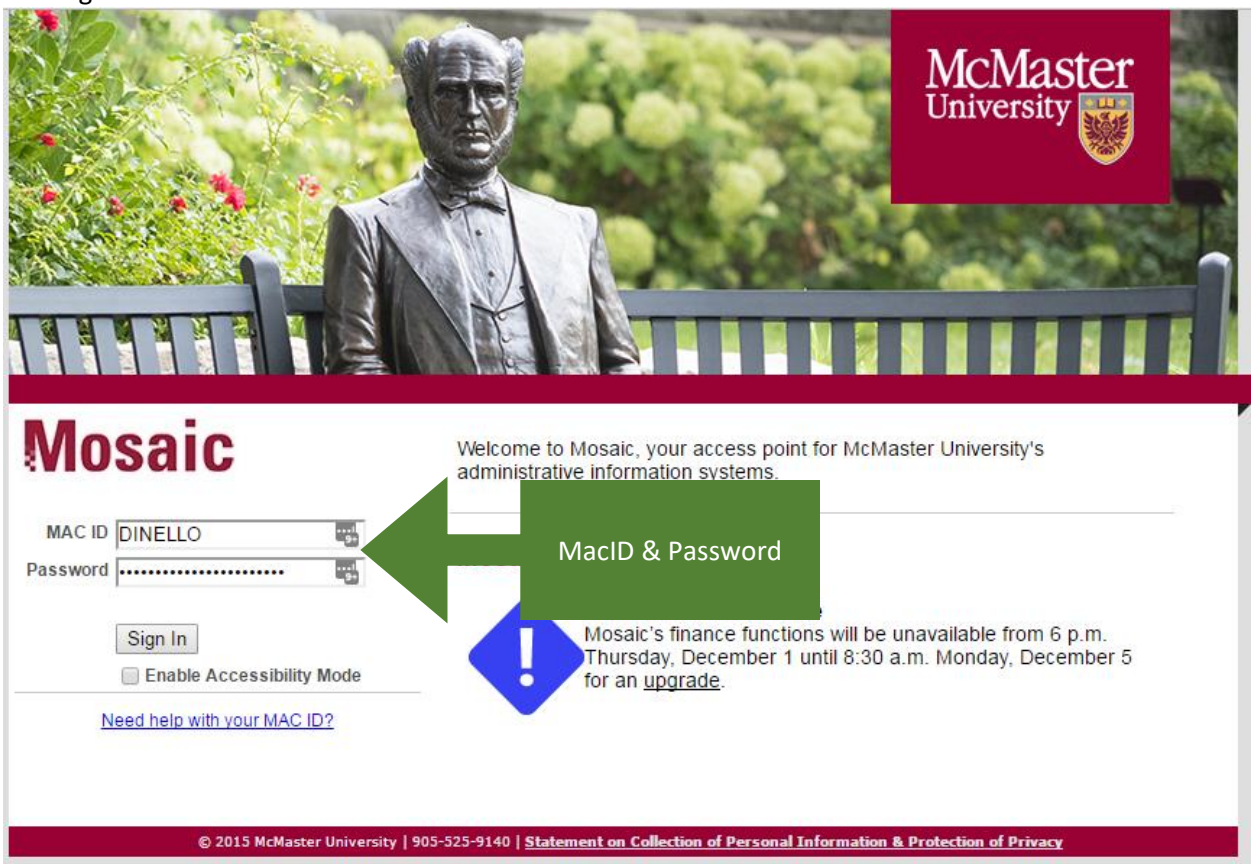
By clicking the SUBMIT button, I warrant and affirm that the information provided herein is true and complete. I agree to personally indemnify and hold McMaster University harmless for any claim, damage or liability resulting directly or indirectly from reliance thereon.

5 Submit

Assigning delegate authority

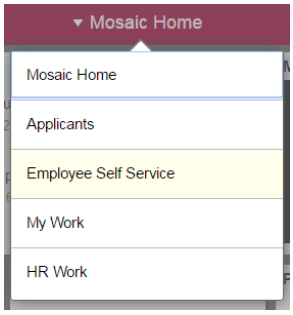
To grant Angela with delegate authority, please follow the following steps:

1. Log onto Mosaic: mosaic.mcmaster.ca

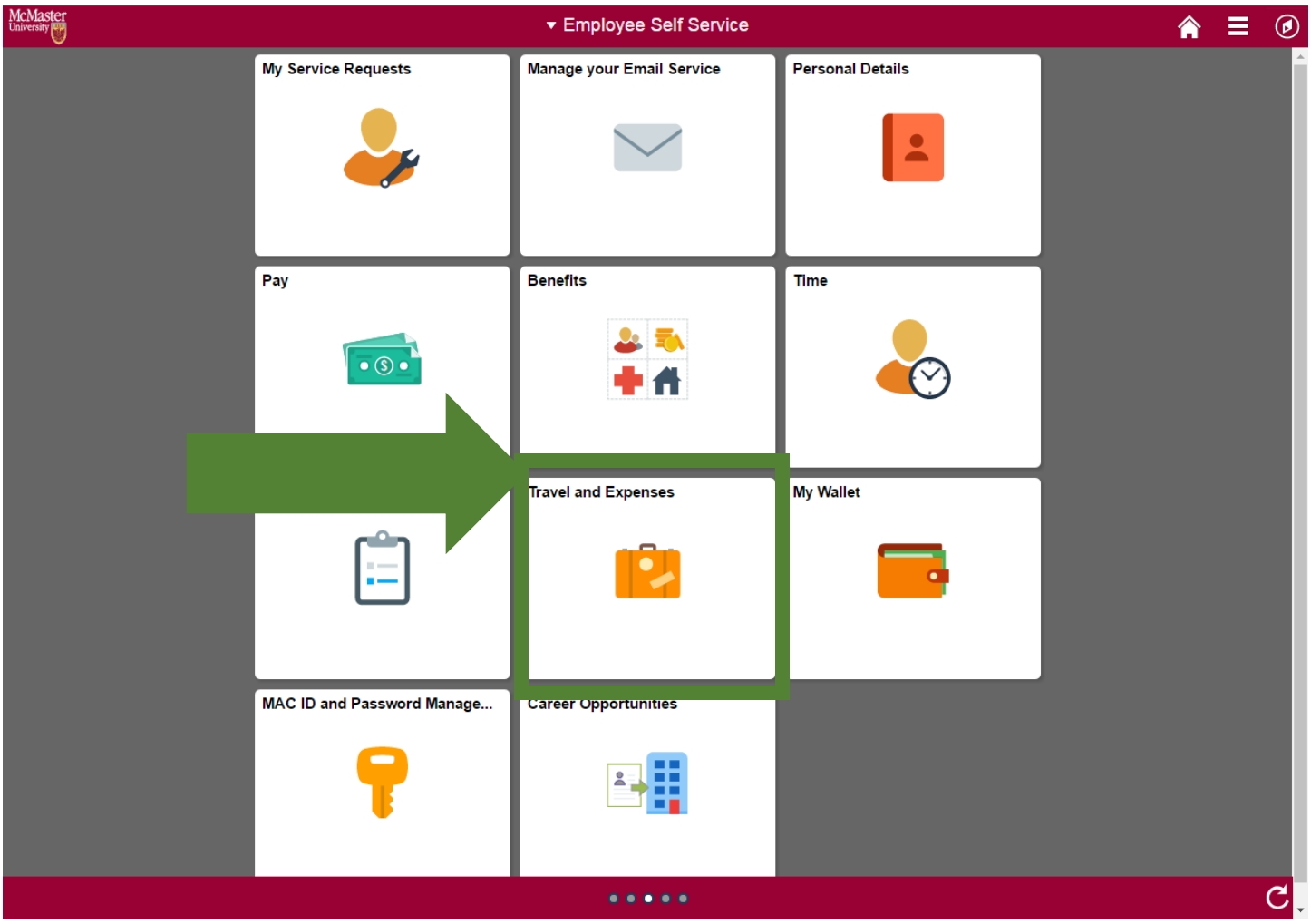


2. Click on 'Mosaic Home' 

and select 'Employee Self-Serve'.



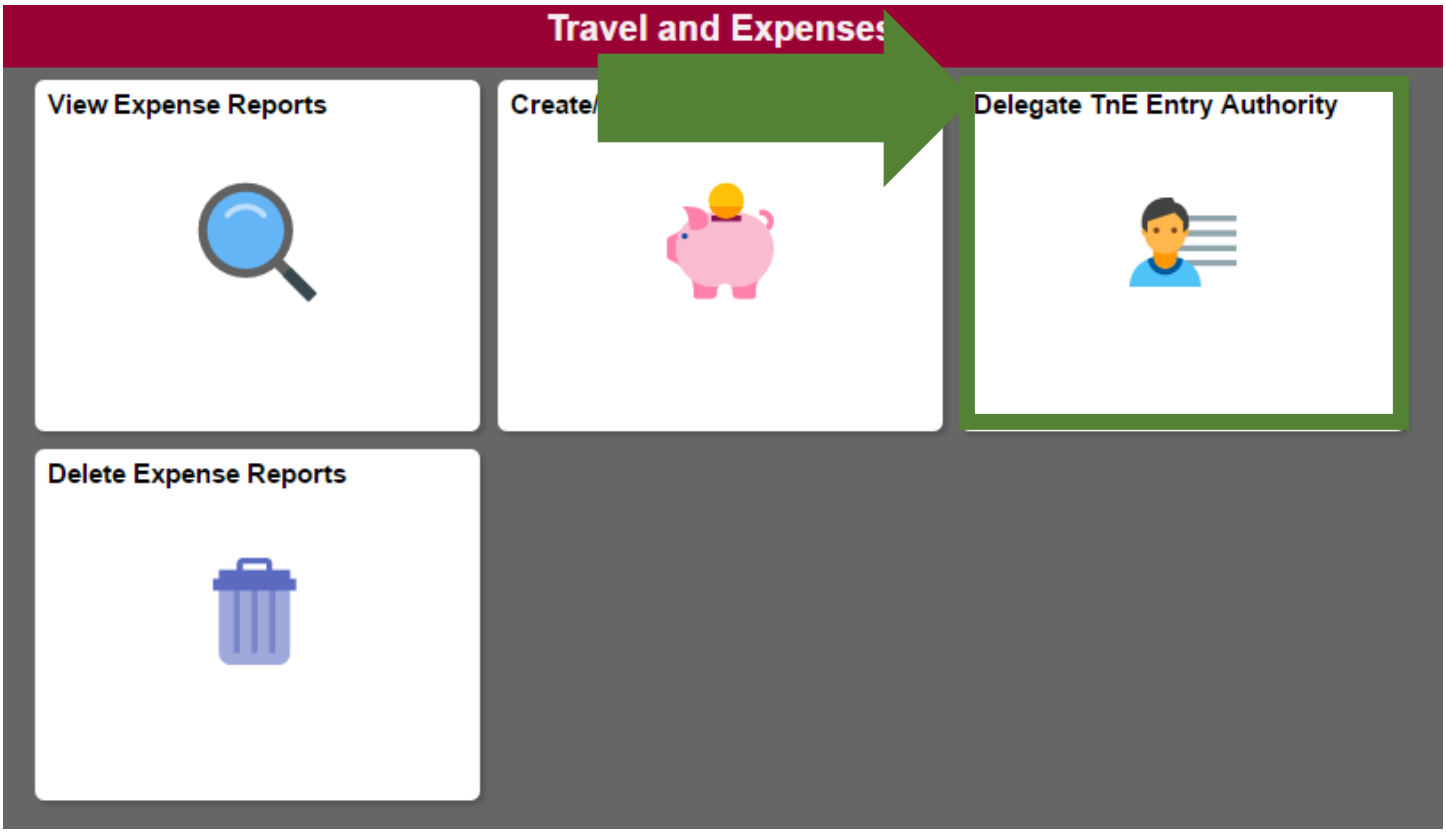
3. 'Travel and Expenses' should be listed on the 'Employee Self Service' screen.



3. If it is listed, continue to step 4

- If it's not listed, proceed to **Submitting a Financial Access Request Form** (on page 13).

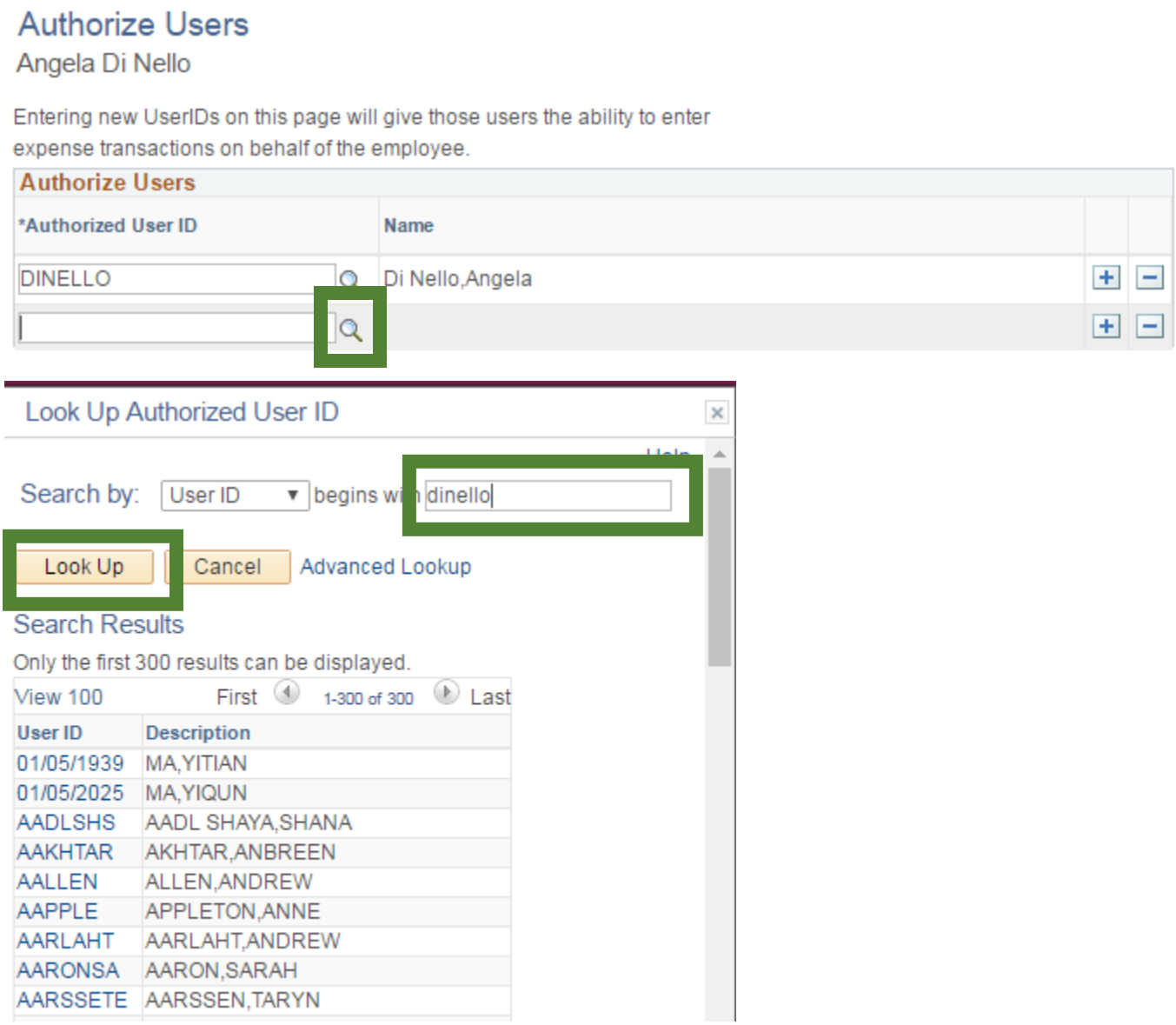
4. Click on 'Travel and Expenses'
5. Select 'Delegate TnE Entry Authority'

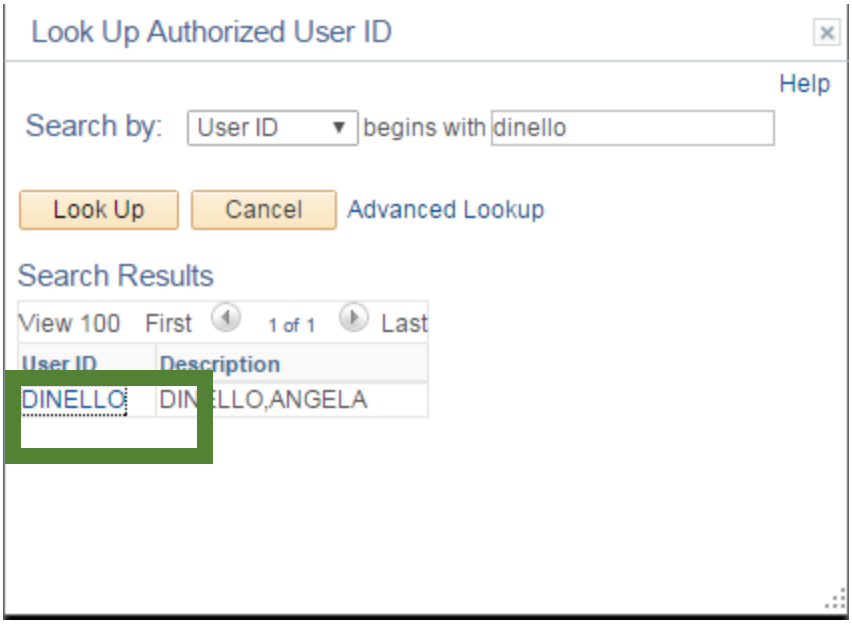


6. Click on '+'

7. Either type 'DINELLO' in the empty box (it has to be in capitals) or click on the magnifying glass to look up 'DINELLO' (it doesn't have to be in capitals in search box). Click on the blue part of the name ('User ID').
8. Click Save.

NOTE: If you ever want to remove access, click on the '-' next to the name you wish to remove access for.


Authorize Users
Angela Di Nello
Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.
Authorize Users
*Authorized User ID
Name
DINELLO
Di Nello,Angela
Look Up Authorized User ID
Search by:
User ID
begins with
dinello
Look Up
Cancel
Advanced Lookup
Search Results
Only the first 300 results can be displayed.
View 100
First
1-300 of 300
Last
User ID
Description
01/05/1939
MA,YITIAN
01/05/2025
MA,YIQUN
AADLSHS
AADL SHAYA,SHANA
AAKHTAR
AKHTAR,ANBREEN
AALLEN
ALLEN,ANDREW
AAPPLE
APPLETON,ANNE
AARLAHT
AARLAHT,ANDREW
AARONSA
AARON,SARAH
AARSSETE
AARSSEN,TARYN


Look Up Authorized User ID
Help
Search by:
User ID
begins with
dinello
Look Up
Cancel
Advanced Lookup
Search Results
View 100
First
1 of 1
Last
User ID
Description
DINELLO
DINELLO,ANGELA

Authorize Users

Angela Di Nello

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name		
DINELLO	Di Nello,Angela	+	−

Save