REIMBURSEMENT OF PIC EXPENSES

1. Go to the EMSB website and in the upper right hand side, click "ePortal"



2. Under EMSB Intranet Links, click on "Report of Expenses"

EMSB INTRANET LINKS
School Access List
Annual Vacation Plan
Consolidated Calendar
Donations
Head Office Happenings (Head Office News)
Department Budget
Employee Salary Statement
Technical Support Requests
Workshops / Events Registration
Notice of Memorial Services
Infini
Employee Account Change Request
Job Opportunities - APPA
Job Opportunities - QFL
KiDS
OSCC Elementary
Phone Directory
Report of Expenses
Request Forms
Requisition Forms

- 3. You will get to the Report of Expense with your name at the top. Click "Add / Edit Expenses" to enter your expenses in **Canadian dollars only**.
- 4. Under "Documentation" there is the "How-to" and FAQ to help guide you on entering your expenses.

un Benan j	2 - Print / View Reports		
	UNCLAIMED EXPENSES		
Type of Expense		Nb. Exp.	Amount
Mileage / Kilométrage		0	\$0.00
Parking / Stationnement		0	\$0.00
Other Transportation / Autre Mode de Transport	0	\$0.00	
Lodging / Hébergement		0	\$0.00
Meals, Gratuities / Repas, Pourboires Etc.		0	\$0.00
Books & Other Purchases / Livres & Autres Achats		0	\$0.00
Sundries / Divers		0	\$0.00
Principals - McGill Leadership courses (50%)		0	\$0.00
Conference Registration Fees/Conférence		0	\$0.00
	TOTALS	0	\$0.00
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•	Sustem's Administration		Const

Click to change your school location, if necessary

Website to calculate the currency conversion:

https://www.xe.com/currencytables

Please note that when completed you must do the following;

- Print the document
- SIGN IT
- Attach all original receipts
- Send all documents to the PIC secretary through internal mail

The secretary will verify the documents and have it signed under "APPROVED BY" then forward it to financial services for processing.

DO NOT LOSE YOUR ORIGINAL RECEIPT(S) AS YOU WILL

NOT BE REIMBURSED WITHOUT RECEIPTS

ONLY YOU CAN FILL OUT THE REPORT OF EXPENSE FORM.

SENDING YOUR RECEIPTS TO THE PIC SECRETARY WILL NOT GIVE A REIMBURSEMENT.

FOR QPAT REIMBURSEMENTS

The Eventbrite confirmation email / receipt is the one you must send in with your Report of Expense form as it has your <u>name</u>, the <u>name of the workshop</u> and the <u>amount you paid and the method of payment</u>.



FOR ANY TECHNICAL ISSUES PLEASE CONTACT

YOUR SCHOOL'S IT TECHNICIAN OR

CALL THE HELP DESK AT EXT. 7400