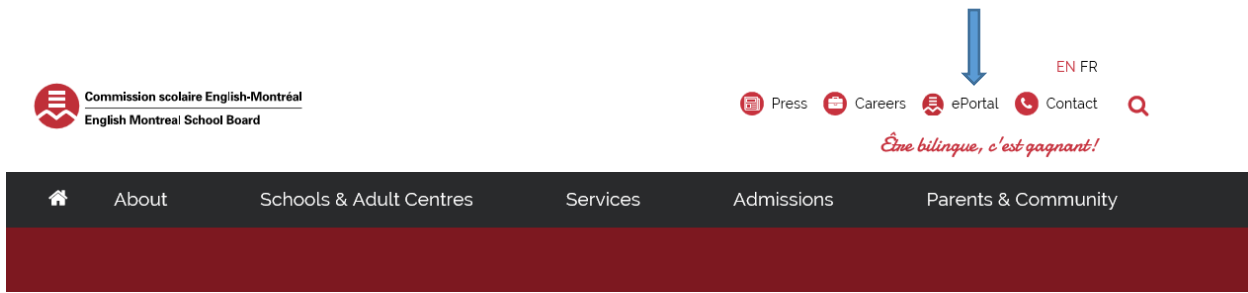
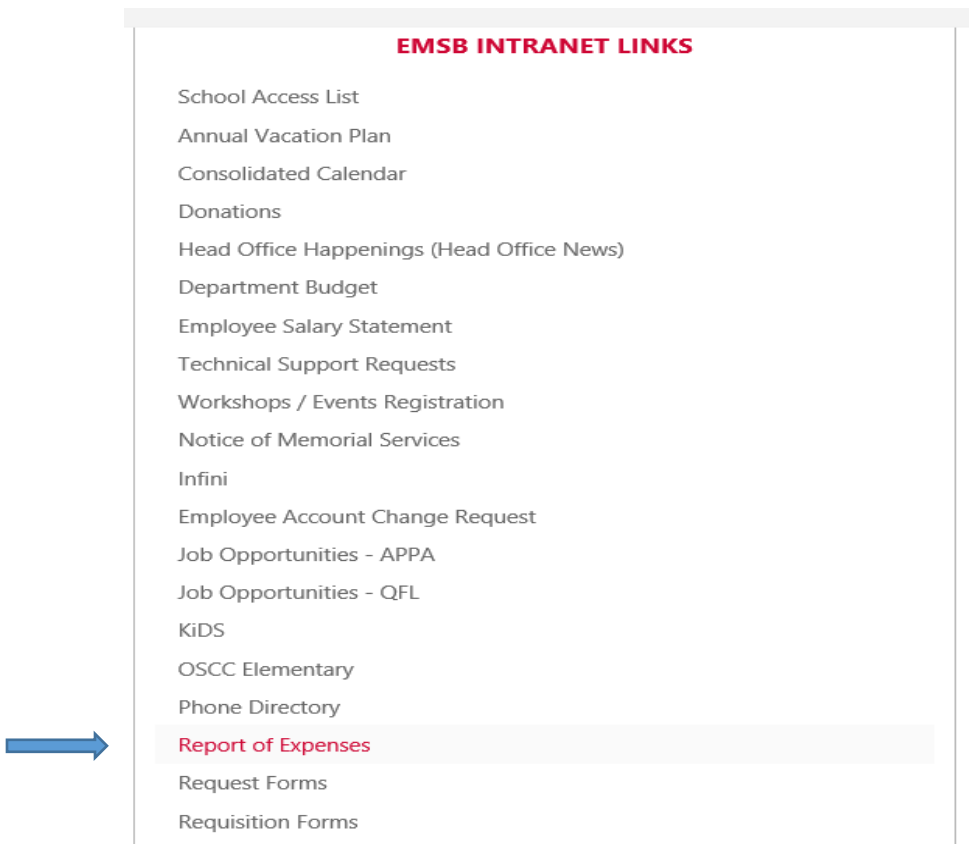


## REIMBURSEMENT OF PIC EXPENSES

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”



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.



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**

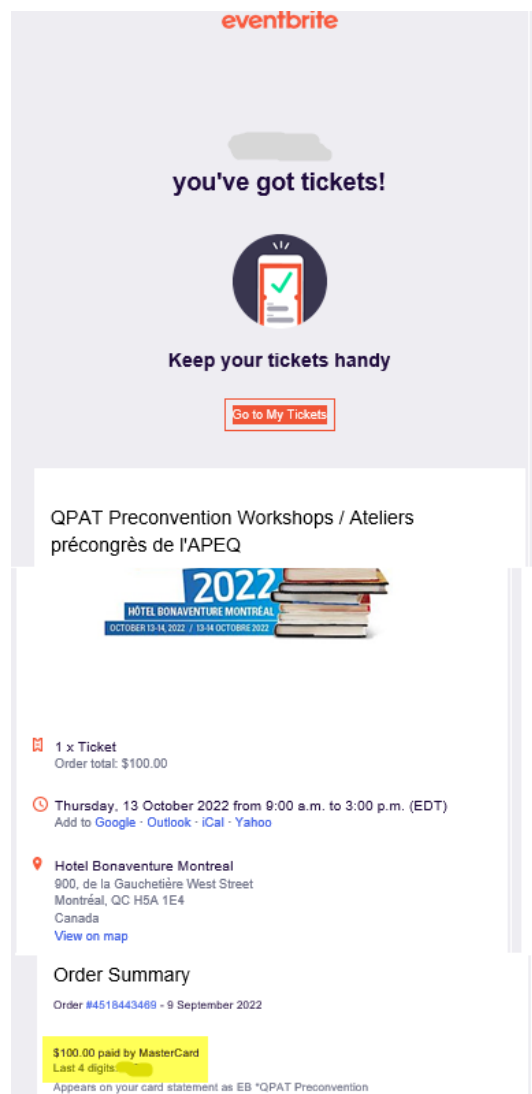
**NOT BE REIMBURSED WITHOUT RECEIPTS**

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 name, the name of the workshop and the amount you paid and the method of payment.



**FOR ANY TECHNICAL ISSUES PLEASE CONTACT**

**YOUR SCHOOL'S IT TECHNICIAN OR**

**CALL THE HELP DESK AT EXT. 7400**