Expense Reimbursement Direct Deposit (ERDD)

Submit your Expense Reimbursement on-line here for direct deposit into your bank account. Includes a foreign currency worksheet for ease of conversion.

Login to ERDD

Click here for how to documentation.
Expense Reimbursements Direct Deposit on the Web Home

To be used only for Direct Deposits to a Canadian Bank.

Use the Tabs above to access ERDD on the Web Services.

Note: Original receipts are required for expense reimbursement.

When you are finished, please Log-off using the Log-off link on the blue bar above.

If you need immediate assistance, please contact the FAST Team.

A University Web Service designed and maintained by the Department of Administrative Management Systems.
Expense Reimbursements Direct Deposit (ERDD)

Division of Business Affairs, Financial Services Department

Paula Smellie - [Redacted]

Select for new claim.
Select to back into saved claim
Select to see the status of your claim

Log-off

Expense Reimbursements Direct Deposit on the Web Home

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Use the Tabs above to access ERDD on the Web Services.
Note: Original receipts are required for expense reimbursement.

When you are finished, please Log-off using the Log-off link on the blue bar above.

(Return to Campus Business Connect Home page.)

If you need immediate assistance, please call (416) 946-3348.

A University Web Service designed and maintained by the
Department of Administrative Management Systems

https://ams.its.utoronto.ca/scripts/wgate/ZF ERDD LOGON/

4/4/2008
Expense Reimbursements Direct Deposit (ERDD)

Paula Smellie

Claimant Information

<table>
<thead>
<tr>
<th>Personnel # Name</th>
<th>Paula Smellie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Dept of Physiology</td>
</tr>
<tr>
<td>Address (Street)</td>
<td>Medical Sciences Building</td>
</tr>
<tr>
<td>City/Prov</td>
<td>Toronto, ON</td>
</tr>
<tr>
<td>Country/Postal Cd</td>
<td>Canada, M5S 1A8</td>
</tr>
</tbody>
</table>

Travel Information

- Period of Travel (dmmmyyyy)
- Location
- Reason for Claim, if not travel: e.g. departmental hospitality, etc.
- Description (maximum 132 characters)

Purpose (Select one): Employee Field Trip

Expense Report

Enter expenses in Canadian funds. A Foreign Exchange calculation Worksheet is provided for convenience. Click for Worksheet.

You can enter CostCtr, Order, Fund, CFC on the first expense line and Click here to copy CostCtr, Order, Fund, CFC down to unfilled lines.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (Cdn$)</th>
<th>G/L</th>
<th>Tax</th>
<th>CostCtr</th>
<th>Order</th>
<th>Fund</th>
<th>CFC</th>
<th>Citm</th>
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</thead>
<tbody>
<tr>
<td>Airfare</td>
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<td>840010</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>840010</td>
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<td></td>
<td></td>
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<tr>
<td>Accommodation</td>
<td>In Canada</td>
<td>840020</td>
<td>IE</td>
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</tr>
<tr>
<td></td>
<td>Outside Canada</td>
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<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allowance</td>
<td>Per Diem: In Canada</td>
<td>840030</td>
<td>IF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>USA/International</td>
<td>840030</td>
<td>IF</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Tax codes used
- # of Breakfasts: x$10/day
- # of Lunches: x$15/day

Press Enter for results

https://ams-its.utoronto.ca/scripts/weate/ZF ERDD RUSEXP/!

4/4/2008
as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Dinners In Canada</td>
<td>$25/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Dinners USA/Int'l</td>
<td>$50/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Nights</td>
<td>$75/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Kilometers</td>
<td>$0.47/km</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Expenses for Reimbursement:**

Can save and complete later.

Print form, submit for chair's authorization (attach receipts).

https://ame.uoft.ca/spreadsheets/ERDD-RUSEXP/
Once saved and 'submitted' electronically, submit a signed paper copy with all receipts to the Business Officer for approval.

http://www.ams.utoronto.ca/Services/Campus_Business_Connect.htm