SOP - Expense Reimbursement Direct Deposit (ERDD)

Updated on October 7, 2021

Link to ERDD

https://easi.its.utoronto.ca/administrative-web-services/expense-reimbursement-direct-deposit-erdd/

Link to Tutorial


The Expense Reimbursement Direct Deposit is the electronic method of submitting an expense claim to your department. The interface represents all fields on the Expense Reimbursement Form and allows you to submit all necessary information to make an expense claim.

PLEASE NOTE: You will need to submit the appropriate supporting documentation electronically separately from this process. Please use this submission as notification to your department contact that you have submitted an expense claim.
Go to the ERDD link on the EASI website found here: https://easi.its.utoronto.ca/administrative-web-services/expense-reimbursement-direct-deposit-erdd/
If you are not on the University’s domain, you will need to enable access with 2-factor authentication (Duo Push). If you have not set up your UTORid or 2-factor authentication, please contact the department’s IT staff to set up your account.
Once you have logged in, navigate to the Expense Reimbursement dashboard by clicking on the appropriate tab.

Press the Create New Claim to start a new Expense Claim.

**PLEASE NOTE:** The fields at the top of the screen will allow you to search and retrieve a previous claim you have been working on and saved or a previous claim that was submitted.
Enter the name of your claim. Please ensure accuracy by entering a name that pertains to event, service or asset that best represents your claim.

Enter the reason or relevance for the expense.

The following section hold links to external resources that allow you to ensure that you have filled in the appropriate codes and fields. If you are unsure of what to enter, please contact the department’s Financial Officer to guide you.
Select a claim type for the expense.

**PLEASE NOTE:** Each claim type will populate different G/L’s on the expense claim depending on your selection.
The next section lists various expense lines which are the most frequently used. If your expense does not match these categories, please list your expenses within the ‘Others’ field.

- Accomodations
- Allowance - Meals
- Allowance - Mileage
- Rail/Bus
- Public Transit
- Car Rental
- Meals
- Taxi
- Others

Please fill in the fields accurately.

If you require more expense lines, you can do so by pressing the ‘Add Another Line’ link.
Save your document. Print a copy for your files.

The bottom right hand corner will display two options:

‘Post to FI’ or ‘Submit To Business Officer’

Selecting this will submit the claim to the department’s finance team.

Supporting Documentation
You will need to submit via email, all necessary supporting documentation to your department contact. This email will serve as a notification to your Financial Officer that you have submitted an ERDD claim and they will review and process it accordingly.

When submitting supporting documentation, please keep in mind:

- All U of T employees should not have to pay out-of-pocket for university related business expenses.
- All expenses should be under a payment method that is in the claimants name.
- Original documentation should be submitted for the expenses.

End.