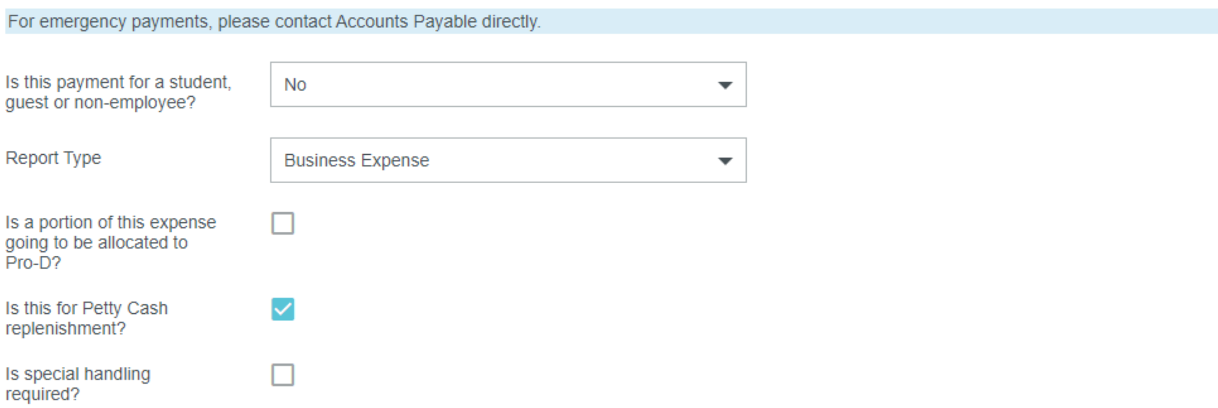
University of Victoria | Campus Planning & Sustainability

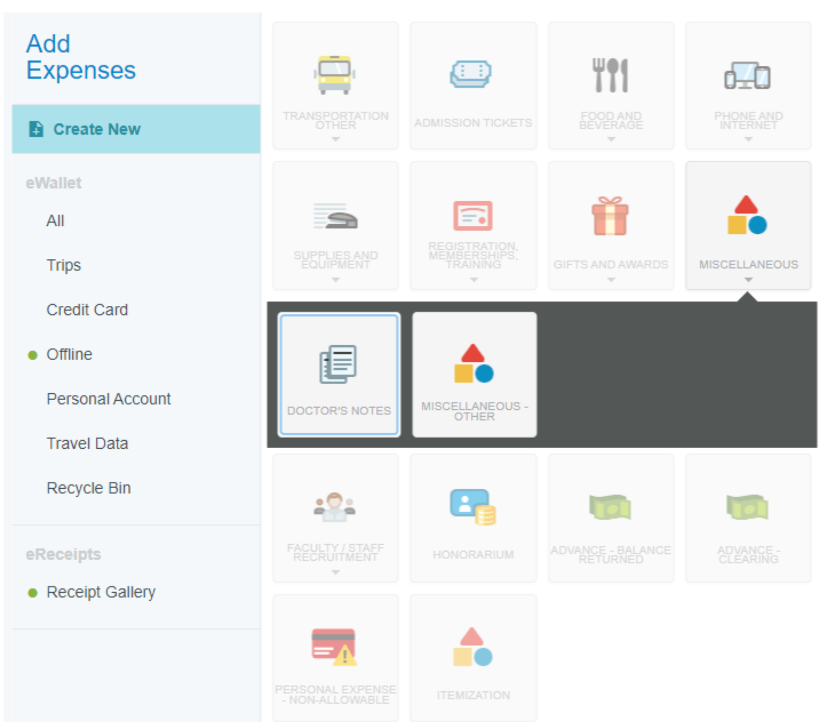
UVic Employee E-Bike Loan Pilot Program: Chrome River Instructions

E-Bike Reimbursement Steps

1. On a new expense report, select ‘No’ to the ‘is this payment for a student, guest or non-employee?’ and select “Business Expense” from the ‘Report Type’ drop down list.

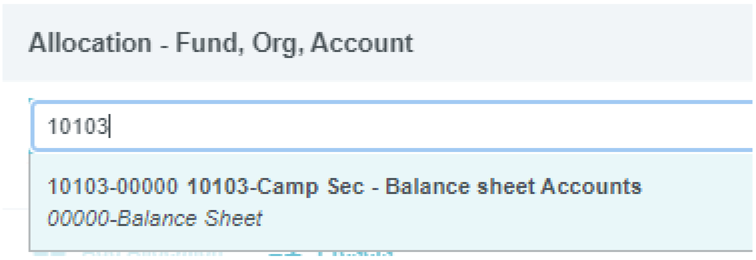


2. Select the check box ‘Is this for Petty Cash replenishment’
3. Add your expense using the ‘Miscellaneous’ and ‘Miscellaneous – other’ expense tile(s)

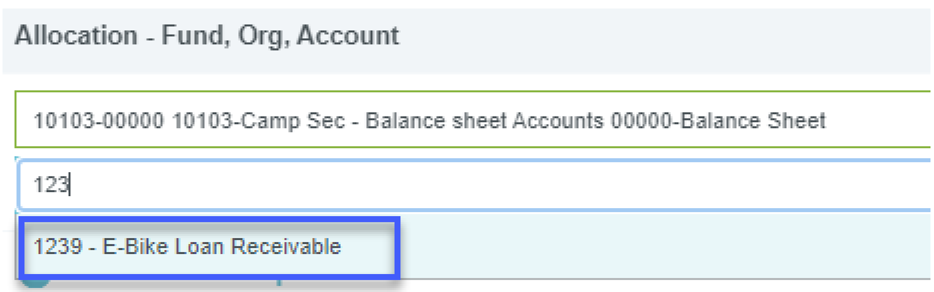


4. Enter the cost of the E-Bike, up to a max. of $3,000

5. In the Allocation section, enter FAST account 10103-00000 in the search box and select that FAST account



6. The second allocation box that appears will default to account '7200 – Supplies'. Click in this box and enter expense account code '1239 – E-Bike Loan Receivable' and select that account code.



7. Add your E-Bike receipt under the 'Attachments' section.

   Note: The E-Bike must be on a separate receipt.

8. The 'Total Pay Me Amount' should now list the cost of the E-Bike, to a max. of $3,000.

9. Click the 'Submit' button.

10. The 'Select Approver' screen displays. Select "Alexis Osmond" as the account holder from the drop down list and click the 'Submit' button.

    Note: All expense reports in Chrome River will go to the account holder and to your one over one/supervisor. Your one over one/supervisor will also receive an approval email (you do not need to select them here).

    *It is recommended that you let them know, in advance of submitting your report that they can expect to receive this notification.

Need help or have a question? Please contact expensemgmt@uvic.ca