

ADMINISTRATIVE MANAGEMENT SYSTEMS



UNIVERSITY OF TORONTO

ADMINISTRATIVE MANAGEMENT SYSTEMS

CB Connect Home | Search | Contact

Campus Business Connect

...to the point

SERVICES DIRECTORY

SYSTEM STATUS

SECURITY / BROWSER

HELP

LINKS

USER ACTIVATION & PASSWORD SERVICES

Your Single Point of Access

Welcome to Campus Business Connect - your single point of access to the U of T.

RESEARCH

My Research On Line (MROL) for Principal Investigators

HUMAN RESOURCES

UShop-UofT Electronic Procurement System

FINANCIAL SERVICES & U-SHOP

Expense Reimbursement Direct Deposit

FACILITIES & SERVICES WORK ORDER SYSTEM

Please note - these SAP systems do "not" use your U of T ID and password.

TELECOMMUNICATIONS

Have questions on the services?

For specific information about the services listed on this page and how to obtain access, please [click here](#).

...to the point interface to our main SAP (the Research System) or the UShop systems provide you with convenient access to these systems without the use of a U of T ID. For current SAP users, the interface allows you to log in using your existing SAP ID and password.

ADMINISTRATIVE MANAGEMENT SYSTEMS



UNIVERSITY OF TORONTO

ADMINISTRATIVE MANAGEMENT SYSTEMS

CB Connect Home | Search | Contact

Campus Business Connect

...to the point

SERVICES ▾

SYSTEM STATUS ▾

SECURITY / BROWSER ▾

HELP ▾

LINKS ▾

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.

Brubaker - 5247

ERDD Home

Create New

Display/Edit Claim

Check Status/Delete

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]

Log-off

- ERDD Home
- Create Own
- Create for Others
- Display/Edit Claim
- Check Status/Delete

Select for new claim.

Select to go back into a saved claim

Select to see the status of your claim.

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.

(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



Expense Reimbursements Direct Deposit (ERDD)

Division of Business Affairs, Financial Services Department

Paula Smellie - [REDACTED]

Log-off

- ERDD Home
- Create Own
- Create for Others
- Display/Edit Claim
- Check Status/Delete

Enter Expense Report

Claimant Information

Personnel #, name [REDACTED] Paula Smellie
 Department Dept of Physiology
 Address (Street) Medical Sciences Building
 City/Prov Toronto ON Telephone (format 9999999 no dash)
 Country/Postal Cd Canada M5S 1A8 Fax (format 9999999 no dash)
 Dept Contact

Travel Information

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

Purpose (Select one) Employee Field Trip Default G/L accts depend on this Purpose [Click to get default G/L accts if Purpose is changed](#)

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](#).


		Amount (Cdn\$)	G/L Tax	CostCtr	Order	Fund	CFC	Cltm
Airfare	Canada & US destinations bought in Canada		840010 I6					TRAVEL
	Other		840010 I0					TRAVEL
Accommodation	In Canada		840020 IE					TRAVEL
	Outside Canada		840020 I0					TRAVEL
Allowance	Per Diem: In Canada USA/International							
	*Tax codes used # of Breakfasts x\$10/day x\$15/day		840030 IF					TRAVEL
	for Allowances # of Lunches x\$15/day x\$22.50/day		840030 IF					TRAVEL

This information comes up automatically.

Complete form

as follows:	# of Dinners	x\$25/day	x\$37.50/day	840030	IF		TRAVEL
IF = In Canada	OR			840030	IF		TRAVEL
10 = USA/Intl	# of days	x\$50/day	x\$75/day				
	# of kilometers	x \$0.47/km		840040	IF		TRAVEL
Rail / Bus	In Canada			840050	16		TRAVEL
	Outside Canada			840050	10		TRAVEL
Car Rental	In Ontario			840060	IX		TRAVEL
	Other Provinces			840060	16		TRAVEL
	Outside Canada			840060	10		TRAVEL
Meals	In Canada			840070	1E		TRAVEL
	Outside Canada			840070	10		TRAVEL
Taxi	In Canada			845000	16		SERVICES
	Outside Canada			845000	10		SERVICES
Others							
Enter # of additional lines :							
Click to Add Lines							
Total Expenses for Reimbursement				Click for Sum			


 Can save and complete later.


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

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](http://www.ams.utoronto.ca/Services/Campus_Business_Connect.htm)