

Dear Faculty Members,

Welcome to SFU. The information below is step-by-step instructions on how to enter your relocation claim. If you have any questions regarding the online system, please contact Payment Services at Tex_help@sfu.ca

Getting Started:

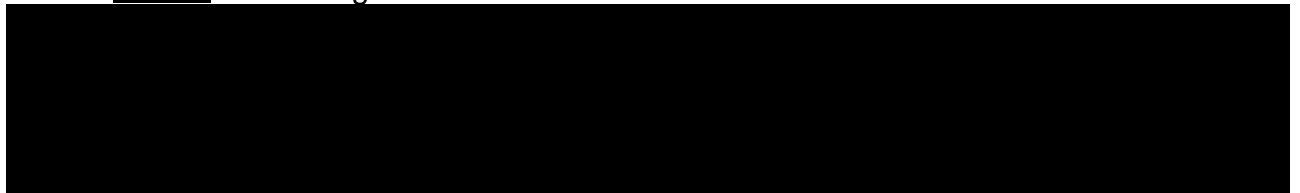
You will need to log onto [FINS](#) to start your claim. You will need your computing id and password to access FINS. Once logged in, on the left hand column under Expense Management: select

- ➔ 1. Under Expense Management
- ➔ 2. Select Expense Rpt - Create/Edit/Attach/Submit
3. Push Add a new Value tab > push Add button
4. under “**Business Purpose**” select **m. Moving and Relo-Faculty** (see screen shot below) – This is important to choose the correct one so the accounting details fill in automatically for you -
5. add Relocation Claim under Report Description
6. Click on “reason for Expense” and type in Relocation Claim



1. Account Numbers

Please **do not** add/change account numbers – it will default to:



Next you will need to enter in each invoice individually with the following information:

1. invoice date
2. expense type (drop down menu)
3. description of item
4. dollar amount

If item was paid for in a foreign currency, enter the foreign amount in the system and it will convert to Canadian \$, or

5. enter the Canadian dollar amount **AND** provide a credit card statement that identifies the converted amount

2. Please scan all receipts into one attachment if possible.

Scan items in the order they are entered AND combine all of these into one scan as opposed to multiple attachments.

3. [Include all supporting documents under the attachment link.](#)

1. Invoices/order forms/credit card statements. We require proof of payment,

4. [Final Paid Invoices Only](#)

All Invoices must show "**Paid**". Items showing quote or order confirmation **are not eligible.**

5. [Save your work](#)

Click "**Save for Later**" frequently so as to not lose anything when working on your claim. ~~æ~~ bp(g quo(S)1 (i28 0 Td [pdge 5 0 Td Td [(CIE)-2 (k /TT1 1 Tc 0.0037Tw R)-1 e