

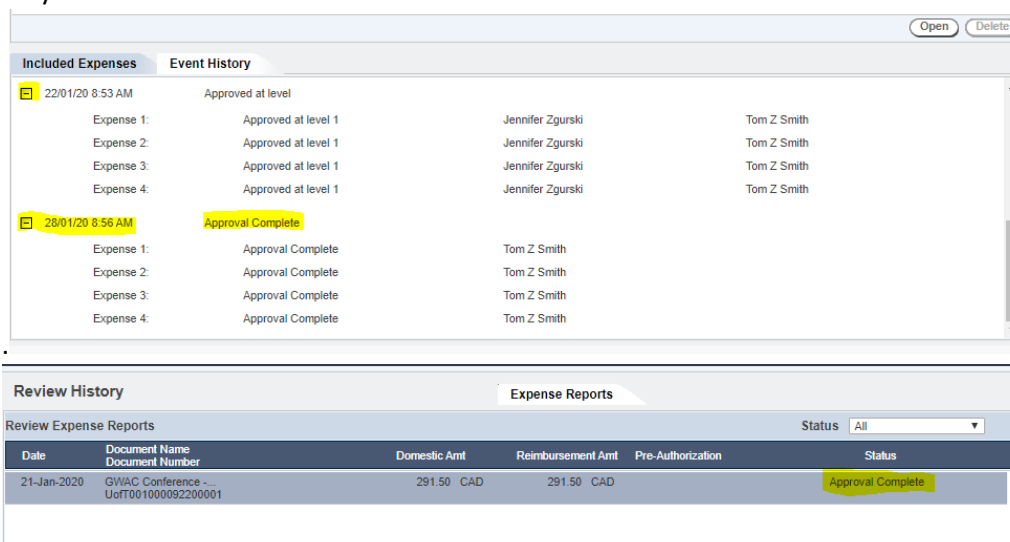
SumTotal Expense Claim Status

Checking the Status of your Online Claim

After your claim has been submitted, it will go through an online approval chain. Depending on what financial code you have charged, the approval chain may be different. The final approval is always completed by your supervisor or someone in a higher position.

To check the status of your online claim, follow these steps:

- Sign into the expense claim system.
- Click on “Review History” found under ‘Personal Actions’ on the left side of the Welcome screen.
- Click on the claim in question. The details will appear at the bottom of the screen.
- Click on the “Event History” tab found about halfway down the page.
- The Event History tab will display when the claim was submitted and each approver the claim has passed through. Use your scroll bar to the right of the Event History tab to view all items.
- Once your claim has been submitted, the status of the claim will be “Submitted for MA”.
- Once the claim passes through all approvers, it will read “Approval Complete”.
- Click on each of the “+” to expand the information.
- If the last entry still shows “Submitted for MA”, the name listed by that last entry will show the approver who has yet to review/approve your claim.
- Once the status is “Approval Complete”, that date will determine your payment date.
- Financial Services currently processes payments every Thursday morning.
- If your claim has reached “Approval Complete” by Wednesday evening, it will be included in the following day’s payment run.
- Within five days after the payment run, you will receive an email from RBC advising you of payment (this may go into your Junk Mail folder the first time).
- Once you receive that email, the payment will be directly deposited to your bank (the same bank account that your payroll is deposited) from one to three days after that email depending on your bank.



The screenshot displays the SumTotal Expense Claim system interface. At the top right, there are 'Open' and 'Delete' buttons. Below them are two tabs: 'Included Expenses' and 'Event History'. The 'Event History' tab is active, showing a list of events. The first event is dated 22/01/20 at 8:53 AM, with the status 'Approved at level 1'. It lists four expenses, each approved at level 1 by Jennifer Zgurski, with Tom Z. Smith as the approver. The second event is dated 28/01/20 at 8:56 AM, with the status 'Approval Complete'. It also lists four expenses, each with an 'Approval Complete' status, approved by Tom Z. Smith. Below the Event History section is the 'Review History' section, which includes a sub-section for 'Expense Reports'. A table titled 'Review Expense Reports' shows a single report for 21-Jan-2020, with a document name 'GWAC Conference - ...', a document number 'Uoff001000092200001', a domestic amount of 291.50 CAD, a reimbursement amount of 291.50 CAD, and a status of 'Approval Complete'.

Date	Document Name Document Number	Domestic Amt	Reimbursement Amt	Pre-Authorization	Status
21-Jan-2020	GWAC Conference - ... Uoff001000092200001	291.50 CAD	291.50 CAD		Approval Complete