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| Financial Services Queen’s University,  Rideau Building, 207 Stuart St.  Kingston, ON, K7L 3N6 |  |  |

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| Expense Reimbursement System AccessStudent/Retiree/Emeritus Opt-In Form |  |
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**Instructions**

Please use the following form to add one user to the Expense Reimbursement System (ERS). This form is to be completed by persons affiliated with Queen’s University in conjunction with a departmental sponsor, who do not have an employment relationship with Queen’s. Please return the completed form to Financial Services at through one of the following submission methods:

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| **Method 1: Email**  Print form and scan to:  finance.security@queensu.ca | **Method 2: Campus Mail**  Print form and mail to:  Financial Services | **Method 3: External Mail**  Print form and mail to:  Financial Services  Rideau Building, 3rd Floor Queen’s University  Rideau Building, 3rd Floor  207 Stuart Street  Kingston, ON Canada  K7L 3N6 |

**Additional Notes:**

This form assumes that you will be paid via cheque. If you would prefer to be paid via electronic funds transfer (EFT) then arrangements will need to be made to supply a voided cheque with your relevant banking information to Financial Services at the time of form submittal.

Access End Date refers to the date at which access to the system should expire. For students this may be the end of term, or anticipated graduation date. For Retirees or Emeritus this date may not be easy to provide so a 3 year duration will be anticipated

Queen’s Email address: Please provide your queen’s email address. This is required in order to validate your access to the system before expenses or requests can be submitted.

Departmental Approver: This is the signature of the person who will be approving your expenses. This may be the department head, the project owner, or other manager who has responsibility for the expenses being occurred.

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| Expense Reimbursement System AccessStudent/Retiree/Emeritus Opt-In Form | |  |
|  | | Date | |
|  | |  | |
| Name (Last, First, Middle Initial) | | Student/Employee Number | |
|  | |  | |
| Home Address, City, Province, Postal Code | | NetID | |
|  | |  | |
| Contact Phone Number | | Queen’s Email Address | |
|  | |  | |
| Position | | Access End Date | |

**Terms of Use**

By signing this statement below, you agree to the terms of use set forth in this Statement concerning the online collection, use, disclosure and storage of business expense reimbursement information.

While Queen’s retains stewardship of and accountability for all data submitted through the Expense Reimbursement System (ERS), the data will be stored and processed by the University’s agent, Concur Technologies Inc., outside of Canada.  Your use of this system indicates your understanding that the expense information you submit for reimbursement and/or for travel advances will be transferred out of Canada.

This Statement applies solely to the information being collected for the purpose of expense reimbursement and travel advances.

Under the service contract with the University, Concur Technologies is committed to strict confidentiality requirements; Concur is only permitted to use the information provided to it through this system for the purpose of processing expense reimbursement claims and travel advance claims.  To the extent that an expense claim contains any of your personal information, Concur is required to comply with Canadian privacy laws and principles

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| --- | --- | --- |
|  |  |  |
| Employee Signature |  | Date |
|  |  |  |
| Departmental Approver Signature |  | Date |
| **For Administrative Use Only:** |  |  |
|  |  |  |
|  |  |  |
| Action Taken |  | Date Received |