

Submit Expenses



Taxi

\$54.00



Meals

\$67.30



\$152.00



\$22.50

When can I submit expenses?

When you incur expenses for an Engagement Activity and you will need to **be reimbursed**. This claim **does not** include your attendance time.

Example:

Take a taxi

Buy food for the meeting

Stay in a hotel

Submit expenses in FEMS

Get paid via payment method of choice

Welcome to
The Facility Engagement Management System.

Sign into your account

Sign in

Remember me? [Forgot Password?](#)

Don't have an account?

Create your account today

Register

[Click here for Support](#)

By clicking **Sign in** you agree to our [Terms of Use](#).

Dashboard Activities **Claims** Finance ▾ Reporting ▾

Dashboard > Claims

Claims

Submit a Claim **Submit an Expense**



Click on Submit an Expense

Claim Number ▾ Claimant ▾ Engagement ▾ Status ▾ More ▾

CLAIM NUMBER	CLAIMANT	ENGAGEMENT ACTIVITY	PHYSICIAN SOCIETY/MSA	SUBMITTED	ACTIVITY DATE	TIME	EXPENSES	TOTAL	STATUS
Draft									
5ZRR95	Black TEST, Richard	Weekly Meeting - Test	Medical Staff Association (Test)	Aug 14, 2018	Aug 14, 2018	\$148.31	\$10.00	\$158.31	Draft

Submit Expenses

Submit an Expense

Expenses and Mileage

Review

CLAIM DETAILS

Supplier Invoice

No

* Claimant

Black TEST, Richard

* You participated in Engagement Activity

Weekly Meeting - Test

* Date of Activity

08-14-2018

EXPENSES

* Expense/Mileage

Hotel

Remove Expense

* Sub-Total

\$ 150.00

Gst

\$ 20.00

Specify **Sub-Total** and **GST**, and upload **Receipt**

Amount Claimed

\$ 170.00

* Receipt



Click on **Add Expense** if you have incurred multiple expenses

Next >

Save Draft

Add Expense

Submit Expenses

Submit an Expense

Expenses

Review

CLAIM DETAILS

Engagement Activity Mental Health Teenage Pregnancy
Sub-Activity Outreach
Claimant Ross Geller
Date of Activity Jul. 24, 2018
Types of work

EXPENSES/MILEAGE

Hotel \$150.00
Meals \$50.00
Consulting \$60.00
Subtotal \$260.00

CLAIM TOTALS

Tax \$0.00
Claim Total \$260.00

Review your Expenses (e.g., Meals)

Review your Expenses (e.g., Hotel)

Review your Expenses (e.g., Consulting fee)

Submit >

< Back

Save Draft

Submit Expenses

Support

Welcome Ms. Turtle ▾

Dashboard

Activities

Claims

Finance ▾

Please Note: This claim has been automatically flagged for further review by our system. Your Physician Society will review this claim and contact you should further information be required for approval.

Thank you!

Your claim **#XM4845** has been successfully submitted.

Submit another claim

View my claims

Claim Confirmation