

## 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 VersaPay

Welcome to  
The Facility Engagement Management System.

Sign into your account

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Don't have an account?

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Dashboard | Activities | **Claims** | Finance ▾ | Reporting ▾

Dashboard > Claims

## Claims



**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	<input type="button" value="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



Upload File

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**