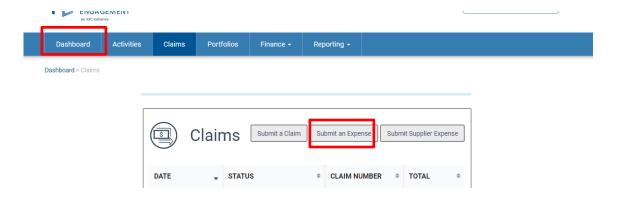
## **FEMS Tip Sheet:**How to Submit Physician Expense Claims

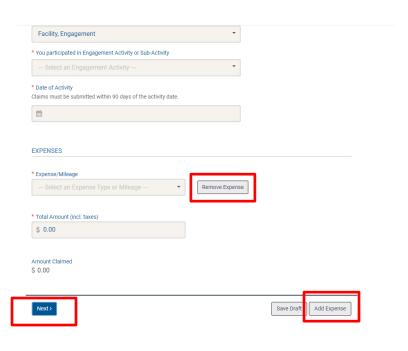


## How to submit it in FEMS

1. Click on the submit an expense button on the FEMS dashboard.



- 2. Fill out the required fields.
  - **NOTE:** if you do not see the correct activity in the list, please contact FEMS support. **NOTE:** this option is only for physician expenses all other expenses go under the supplier expense option. The only exception to this is if an administrator is attending the activity as a participant ONLY.
- 3. If there are multiple expenses per claim, please add them individually by using the Add Expense button. If you wish to remove one, please use the Remove Expense Button. Once completed adding all expenses, press Next.



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## **FEMS Tip Sheet: How to Submit Physician Expense Claims**



4. Review the claim for accuracy and then select the submit button. To change anything before submiting, you can use the Edit or Back buttons. Submit an Expense Review **CLAIM DETAILS Engagement Activity Clinical Governance Improvement** Initiative (CGII) Claimant **Engagement Facility** Date of Activity Mar. 12, 2024 Types of work **EXPENSES/MILEAGE** Conference Fees & \$1.00 Expenses (Off Site) \$1.00 Subtotal Edit **CLAIM TOTALS** \$0.00 Claim Total \$1.00 Submit > < Back Save Draft

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