**Documentation and Entry requirements for RCIF Relocation Expenses in iExpense**

1. How to I request reimbursement?
* [iExpense](https://finprdweb.albertahealthservices.ca:10143/OA_HTML/RF.jsp?function_id=28636&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US&oas=zLNF1xsxC-6fDbQAzT2iwg..&params=bxR7nht5hX6ua8otkT-CGr1zxpd970Y28ZxMhxzb2rI) is to be used to enter expenses for reimbursement.
1. What needs to be attached in iExpense?
* Attach signed - Relocation Assistance Expense Claim Summary;
* Attach signed - RCIF Relocation Expense Reimbursement – Return for Service Agreement (RFS)
* All supporting documents/[receipts](https://insite.albertahealthservices.ca/assets/et/ea/et-e-accounts-quick-reference-sending-receipts.pdf):
	1. Items requiring receipts:
		1. Receipt & claim total need to match;
			1. Example – claiming U-Haul for $250, there needs to be a receipt in the package for $250.
	2. Items **not** requiring receipts:
		1. Per Diems &/or mileage do not require receipts.
		2. No receipts required when using the “Incidentals without receipts allowance” up to $735.
1. What Expense Type & Functional Centre string do I use?
* Use Expense Type Relocation and total payable **must be entered as one lump sum:**
	1. Example - Do NOT separate out mileage or meals to claim as a per diem rate.
* Code expense to your Home Functional Center (HFC);
	1. If you don't know, ask your manager.
1. What is a Business Reason?
* The purpose of a [Business Reason](https://insite.albertahealthservices.ca/main/assets/tms/fin/tms-fin-qrg-expense-standard-business-reason.pdf) is to provide enough information that someone not familiar with the claim can understand its purpose.
	1. Example – RCIF Employee Relocation from Calgary to Westlock.
1. Claim has been rejected, what do I do now?
* If a claim has been [rejected](https://insite.albertahealthservices.ca/main/assets/tms/fin/tms-fin-qrg-updating-claim.pdf):
	1. An email notification is sent to claimant advising that the expense has been rejected;
	2. Rejection notes will be indicated in the reason as to why;
	3. Log into iExpense, update as required & resubmit;
	4. Do NOT start a new claim as review history is lost, causing delays as the review process restarts.
		1. See Question 67 on the [iExpense FAQ](https://insite.albertahealthservices.ca/main/assets/tms/fin/tms-fin-iexpense-faq.pdf)
1. Who approves my expense claim?
* See Question 62 of the [iExpense FAQ](https://insite.albertahealthservices.ca/main/assets/tms/fin/tms-fin-iexpense-faq.pdf)
1. Who do I contact with questions?
* Your Manager OR;
* AP Help Desk – ahs.aphelpdesk@ahs.ca or 1-877-595-0007 Option 2 OR;
* iExpense [insite page](https://insite.albertahealthservices.ca/fin/Page11122.aspx).