

## How to Submit Claims Online: iExpense

### Remote Mandatory Training

AHS reimburses Resident Physicians for travel costs associated with completing Remote mandatory training. This reimbursement intends to minimize travel and accommodation costs incurred. It is not meant to subsidize or replace the cost of living expenses incurred. See [PARA Article 34.01 Remote Mandatory Training](#) for more information.

Reimbursement for mandatory remote training are as follows:

- Where a Resident provides services and relocates as part of their mandatory training requirements at a location in a community in Canada that is at least fifty (50) kilometres away from the city limits of the community where they normally perform the majority of their duties.
- Accommodations – Up to \$1,000.00 per month or, subject to prior approval, a greater amount deemed to be reasonable in the circumstances.
- Travel – One (1) round trip for every four (4) consecutive weeks of remote training, up to a maximum of \$1,000.00 per round trip or, subject to prior approval, a greater amount deemed to be reasonable in the circumstances.
- Mileage per the provisions of the AHS Travel Policy reimbursement rates.
- Travel expense claims and all receipts must be submitted within ninety (90) days of completion of remote training.

You are required to complete iExpense training before you can submit a claim electronically. To register for a training session, log into the **MyLearningLink** portal using your AHS network username and password

<http://mylearninglink.albertahealthservices.ca/elearning/bins/index.asp>. Once logged in, click the “Courses & Registration” tab, and type “iExpense” into the search bar. Select the “Introduction to iExpense (without DOAA) – 10001” course (approx.20 minutes long). Completion of the course will ensure access to iExpense is granted within 5 business days.

**Monitoring your AHS email is crucial to the iExpense process. Relevant communications including payment confirmation and claim denials will not be directed to external email accounts (ex. UofA email).**

### Submission Process:

1. Complete the **Resident Mandatory Rotation Travel Expense Claim Form**, and submit to your program Admin for approval. Once approved, move on to Step 2 to submit your claim using iExpense.
2. Log into iExpense using your Oracle user ID and password. **(Note: this is different from your AHS network account and can only be obtained after completing the mandatory training).**  
<http://insite.albertahealthservices.ca/11122.asp>
3. Once you have logged into iExpense, click “AHS Internet Expenses”.
4. At the top right of the Expenses Home Page, click “Create Expense Report”. Select the Expense Template “PARA”, and provide a title that describes the expense. Then click “Next”.
  - Ex. Travel Expense for Mandatory Rotation
5. For each eligible expense, complete a line item within the “Receipt Based Expenses” tab:

Start Date:	Date on the receipt
Receipt Amount:	Total
Expense Type:	Select “Airfare”/ “Accommodations”
Business Reason:	Mandatory Rotation
Expense Location:	- “AB – North Zones” - “AB – Other Zones” OR use the relevant province code

## NOTE:

- You can claim multiple items on one iExpense submission as long as they are logged as separate line items.
- 6. For each expense line, you will need to enter a justification. Click on the “*Details*” button on the far right of each line and enter expense details and justifications in the “*Justification*” field (ex. Airfare from Edmonton to High Level). Then click “*Return*”.
- 7. Once all the expenses have been logged, click “*Next*”.
- 8. In order to ensure your claim is charged correctly, populate the Expense Allocation and then click “*Next*”.

Balancing Unit:	103
Site:	0300
Functional Centre:	71880200001
Account:	62312000

- 9. From the Summary Page, click the attestation box (top right), review the expenses and click “*Submit*”. You will be prompted to email your **receipts** to [ahs.expensereceipts@albertahealthservices.ca](mailto:ahs.expensereceipts@albertahealthservices.ca) as attachments. (JPG, PDF, DOC, XLS, or BMP format only please!) Ensure that you have entered the correct title as specified by iExpense in the subject line of your email. *Note:* Claims amounts must be in Canadian currency. If you are claiming a foreign currency, please provide proof of your payment in Canadian dollars (ex. credit card statement).

**Missing receipts will result in claim denial. Resubmission is required in order to reinitiate a denied claim.**

- 10. Your refund will be deposited into the bank account you have registered with ePeople. You can log into iExpense to confirm the status of your claim and if a denial reason is listed. If you do not receive your refund within 3 weeks – please contact [ahs.aphelpdesk@ahs.ca](mailto:ahs.aphelpdesk@ahs.ca).

## Remember:

- Travel costs, conferences, unsuccessful courses, cancellation or late fees associated with Advanced Resuscitation Courses are not eligible for reimbursement from AHS.
- Access to AHS systems including iExpense is terminated on the last day of training.

If you have any questions, contact iExpense Support at [ahs.aphelpdesk@ahs.ca](mailto:ahs.aphelpdesk@ahs.ca) or call 1-877-595-0007, Option 2