

Entering Expenses and Allowances

Did you know that expenses and allowances are part of your BOWEN timesheet?

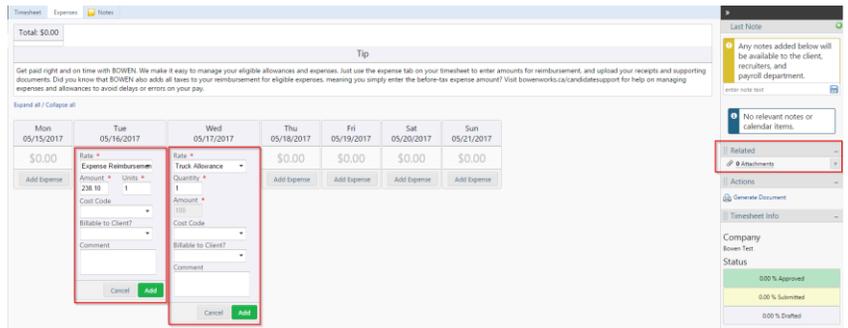
The timesheet approval deadline inclusive of expenses and allowances is **1 p.m. MT Monday**. When Monday is a paid statutory holiday in your province of work, the approval deadline is 11 a.m. MT Tuesday.

Timesheets with expenses and allowances entered incorrectly or without proper documentation will be rejected for correction and re-approval. In the event that the timesheet is not re-approved by the timesheet approval deadline, you will receive payment for hours and expenses and allowances the following week upon approval.

Follow our step-by-step instructions below to ensure expenses and allowances are entered correctly for timely payment.

Expenses and allowances made easy.

1. Log in with your username and password at mybowen.ca Missing this information? Contact your BOWEN representative.
2. Go to the expense tab within your timesheet and click **add expense**. Allowances **must** be entered on the date they occur.
3. Select the applicable rate type such as **expense reimbursement**, or **allowance**.
4. For **expenses**, enter the **net amount** of total daily expenses **before taxes**, as shown in the (AB) example below:



\$250.00	Total (gross) expense
<u>-\$11.90</u>	Less tax
\$238.10	Net expenses (gross amount / 1.05* = net amount) *for Alberta 5% GST
<u>+\$2.00</u>	With gratuity
\$241.10	Net expenses (with tip)

5. If your expense has a gratuity included, add the amount to your **net expense** amount.
6. If applicable, for any hotel expenses break out the **hotel tourism level** and enter as **levy tax**.
7. Add any applicable coding information such as **cost code** or **PO** from the dropdown list(s). You can also add any notes within the comments field.
8. From the right navigation pane under **related**, click on **Attachments** to upload your supporting documentation such as receipts for each expense amount. Expenses submitted without copies of receipts will not be reimbursed.
9. Click **add** and repeat for each additional day's expenses and allowances.

Questions?

We're here to help. Connect with your BOWEN representative and we'll walk you through the process.