Quick Reference for **PRACTICUM ADVISORS**

Creating Travel Expense Reports

Sonia

Practicum Advisors can use Sonia Online Forms to create and submit Travel Expense Reports

Home	Students	Placements	Forms	My Details	History	Documents	Schools	Calendar		8	•
Mine											
	Form: Teaching Ac	lvisor Travel Expense Repor	rt	▼ Add				Name	 Ascending 	Filter Hide comp	leted forms
	Teaching Advisor Travel Expense Report								🖍 Edit		
	Date Added:	2024-02-09 1:39	PM								
	Date Updated:	2024-02-13 2:37	PM								
	Completed (Mine)	: 0 of 1									
	Completed (All):	0 of 2									

CREATING the EXPENSE REPORT

Add In the MINE section, users choose the type of form using the dropdown and click Add

Advisors can then click the edit button to begin

COMPLETING the EXPENSE REPORT

• Advisors can now complete a single row, or multiple rows

hing Advisor Travel	Expense Report 💾 🛛 🤞	Th	iis form is autos as Advisors cor	aved of mplete	continuously the form		
🕅 Uni	versity	aculty of Education					
of W	indsor A	Advisor Trave	Expense Repor	rt	DISTANCE (IAA)		4 FF Y VIA
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Of W DATE 2024-11-17 Image: Contract of the second s	SCHOOL	Advisor Trave	STUDENT(S) OBSERVED Teacher Candidate A	rt ø*	DISTANCE (KM) 35.00	<i></i>	\$.55 X KM
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Save Draft

NOTE: Advisors must press the SAVE DRAFT button to update the compensation amount for each row and the **totals** at the bottom of the form

SUBMITTING the FORM

• Advisors can submit the claim and they will receive confirmation that the form was successfully actioned**

I hereby certify the above statement of my expenses to be correct.

Save Draft Submit Claim

Form successfully actioned

** No further action is required

• When an Expense Report is **approved** by the Field Experience Office, Advisors will see the following visual confirmation:

Teaching Advisc	or Travel Expense Report	Teaching Advisor Travel Expense Report				
Date Added: Date Updated: Completed (Mine): Completed (All):	2024-02-09 1:39 PM 2024-11-18 8:43 AM 1 of 1	Date Added: Date Updated: Completed (Mine): Completed (All):	2024-02-09 1:39 PM 2024-11-19 2:30 PM 1 of 1	~		
Aw	Approved and Submitted in UWinsite Finance					

ADDING MORE EXPENSES

• If Advisors wish to claim more expenses, they will need to **create a new form** each time.



PRO-TIP: Submit expenses on a monthly basis or for the whole practicum period

For more information, please visit uwindsor.ca/education/Sonia

