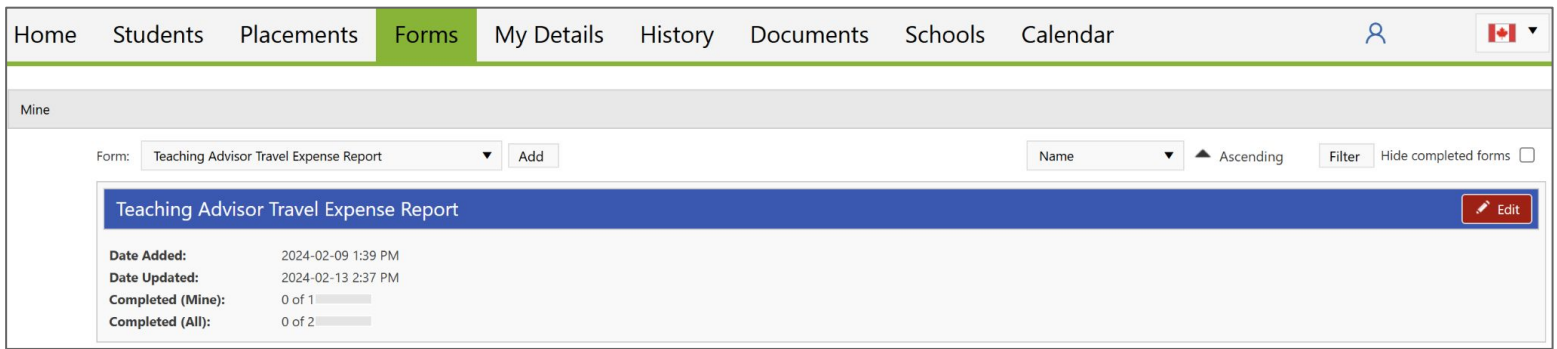


# Creating Travel Expense Reports



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



## CREATING the EXPENSE REPORT

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

**Edit** Advisors can then click the edit button to begin

## COMPLETING the EXPENSE REPORT

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

This form is **autosaved** continuously as Advisors complete the form

The screenshot shows the 'Advisor Travel Expense Report' form from the University of Windsor Faculty of Education. It features a table with the following columns: DATE, SCHOOL, STUDENT(S) OBSERVED, DISTANCE (KM), and \$ .55 X KM. The table contains two rows of data: one for 2024-11-17 at ITS Elementary for Teacher Candidate A (35.00 km) and another for 2024-11-18 at ABC Secondary for Teacher Candidate B (20.00 km). Below the table is a 'Save Draft' button. A yellow box highlights the compensation column, and a note states: '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\*\*

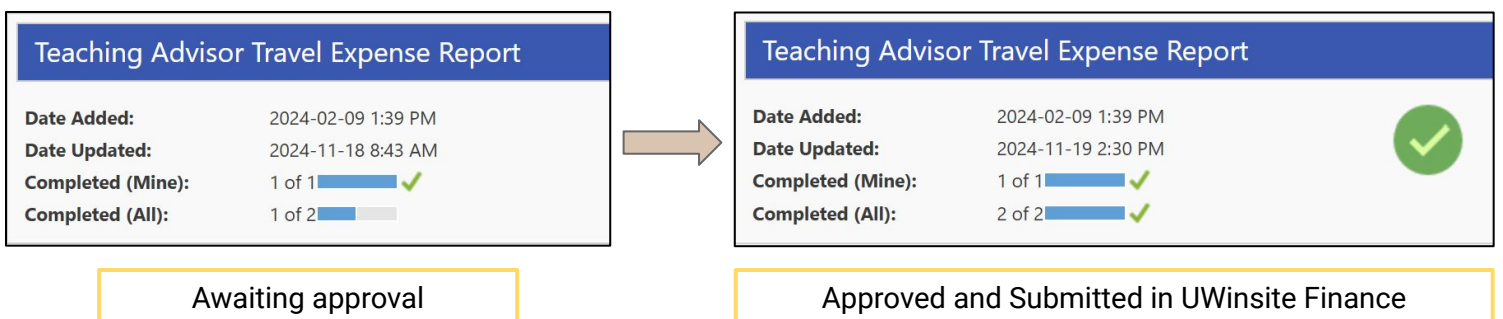
**I hereby certify the above statement of my expenses to be correct.**

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:



## 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](http://uwindsor.ca/education/Sonia)