



# Resident Reimbursement Site Quick Reference (Resident)

## Filling out Claim Details

**Important note:** Please submit expenses resulting from mandatory rotation, mandatory academic half days, off-site call-back and mandatory course fee through the Resident Reimbursement Site. Please **DO NOT** submit expenses paid by the Resident Activity Fund (RAF) through this reimbursement site. Contact your Program Coordinators for instruction on how to submit RAF expenses.

### Filling out Claim Details

▶▶ Go to link <https://apps.mednet.med.ubc.ca/reimbursements/>. Login with CWL login ID and password

The screenshot shows the CWL Authentication page. At the top, it says "CWL Authentication" and "Login to continue to MedNet". There are two input fields: "Login Name" with "CWL Login ID" entered, and "Password" with "CWL Login Password" entered. A "Login" button is below the password field. To the right, there is a grey box with the following text: "Recover your CWL login or Reset your CWL password via Email". Below this, it says "If you have a non-UBC email address associated with your CWL account you can either:" followed by two links: "Recover your CWL Login Name" and "Reset your CWL Password". Below that, it says "Protect Your CWL account!" followed by three bullet points: "Watch out for sites or emails that pretend to be legitimate and ask for your CWL login name and password.", "Please report any suspicious requests for your CWL login name and password.", and "Learn more about how to protect your devices."

▶▶ In the home page, under **Residents**, click **New Request**

The screenshot shows the MedNet home page. At the top, it says "MedNet" and "BROWSE PAGE". Below that, there are links for "Home", "Contact List", "UBC Directory", and "med.ubc.ca". The main content area has the UBC logo and "FACULTY OF MEDICINE MEDNET | Team Site: Resident Reimbursements". Below that, there is a navigation bar with "MY REQUESTS", "MY APPROVALS", "ADMIN CENTRE", and "SUPPORTING MATERIAL". The "Resident Reimbursement Home" section is highlighted, and a red circle and arrow point to the "New Request" link under the "Residents" menu. The main heading says "WELCOME TO THE RESIDENT REIMBURSEMENTS SITE".



▶ A new form is opened. Fill out the Claim Details following instructions below

## Resident Reimbursements Form

### Claim Details

Resident	<input type="text"/>	Payee	<input type="text"/>
Street *	<input type="text"/>	Unit	<input type="text"/>
City *	<input type="text"/>	Postal Code *	<input type="text"/>
Program *	<input type="text"/>	Employee ID *	<input type="text"/>
From *	<input type="text"/>	Claim Start *	<input type="text"/>
To *	<input type="text"/>	Claim End *	<input type="text"/>
Claim Type *	<input type="text" value="Please select a value..."/>	Year	<input type="text" value="2020-2021"/>
		Email *	<input type="text"/>
Comments	<input type="text"/>		

- **Resident:** resident's full name
- **Payee:** if it is different to the resident, enter the name of the vendor who will be receiving reimbursement
- **Street:** resident's mailing address to receive cheque. **\*Important\*** provide the old address in the Comments section for Accounts Payable to verify
- **Unit:** unit number of resident's mailing address if applicable
- **City:** city of resident's mailing address
- **Postal Code:** postal code of resident's mailing address
- **Program:** resident's home program/ specific home site. **\*Important\*** BCY residents must select BCY as their program until they finish their BCY program
- **Employee ID:** 6-digit hospital IDs
- **From:** starting point of the trip. Select home site if no travel is required
- **To:** ending point of the trip. Select home site if no travel is required
- **Claim Start:** starting date of the trip
- **Claim End:** ending date of the trip
- **Claim type:** select the appropriate claim types from the drop-down list. **\*Important\*** submit separate forms for different claim types. For example, submit two separate claim forms for Academic Half Day trip and mandatory rotation trip
- **Year:** select the appropriate academic year. It is this academic year by default.
- **Email:** enter resident's email address
- **Comments:** provide additional details related to the claim