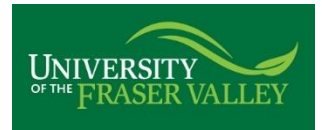


DTA Claim: How to Submit DTA Claim in Emburse System

Quick Reference Guide (QRG)

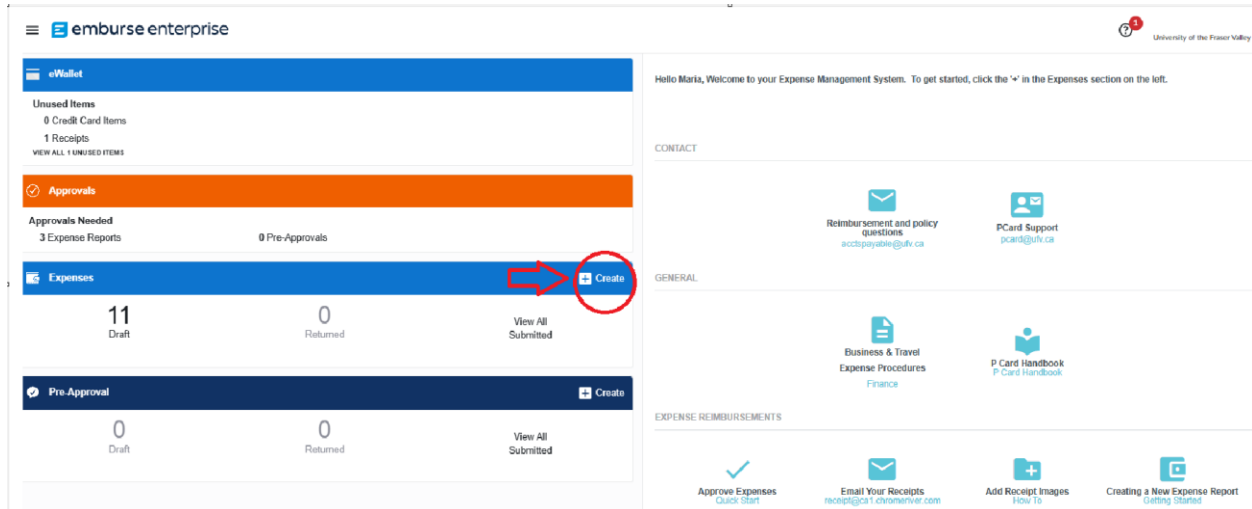


Sharing some steps/instructions and screenshots on how to submit a Training & Development Allowance (DTA) claim using the Emburse system.

Emburse Enterprise Access and Instructions:

Emburse can now be accessed [here](#), and through the card in myUFV. To find the card in myUFV, click on the three lines next to the myUFV logo and select Work/Employee. If the card does not show up on the page, you can search for Emburse Enterprise EMS.

Step 1: Click the (+) Create button to create a new expense report



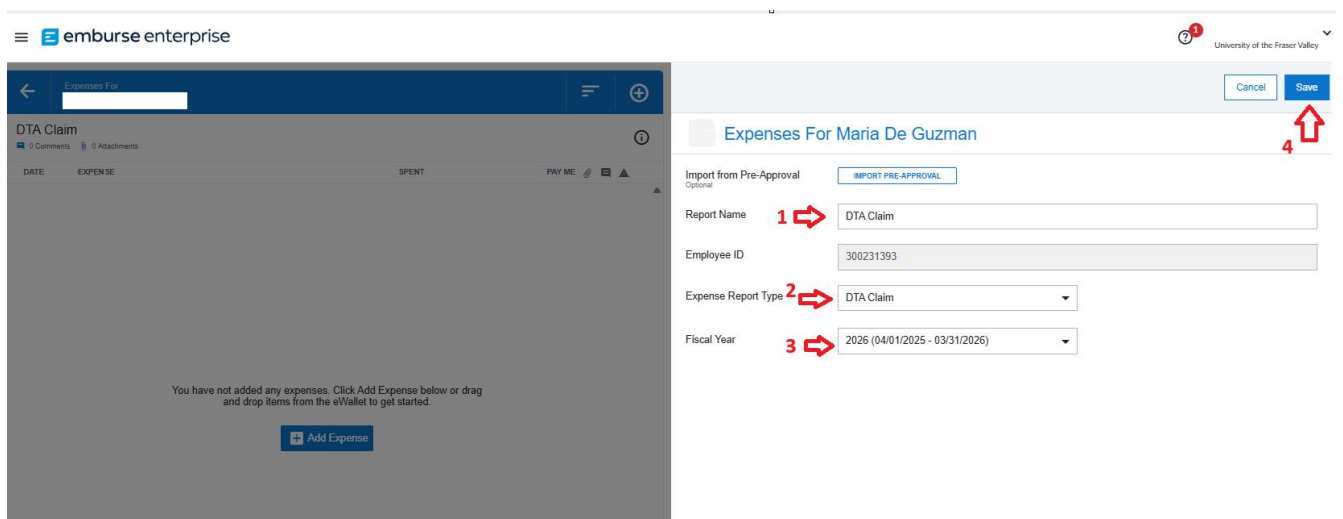
Step 2: The screen below will appear.

In Report Name: type “DTA Claim”

In Expense Report Type: Select “DTA Claim” from the drop-down menu as shown below.

In Fiscal Year: Select the current Fiscal Year (Example: FY 2026)

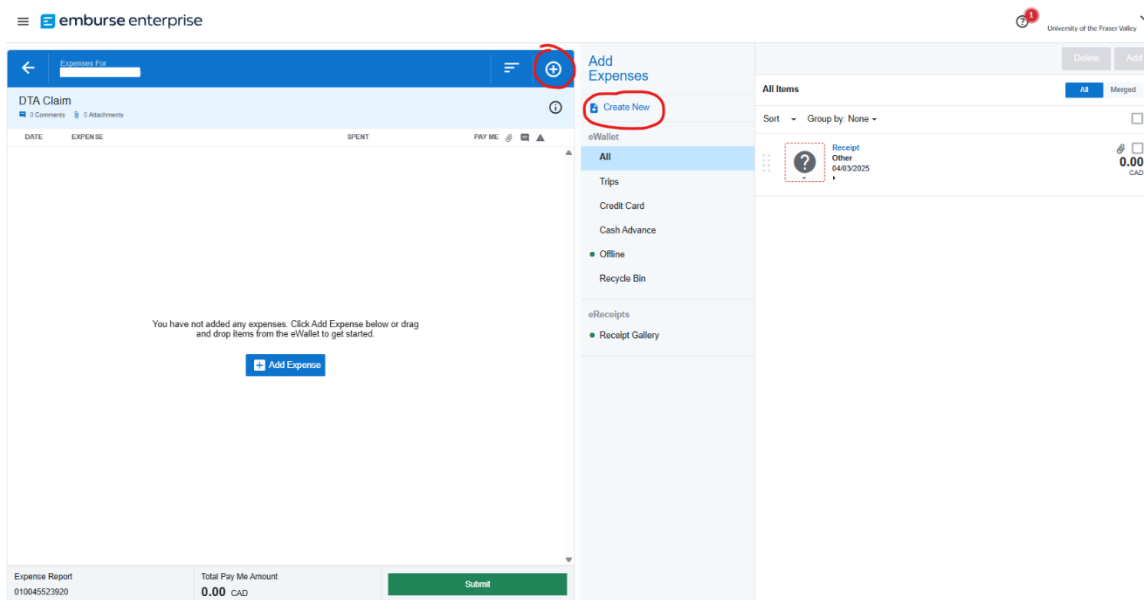
Then click “Save”



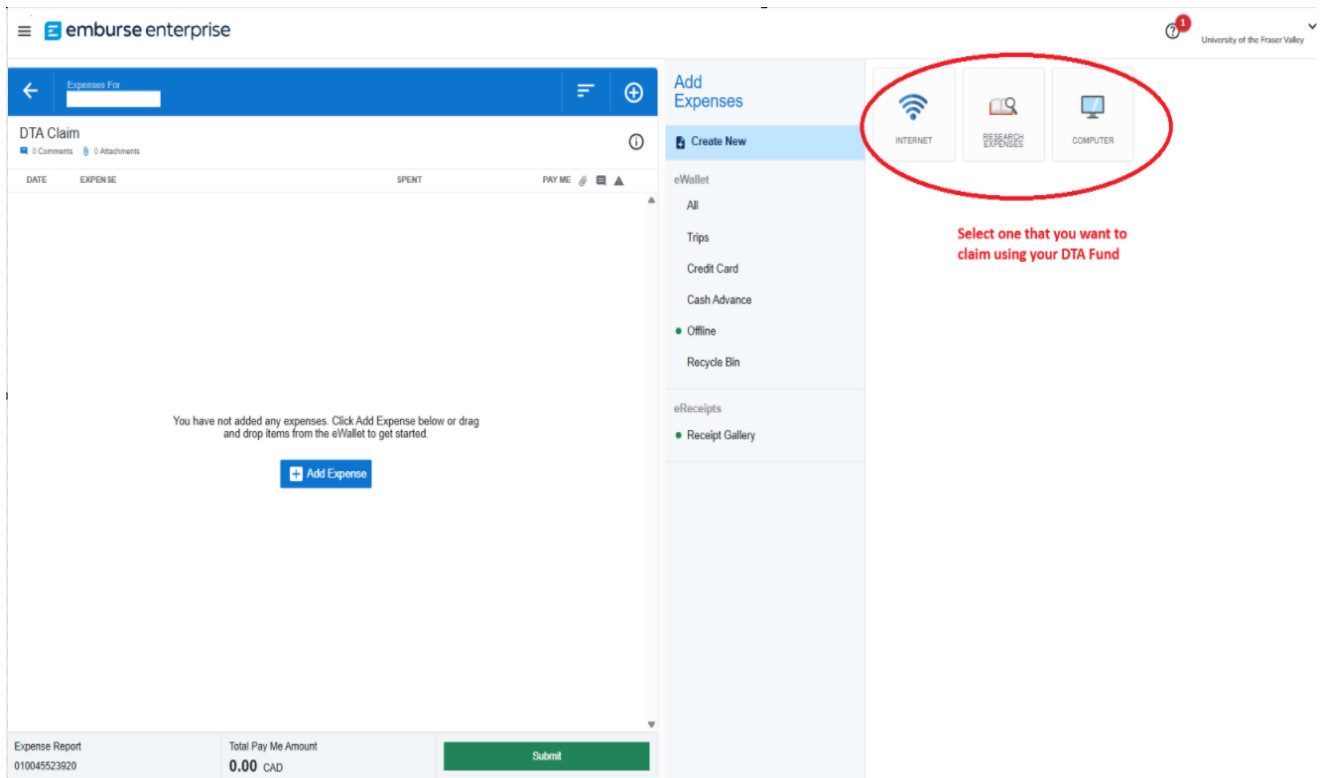
DTA Claim: How to Submit DTA Claim in Emburse System

Quick Reference Guide (QRG)

Step 3: The screen below will appear. Add an expense item by either clicking the “(+)” button and/or click the “Create New” as shown below.



Step 4: The screen below will appear. Click “Internet” as shown below if you are submitting a DTA expense report for internet claim. (Add/Select which expense item you wanted to claim i.e. Internet, etc.)



DTA Claim: How to Submit DTA Claim in Emburse System

Quick Reference Guide (QRG)

Step 5: The screen below will appear. Fill out the information below.

In Date: This default to today's date but can be updated

In Spent: Indicate the total amount that you are claiming based on available DTA fund per fiscal year

In Location: Select "Canada-BC"

In Summary: Indicate DTA claim

In Description: Indicate DTA claim description

Add Attachment: Attach at least one of your current internet bill receipts.

Please Review, and click "Save", and then click "Submit".

The screenshot shows the 'DTA Claim' form in the Emburse Enterprise system. The form is divided into two main sections: a left sidebar and a main content area. The left sidebar contains a 'DTA Claim' header, a 'Comments' section, and a 'Pay Me' button. The main content area contains the following fields:

- Date:** 06/27/2025 (annotated with a red arrow 1)
- Spent:** 500.00 CAD (annotated with a red arrow 1)
- Location:** Canada-British Columbia (annotated with a red arrow 1)
- Summary (Limit to 50 characters or less):** DTA Internet Claim (annotated with a red arrow 1)
- Description:** DTA Internet Claim (annotated with a red arrow 1)
- Allocation:** DA Development Allowance Professional Development (annotated with a red arrow 1)
- Attachments (0):** A section for adding attachments, with a red circle around the 'Add Attachments' button (annotated with a red arrow 2) and a red arrow 3 pointing to the 'Save' button in the top right corner.

At the bottom of the form, there is a 'Submit' button (annotated with a red arrow 4) and a 'Total Pay Me Amount' of 0.00 CAD.

Note:

- Please ensure your internet bill attachment has the invoice date falling in the current fiscal year.
- If you are claiming for purchased Computer, please ensure to attach official receipt showing what was paid for, the price, any taxes, method of payment, etc.
- You can always check the status of your claim in your Emburse system under "Submitted > Tracking".
- If you have an approved PD application to use your DTA fund to top-up to your PD activity (i.e. conference/tuition), please submit your expense by creating a PD expense claim in Emburse and not a separate DTA claim.
- All training & development allowance claims must be received in Human Resources by March 31st in order to be reimbursed from the current fiscal years' funding. Any claims received after this date will not be eligible for reimbursement.
- If you have related questions, please email: In-Service_pd@ufv.ca

Thank you.