

Instructions for Submitting an Expense Voucher Online

STEP 1: Go to <https://www.osstf.on.ca/> and log in

The screenshot shows the OSSTF/FEESO website homepage. The top navigation bar includes links for Home, Calendar, Français, Site Map, Contact Us, and a circled LOGIN button. The main header features the OSSTF/FEESO logo and the tagline "Protecting and Enhancing Public Education". Below the header is a secondary navigation bar with links for About Us, Public Education, Membership, Services, News, PD / Training, Publications, and Resource Centre. The main content area is divided into several sections: a search bar, a calendar for November 2019, a "Public education strengthens our society" banner, a "Bargaining for Education; Transparency and Accountability" banner, a "News" section with several articles, a Twitter feed for @OSSTF, and a "member LOGIN" button. There are also promotional banners for "100 years strong" and "NO CUTS to EDUCATION".

STEP 2: Go to *Registered User Homepage*

The screenshot shows the OSSTF/FEESO website homepage with the "Registered User" button circled. The top navigation bar includes links for Home, Calendar, Français, Site Map, Contact Us, and a circled LOGOUT button. The main header features the OSSTF/FEESO logo and the tagline "Protecting and Enhancing Public Education". Below the header is a secondary navigation bar with links for About Us, Public Education, Membership, Services, News, PD / Training, Publications, and Resource Centre. The main content area is divided into several sections: a search bar, a calendar for November 2019, a "It takes an entire education team to help students succeed" banner, a "Bargaining for Education; Transparency and Accountability" banner, a "News" section with several articles, a Twitter feed for @OSSTF, and a "member LOGIN" button. There are also promotional banners for "100 years strong" and "NO CUTS to EDUCATION".

3: Click on *My OSSTF*

The screenshot shows the OSSTF/FEESO website's 'Registered User' interface. At the top, there is a navigation bar with links for Home, Calendar, Français, Site Map, Contact Us, and a LOGOUT button. The main header includes the OSSTF/FEESO logo and the text 'Registered User' with a link to the user's homepage. Below the header is a menu with categories like About Us, Public Education, Membership, Services, News, PD / Training, Publications, and Resource Centre. The main content area features a search bar, a calendar for November 2019, and sections for News and Upcoming events. A large banner at the top right of the main content area displays the 'my osstf' logo, which is circled in white. To the right of the banner is a 'VOTING CENTRE' button. The bottom of the page shows a 'Tools' dropdown menu with 'Expenses' selected, and 'Expense Vouchers' highlighted.

4: Go to *Tools, Expenses*, then click on *Expense Vouchers*

The screenshot shows the OSSTF/FEESO website's 'Tools' dropdown menu. The 'Tools' menu is open, showing options like 'Expenses' and 'Expense Vouchers'. The 'Expenses' option is selected, and the 'Expense Vouchers' option is highlighted. The main content area shows a 'Your Info' section with contact details, a 'Long Term Disability Guide for Teachers' article, and a 'D/BU Memos (Latest)' section. The 'Quick Links' section on the right lists various resources, including 'Expense Voucher (Online form)'. The 'Quick Contacts' section at the bottom right lists contact information for ERIC LABERGE, President of OSSTF-Teachers.

5: Click Add New Voucher

The screenshot shows the OSSTF/FEESO website interface. At the top, there is a navigation bar with the logo and text 'OSSTF/FEESO ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION'. On the right, it says 'Logged in as [redacted] | Exit myOSSTF'. Below the navigation bar, there is a search bar and a list of vouchers. The 'Add New Voucher' button is circled in white.

Voucher	Total Claimed	Event Type	Event Name	Event Date	Status	Status Date
EXP-19-3050	\$162.00	Committee	2019 - 2020 : Educational Services Committee	October 24, 2019	Submitted	November 01, 2019
EXP-18-0840	\$119.81	Miscellaneous	Symposium on Cultivating Resilience	May 09, 2018	Submitted	May 30, 2018

Showing 1 to 2 of 2 total records

Add New Voucher

6: Enter Voucher Information and Save

The screenshot shows the 'Function/Event' form and the 'Instructions' panel. The form has several fields for entering voucher information, and the instructions panel provides step-by-step guidance.

Function/Event

District: 03-Rainbow Dist

Unit: 03-Teachers

Event Type*

Quick Pick an Event

Event Name*

Start Date*

End Date*

Number of Days*

Location*

Email My Copy To

Save **Cancel**

Instructions

Step 1: Add New voucher and select the event from the Quick Pick list if available (the event details will be automatically filled in) OR if the event is not listed, enter the details manually.

Step 2: Add expenses to the saved voucher by entering the various expenses, attaching any electronic copies of receipts.

Step 3: Submit the completed voucher after all added expenses are listed with supporting attachments are indicated.

Note:

Multiple vouchers can be created and left in a data entry state till ready to be submitted.

Prior to being submitted, vouchers and their attending details can be edited and deleted.