

# HOW TO: SUBMIT A CLAIM FOR PHYSICIAN SOCIETY CREDIT CARD EXPENSES

## Facility Engagement Management System (FEMS)

1. Log in to: <https://fems.facilityengagement.ca>.
2. Follow the [Supplier Claim Guidelines](#) found on [www.facilityengagement.ca](http://www.facilityengagement.ca) to create a supplier called 'Credit Card'. If your society has more than one credit card, create a separate supplier for each credit card.
3. Click the small arrow next to **Submit a Claim** and select **Submit an Expense**.
4. Fill out the fields as required:
  - set the Supplier Invoice toggle to 'Yes'
  - select the credit card you wish to submit an expense for from the Supplier dropdown
  - select the appropriate engagement activity (and sub-activity if required)
  - in 'Date of Activity', enter the date the expense was incurred on the credit card
  - in 'Reference Number', enter the name of the vendor the expense was paid to. If desired, additional details can be entered here.
  - attach a receipt as required
5. Click **Next** to review your claim. **Please make sure that you review your claim fully.** Once submitted, you cannot edit it. If satisfied with the details you have entered, click **Submit**.
6. This claim will need to be approved as usual, and as all supplier claims are managed by cheque, this claim and associated payment request can be marked as paid with the same cheque number and date as the cheque used to pay the credit card bill. **Note:** not all credit card charges will need to be entered as expense claims, some will be considered internal operating expenses.

4

**CLAIM DETAILS**

Supplier Invoice  
 Yes

\* Physician Society  
 Saved By The Bell

\* Supplier  
 Card, Credit (RBC Credit Card)

\* Expense to be charged to  
 Psychiatric Wait Times

\* Sub-activity to be charged to  
 Psyc WT Meetings

\* Date of Activity  
 09-21-2017

Reference Number  
 Tim Horton's (muffins)

**Please contact FEMS Support if you have questions or need to discuss the process.**

Need Help?

604 638 4869

1 800 665 2262

femssupport@doctorsofbc.ca

M-F 9am to 4pm