

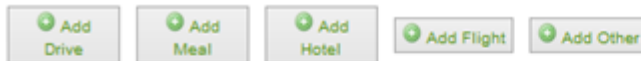
ClinCard Reference Guide: Travel Reimbursement + Upload Receipt

Please review the JCTO SOP located in the Researcher's Toolbox

► How to Make a Travel Reimbursement and Upload Receipt

Once you have selected an existing Subject or registered a new Subject, you will be brought to the "Subject Information" screen. On the right hand side of the screen you will see options that represent all of the actions you can perform on the patient.

- 1) Click on "Make Travel Payment" and you will be brought to a new page that will give you 3 travel reimbursement options:
 - a. Drive (calculates the appropriate amount to reimburse a patient for kilometers driven to/from appointment)
 - b. Meal
 - c. Hotel (for expenses incurred in getting to screening)
 - d. Flight (for expenses incurred in getting to screening)
 - e. Other



Request Date	Subject	Total Amount	
08/03/2015	[REDACTED]	\$0.00	Cancel Request

- 2) Enter the required information into the fields that will appear in the pop-up window
- 3) Click on the "Continue" button

Add Other ✕

Amount *

Comments / Notes: *

4) Click "Add Receipts".

Request Date	Subject	Total Amount	
06/03/2015	Arlaine Bruce	\$5.00	<input type="button" value="Submit Request"/> <input type="button" value="Cancel Request"/>

Other Request

Delete	Payment Amount: <input type="text" value="\$5.00"/> Notes: <input type="text" value="Cornell test - RLV"/>
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5) When the file is accepted, you will see the file name populate to the left of the "Browse" button. Click "Continue."

Add Receipts ✕

Accepted file types are **pdf, jpg, or png.**

Receipt TEST.pdf

(Uploaded files should not contain information which would reveal subject identity if viewed by other users of the system.)

6) When you have reviewed and are finished making payment requests click on the "Submit Request" button

Request Date	Subject	Total Amount	
06/03/2015	[REDACTED]	\$5.00	<input type="button" value="Submit Request"/> <input type="button" value="Cancel Request"/>

Uploaded Receipts:

Receipts:	Receipt TEST.pdf
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Other Request

Delete	Payment Amount: <input type="text" value="\$5.00"/> Notes: <input type="text" value="Cornell test - RLV"/>
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