



## ***Filing an Expense Claim***

***NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.***

You will file expense claims online.

- Go to [MyConnection.skhealth.ca](http://MyConnection.skhealth.ca) and log in to your account.
- Click on “MyServices” in the top menu.
- In the “Categories” menu on the left side of the page, click on “Reimbursements”, then click on the “Employee Expense Claim” tile.
- Enter the details of the claim and submit.
- Once it has been submitted, the system then electronically routes the claim to your manager for review and approval.
- After the review is complete and the information has been verified as correct, the Manager approves the claim and is processed for payment.

PLEASE NOTE: If you work at an organization other than the Saskatchewan Health Authority, you will file an expense claim according to your organization’s established process.