



Public Service Alliance of Canada
Alliance de la Fonction publique du Canada

Hello,

As you may already be aware, you must submit your expense claims electronically through the *Member's Expense Claim Portal*. In order to help you get started, please follow the steps listed below. Please note that our Finance department no longer accepts paper claims except under special circumstances. Now that you will be using the electronic system, you no longer need to provide receipts, however, you **MUST** keep your receipts for a period of TWO (2) years in the event that your claim is audited by our Finance Department. In this case, you will be asked to submit receipts to Finance. If no receipts are provided upon request, you may be requested to reimburse the amount claimed.

ELECTRONIC MEMBERS' EXPENSE CLAIMS

How to Log On to Member Expense Portal

- Step 1** – Connect to <http://psacunion.ca/> site and click on “Member Login”
- Step 2** – Enter your member Username and Password
- Step 3** – If you do not yet have an account on the PSAC web site, please create one
- Step 4** – Submit your expense claim online. Detailed user manual included for reference. For assistance contact : your regional office or email MemberExpClaims@psac-afpc.com