

**Algoma Crew Expenses
User Manual**

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Algoma Crew Expenses

Overview


In order to expedite the processing of employee reimbursements for travel expenses, Algoma Central Corporation is implementing the ability for Crew to submit their expenses via a password protected employee portal. Expenses can be remitted from any computer or mobile device that has access to the internet. Do not send copies of expense sheets or images because they will be rejected and delay the reimbursement process. Currently we are still accepting hard copy expenses vouchers that are sent into the office.

Log In

Expenses are entered at vesselportal.algonet.com. Use your provided email address and password to login. If you are unsure of what this is, please contact payroll. In addition to the email and password, a six digit verification code will be sent to your email address to further enhance security.

- 1) Browse to vesselportal.algonet.com
- 2) Enter the employee assigned email address and password
- 3) On the next screen you will be prompted to enter a verification code which will be emailed to you. If you do not receive the email, ensure that it did not get sent to your spam or junk folder. You can also click “resend the code” to try sending it again.

Verify your account



An email has been sent to [REDACTED] with your verification code.

Enter the code to continue to your account.

Please note this code will expire after 30 minutes.

Enter code

VERIFY

Didn't receive the verification code? The email may take a moment to arrive. Check your spam or [resend the code](#)

Expense Main Page

Confirm / Add Header Information

Once you log into the system, you will be presented with the following form:

ADD EXPENSES

NAME John Doe	1	ADDRESS 63 Church St., Suite 600, St. Catharines ON L2R 3C4	EMPLOYEE # 000000
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POSITION *	<input type="text" value="1st Mate"/>	VESSEL *	<input type="text" value="Algoma Discovery"/>
EXPENSE TYPE *	<input type="text" value="Travel"/>	2	REASON FOR TRAVEL <input type="text" value="Join vessel in Goderich"/>
TRAVELLING FROM	<input type="text" value="St. Catharines"/>	TRAVELLING TO	<input type="text" value="Goderich"/>

EXPENSE ITEMS

DATE	EXPLANATION OF EXPENSE	MILEAGE (KM)	x \$0.49/KM	TRAVEL (AIR, TAXI, MEALS)	TOTAL	
1 Dec 2020	Drive to Goderich	250.0	\$ 122.50	\$ 0.00	\$ 122.50	Edit Remove
TOTAL					\$ 122.50	

[+ ADD A MILEAGE EXPENSE](#) [+ ADD A NON-MILEAGE EXPENSE](#)

RECEIPTS	DOCUMENTS (PDF)
<input type="text" value=""/>	<input type="text" value=""/>

[SUBMIT EXPENSES](#)

1. Confirm Name, Address and Employee number that the system has on file for you. If changes are required, you must contact the Crewing department for changes.
2. Fill in the following fields:
 - a. Position – Position worked on current assignment
 - b. Vessel – Vessel worked on
 - c. Expense Type – Select reason for expense from drop down list
 - d. Reason For Travel
 - e. Travelling From
 - f. Travelling To


Add Expense Item

Mileage

3. Click the Option to “Add a Mileage Expense”
Fill in the date travelled, explanation, and amount of kilometers allowed.

ADD A NEW EXPENSE ITEM

DATE *

1 Dec 2020 

EXPLANATION OF EXPENSE *

Drive to Goderich

MILEAGE

250.0 KM **3**


Close **SAVE**

Travel Expense / Meal

4. Click the Option to “Add a Non-Mileage Expense”
Fill in the date of the expense, explanation, and total cost including taxes.

ADD A NEW EXPENSE ITEM

DATE *

1 Dec 2020 

EXPLANATION OF EXPENSE *

Dinner

TRAVEL (AIR, TAXI, MEALS)

\$ 18.50 **4**

Close [SAVE](#)

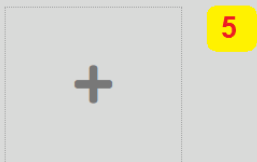
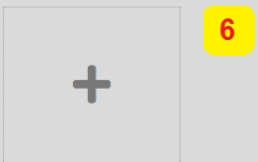
Attach Receipts

Receipts are required for all expenses. Not submitting receipts with the submission will cause the expenses to be disallowed.

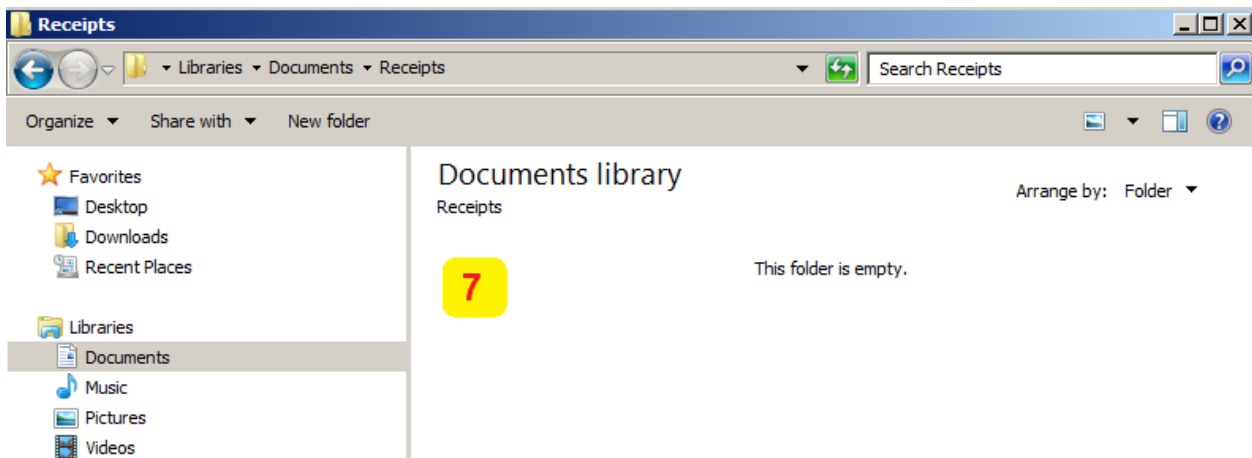
5. Once expense details have been entered, select the option to add “Receipts” to attach image(s) of the receipts
6. If you have a receipt that is a PDF document, use the option “Documents (PDF)”

EXPENSE ITEMS						
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1 Dec 2020	Dinner	0.0	\$ 0.00	\$ 18.50	\$ 18.50	Edit Remove
TOTAL					\$ 141.00	

[+](#) ADD A MILEAGE EXPENSE [+](#) ADD A NON-MILEAGE EXPENSE

RECEIPTS	DOCUMENTS (PDF)
	

7. Choose the image or file of the receipt from the device you are on. If you are using a smartphone, the option to take a picture of the receipt is also available.



Submit Expenses

Once all expense details have been entered and all receipts attached, the expenses can be submitted for processing.

8. Select the Option to “Submit Expenses”
9. The application will request that you confirm the option to submit. Select the option to “Submit Expense Claim Form”

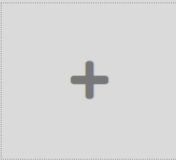
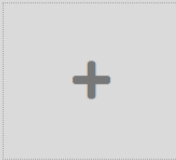
NAME John Doe	ADDRESS 63 Church St., Suite 600, St. Catharines ON L2R 3C4	EMPLOYEE # 000000
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POSITION * 1st Mate	VESSEL * Algoma Discovery
EXPENSE TYPE * Travel	REASON FOR TRAVEL Join vessel in Goderich
TRAVELLING FROM St. Catharines	TRAVELLING TO Goderich

EXPENSE ITEMS

DATE	EXPLANATION OF EXPENSE	MILEAGE (KM)	x \$0.49/KM	TRAVEL (AIR, TAXI, MEALS)	TOTAL	
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TOTAL					\$ 141.00	

[+ ADD A MILEAGE EXPENSE](#) [+ ADD A NON-MILEAGE EXPENSE](#)

RECEIPTS	DOCUMENTS (PDF)
	

8

[SUBMIT EXPENSES](#)

By submitting this expense you are verifying that this Expense Claim is valid.

[SUBMIT EXPENSE CLAIM](#)

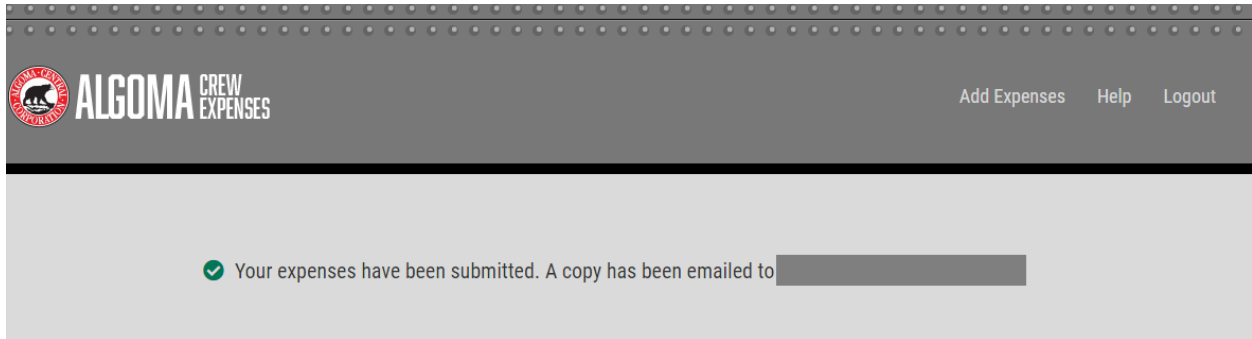
[Make changes](#)

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Final Confirmation

Once submitted, the expense sheet will be forward to Algoma Central Corporation for processing and a copy of the submission including expense summary and receipts will be emailed to the employees personal email address for reference purposes.

Once submitted, expense sheets can not be changed. If an error exists, please contact payroll or email support.crewexpense@algonet.com



The screenshot shows a dark grey header bar with the Algoma Central Corporation logo on the left, which includes a moose head and the text "ALGOMA CENTRAL CORPORATION". To the right of the logo is the text "ALGOMA CREW EXPENSES". Further right in the header are the links "Add Expenses", "Help", and "Logout". Below the header is a light grey confirmation message: "✔ Your expenses have been submitted. A copy has been emailed to [redacted]".