

ShiftKey Labs Certificate Reimbursement: Instructions

Thank you for applying for ShiftKey Labs certification reimbursement program! Please review the email from info@shiftkeylabs.ca to confirm the reimbursement amount you are eligible for.

To be reimbursed, you must submit an expense claim through the program Chrome River. You can find resources on using Chrome River in MyDal: <https://dal.sharepoint.com/sites/dohc/SitePages/Get-Started-in-Chrome-River.aspx?csf=1&web=1&e=HwFZI8&cid=7c95c3b7-7d70-432b-bf18-4f3eb4cbe372>

To complete the claim, please follow these steps:

1. Log into Chrome River using your NetID and password:
<https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=dal.ca>
2. Create new claim (+ Create)
3. Fill in the necessary fields
 - a. **Report name:** SK Certificate Reimbursement: [YOUR NAME]
 - b. **Pay me in:** CAD
 - c. **Start/End date:** Date of certification exam
 - d. **Business purpose:** Professional Development
 - e. **Report type:** Non-Travel Claim
 - f. **Affiliation:** Choose one
 - g. **Relevant to Research:** Yes
 - h. **Relevant to Research:** "Skill building through technical certificate"
 - i. **Disbursement method:** CAD Direct Deposit/Cheque
4. Click "add expense" (might look like a + sign) and "create new"
 - a. Choose "Professional Development" icon
 - b. Choose "Training/Education" icon
5. Fill in expense details
 - a. **Spent:** reimbursement amount shown in the email you received
 - b. **Allocation:** 69851-69851-000 ShiftKey Hub
 - c. **Attachments:** Attach screenshot of bank account showing payment (in Canadian \$) and payment receipt/invoice from the company
6. Press Save
7. Press Submit

Please note: if you have never set up direct deposit with Dalhousie University, your reimbursement will come in the form of a cheque. Once you see 'approved' in Chrome River, please contact Financial Services (finserv@dal.ca) and they will explain how you can pick up your cheque.

If you have questions about the process, please contact info@shiftkeylabs.ca