

# Entering an Expense Reimbursement in Skyward

## Employee is Responsible for:

1. All employees enter their own Expense Reimbursements (ER) in Skyward.
2. Employees entering an ER for the first time – contact Julie Karonka in Purchasing to be set up as a vendor.
3. Employees will be reimbursed to their direct deposit account on file with Payroll. ER's will post to your account as a single deposit, and will not be included in your monthly pay. ER's can be deposited on any date.
4. When entering an ER in Skyward employees must **select a Pre-verifier** from the drop down menu. (Normally their campus/department secretary)
5. Once the detail line item information has been added, the employee is required to select an account code from the drop down menu. If the account code is not found in the drop down list, the employee can type in the account code provided to them by their campus/department secretary.
6. After the employee attaches the documentation to the ER, they will give the originals to their secretary. Original documentation is not required in the business office but must be retained at the campus/department level for auditing purposes.

## Campus Secretary is Responsible for:

1. **At the campus/department level, employee reimbursements should be checked for proper paperwork to include the Travel A and B Form, proper back up for expenses claimed and legible itemized receipts.** (See Pg. 2) Claimed expenses on Travel B Form should match what is entered for reimbursement and attached to the ER. Provide employee with the correct Account Code and Purchase Order numbers.
2. When employee reimbursements have been verified and approved at the campus/department level, they are routed to the Finance Department for processing.
3. If the ER is denied, an email notification with the denial reason will be sent to the employee who entered the ER. The employee that entered the ER will be required to make the necessary corrections, and resubmit the ER and the verification and approval process will start again.

## List of Required Expense Attachments

*If Applicable:*

- 1. MapQuest** – Directions from campus/dept. to your ending destination. Also include reverse directions from your destination back to your campus/dept.
- 2. Proof of Attendance** – Copy of your Conference ID badge, Certificate of Attendance, Handout, etc.
- 3. Parking Receipt**
- 4. Baggage Claim Receipt**
- 5. Itemized Hotel Receipt**
- 6. Airfare Boarding Pass-Departure & Return**
- 7. Travel A & B Forms** – Please include the Purchase Order# and/or Check Request# on your A & B Forms. Attach both forms with written signatures to your ER.

<b>Enter Purchase Order (PO)# or Check Request (CR)# below if applicable:</b>		
Conference/Workshop:	Add PO#	(attach proof of attendance)
Hotel:	Add-CR#	(attach itemized hotel statement)
Airfare:	Add-PO#	(attach boarding passes for depart & return)

- 8. Vehicle Rental**-Will require rental agreement and fuel receipts. (In this instance mileage cannot be used)
- 9. Meal receipts**-Mandatory if using Grant or Federal Funds

\*\*\*Please note\*\*\*If this is your first time submitting an Expense Reimbursement, please contact Julie Karonka ([jkaronka@duncanvilleisd.org](mailto:jkaronka@duncanvilleisd.org)) to create a reimbursement vendor profile.

The screenshot shows the Skyward web application interface for Duncanville ISD. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', 'True Time', 'FastTrack Open Positions', 'FastTrack Screener', and 'Expense Reimbursement'. The 'Expense Reimbursement' menu is expanded, showing options: 'Submit Request', 'Approve', and 'Activity'. A red callout box points to 'Submit Request' with the text: 'Submit Request Navigate to Employee Access, Expense Reimbursement, Submit Request. Who, What, When, Why? Submit Request allows users to submit expenses for approval and be reimbursed via Direct Deposit.' Below the menu, there are sections for 'Recent Programs' (Employee Access Home, Quick Entry, Reports, Financial Management Home WF, Requisitions) and a table of 'Approved Waiting Available' items. A 'My Print Queue' table is also visible on the right.

Job	Status
True Time Rpt - Employee Summary Report	Completed
True Time Rpt - Employee Summary Report by Week	Completed
True Time Rpt - Employee Summary Report by Week	Completed
True Time Rpt - Emp Detail Trans	

The screenshot shows the 'Submit Request' browse page in the Skyward application. The page title is 'Submit Request' with a star icon. A red box highlights the text: 'The Submit Request browse displays'. Below the title, there are 'Views: General' and 'Filters: \*Skyward Default'. A table header is visible with columns: 'Reimbursement Number', 'Req Sts', 'Requisition/PO Number', 'Requisition Sts', 'Date Entered', 'Expenses From', 'Expenses To', 'Reimburs Amount', 'Direct Bill Amount', 'Total Amount', and 'Purpose'. Below the header, it says 'There are no records to display; check your filter settings.' On the right side, there is a vertical toolbar with buttons: 'Submit Request', 'Add', 'Edit', 'Delete', 'View', 'Notes', 'Attach', and 'Clone'. A red callout box points to the 'Add' button with the text: 'Click Add'.

Expense Reimbursement Request Maintenance

Add Expense

Reimbursement For: [Field]

\* Expenses From: 08/22/2016 \* To: 08/26/2016

\* Purpose for Reimbursement: Conference

Reimbursement payment option: Reimbursement Payment made via AP ACH

District Payment Reimbursement information:

- Why? Why are you going?
- When? When are you going?
- Where? Where are you going?
- Who? Who is going?
- What? What knowledge are you bringing back to the district?

Asterisk (\*) denotes a required field

Buttons: Save, Back, Click Save

At this point you may want to highlight and copy the Why, When, Where, Who, and What located in the **District Payment Reimbursement information** box. You will paste this in the Expense Detail in the next step. Click Save.

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: [Field]

Expenses From: 08/22/2016 To: 08/26/2016 5 Days

Purpose for Reimbursement: Conference

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$50.00

Required Pre-verifier: [Dropdown]

Buttons: Submit For Approval, Save and Finish Later, Edit Master, Notes, Attachments

Expense Reimbursement Detail Lines

Views: General Filters: \*Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
[Empty Table]									

Buttons: Add, Edit, Delete, Clone, Mass Add Detail

Add the date range for your Expenses, and your Purpose for Reimbursement. Next select the down arrow on your Required Pre-verifier and select the Pre-verifier assigned to your campus. Click Add.

**Expense Reimbursement Request Detail Maintenance**

**Expense Reimbursement Information**  
 Expenses From: 08/22/2016 To: 08/26/2016 5 Days  
 Total Reimbursement Amount: \$50.00

The Expense Reimbursement Information carries forward from the previous screen

**Edit Expense Reimbursement Detail Line**

Line Number: 1  Receipt Attached  Direct Bill/Do not Reimburse

\* Date: 08/22/2016 Monday

\* Reimbursement Type: FEES

Category: Other

\* Quantity: 1  
 \* Amount: \$50.00  
 Total Amount: \$50.00

\* Description/Customer: Why? Why are you going? Conference  
 When? When are you going? 08/22/16  
 Where? Where are you going? TSUG  
 Who? Who is going? Jane Doe  
 What? What knowledge are you bringing back to the district? Cleared

**Detail Line Accounts**

* Account	Account Selection	Amount
161 A 00 1111 00 000 0 00 000 - ATHLETICS/./CASH IN BANK/DISTRICT WIDE/CASH IN BANK, GE		50.00
Total:		50.00

Save Back

**Enter the Detail Line information for the open fields.**  
**Date**-Enter the date of the Expense.  
**Receipt Attached**-Check this box if a receipt will be attached.  
**Reimbursement Type**-Use the drop-down to select the reimbursement type code. This code will determine the Quantity and Amount fields.  
**Quantity and Amount**-These fields will be determined by the reimbursement type selected above.  
**Description/Customer**-This is where you will copy, paste, and complete the Why? When? Where? and complete this information.

**Expense Reimbursement Request Detail Maintenance**

**Expense Reimbursement Information**  
 Expenses From: 08/22/2016 To: 08/26/2016 5 Days  
 Total Reimbursement Amount: \$50.00

**Edit Expense Reimbursement Detail Line**

Line Number: 1  Receipt Attached  Direct Bill/Do not Reimburse

\* Date: 08/22/2016 Monday

\* Reimbursement Type: FEES

Category: Other

\* Quantity: 1  
 \* Amount: \$50.00  
 Total Amount: \$50.00

\* Description/Customer: Why? Why are you going? Conference  
 When? When are you going? 08/22/16  
 Where? Where are you going? TSUG  
 Who? Who is going? Jane Doe  
 What? What knowledge are you bringing back to the

**Detail Line Accounts**

* Account	Account S	Amount
161 A 00 1111 00 000 0 00 000 - ATHLETICS/./CASH IN BANK/DISTRICT WIDE/CASH IN BA		50.00
Total:		50.00 100.00

Save Back

**Detail Line Accounts**  
 There are two ways to enter your budget account code.  
 1. Click the drop down arrow and select your account code.  
 2. Click into the account field and begin typing the account code.  
 You can also click the blue Account link to view a list of your available account codes.  
**Select Save**

**Please note:** If you select **BACK**, it will close the ER without saving.

**Expense Reimbursement Request Maintenance**

Expense Reimbursement Information

Reimbursement For:  Edit Master

Expenses From: 08/22/2016 To: 08/26/2016 5 Days Notes

Purpose for Reimbursement: Conference Attachments

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$50.00

Required Pre-verifier:

**Expense Reimbursement Detail Lines**

Views: General Filters: \*Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	08/22/2016	FEES	Why? Why are you going? Conference When? When are you going? 08/22/16 Where? Where are you going? TSUG Who? Who is going? Jane Doe What? What knowledge are you bringing back to the district? Skyward	1.0000	50.0000	50.00	O	Y	

*Select Attachments to add Attachments to your ER.*

Select the **Attachments** tab to add attachments such as receipts, completed travel forms, mileage maps, etc.

**Expense Reimbursement Request Attachments**

Add Expense Reimbursement Request Attachment

\* Type: Attachments Expense Reimbursement Request Save

Entered Date: 10/05/2016 Back

Entered Time: 4:05 PM

Entered By:

\* Description: Hotel receipt & Mileage for TSUG conference

\* Attached File:  Browse...

Asterisk (\*) denotes a required field

Select Add File, then select **Type**: Attachments. Add your **Description**, then select **Browse** to attach your scanned documents. Once all of your documents are attached, select **Save**.

**Expense Reimbursement Request Maintenance**

**Expense Reimbursement Information**

Reimbursement For:

Expenses From: 08/22/2016 To: 08/26/2016 5 Days

Purpose for Reimbursement: Conference

Reimbursement payment option: Reimbursement Payment made via AP ACH

Total Reimbursement Amount: \$50.00

Required Pre-verifier:

Buttons: Edit Master, Notes, Attachments, Submit For Approval, Save and Finish Later

**Expense Reimbursement Detail Lines**

Views: General Filters: \*Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D	
1	08/22/2016	FEES	Why? Why are you going? Conference When? When are you going? 08/22/16 Where? Where are you going? TSUG Who? Who is going? Jane Doe What? What? What are you bringing back? Skyward	1.0000	50.0000	50.00	O	Y		

Buttons: Add, Edit, Delete, Clone, Mass Add Detail

**Callout 1:** When you are finished with your ER, select **Submit For Approval**

**Callout 2:** The detail line displays in the browse. Use the down arrow to view the details of the record.

**Callout 3:** Detail line records can be Edited, Deleted, or Cloned. Mass Add Detail can be used to add multiple detail lines at the same time.

**This concludes the Tutorial**