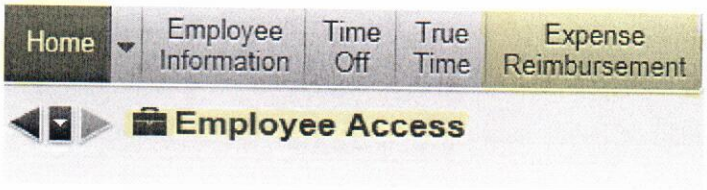
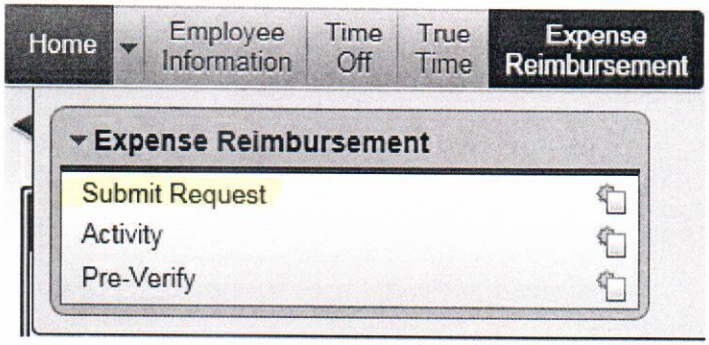
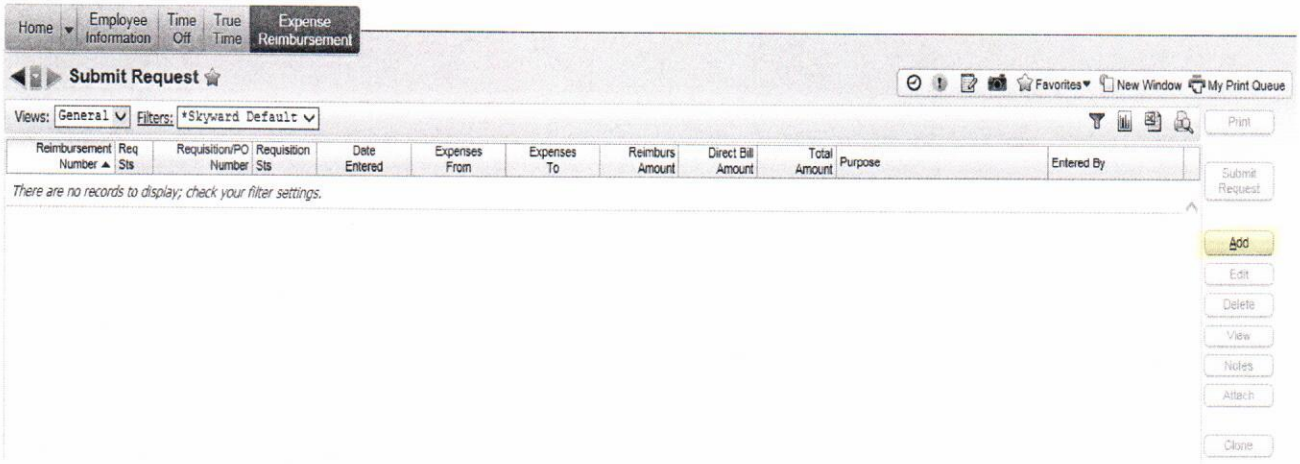


FROM "HOME", CLICK ON EMPLOYEE ACCESS

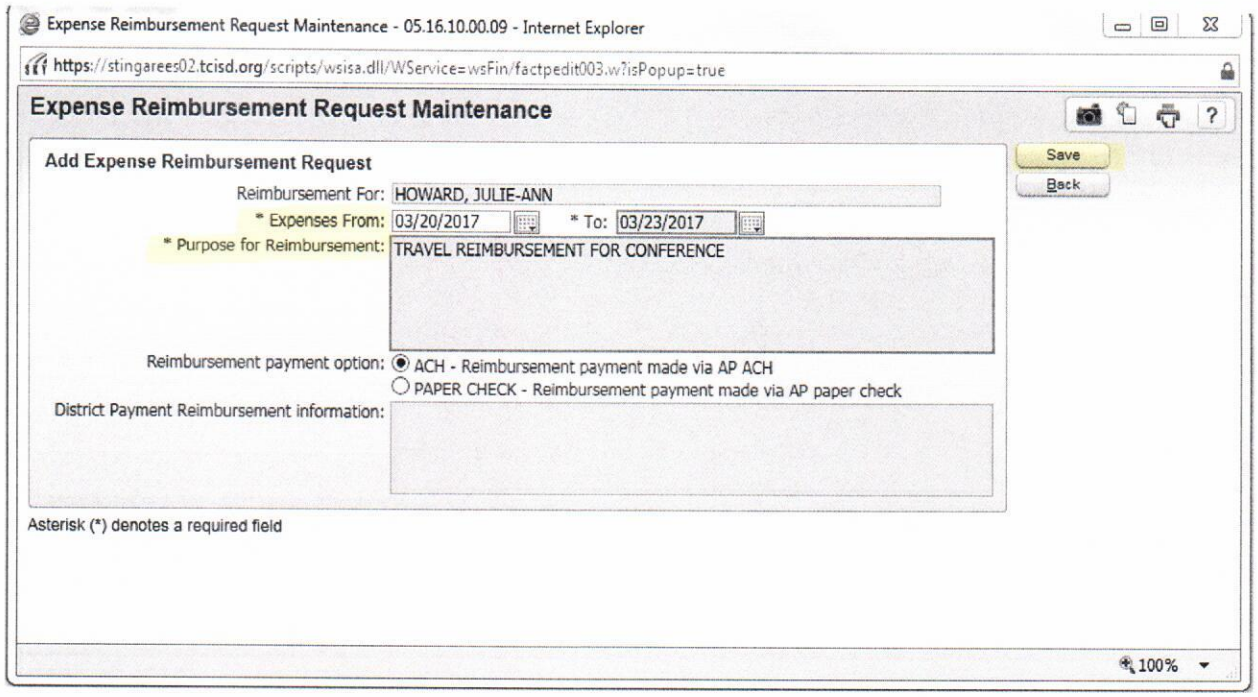
THEN CLICK EXPENSE REIMBURSEMENT



CLICK ON SUBMIT REQUEST


Home
Employee Information
Time Off
True Time
Expense Reimbursement
Submit Request
Favorites
New Window
My Print Queue
Views: General
Filters: *Skyward Default
Print
Reimbursement Number
Req Sts
Requisition/PO Number
Requisition Sts
Date Entered
Expenses From
Expenses To
Reimburs Amount
Direct Bill Amount
Total Amount
Purpose
Entered By
There are no records to display; check your filter settings.
Submit Request
Add
Edit
Delete
View
Notes
Attach
Clone

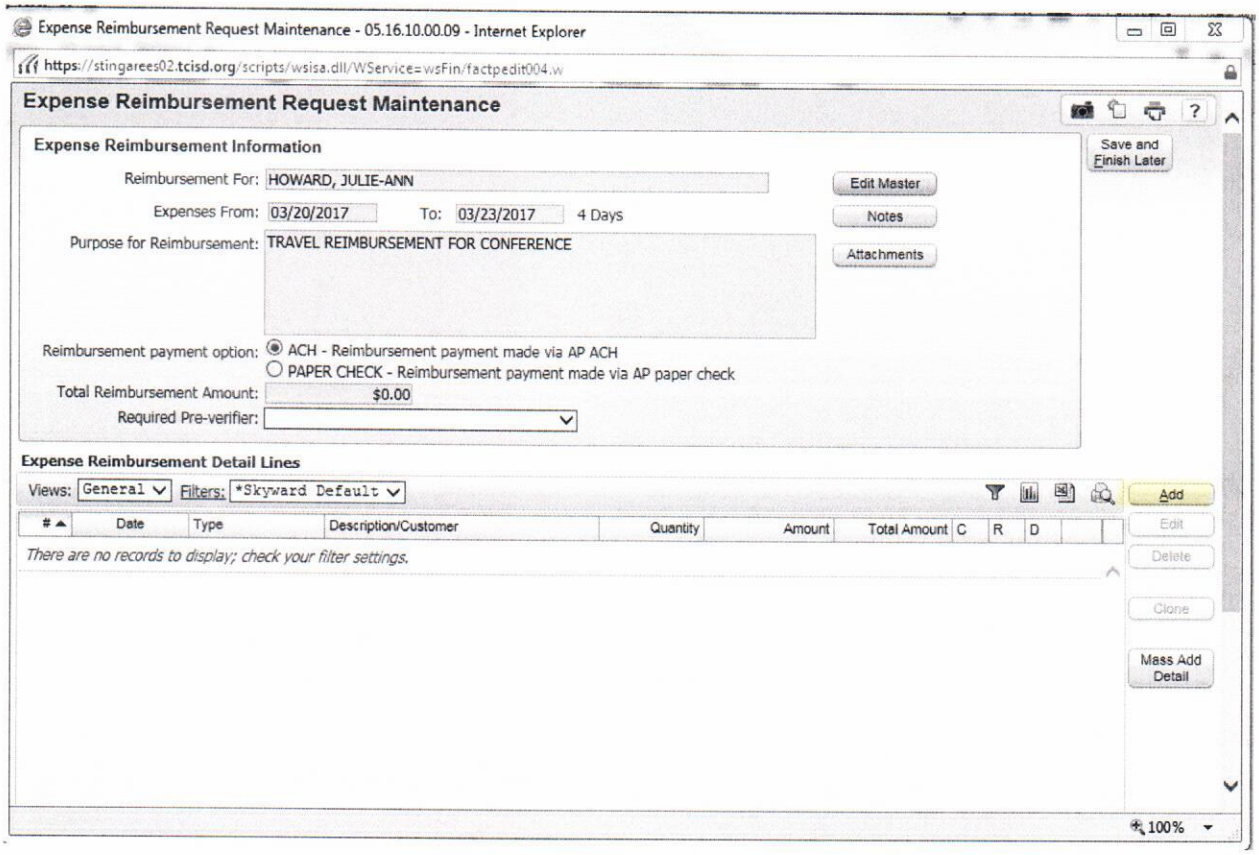
CLICK ADD



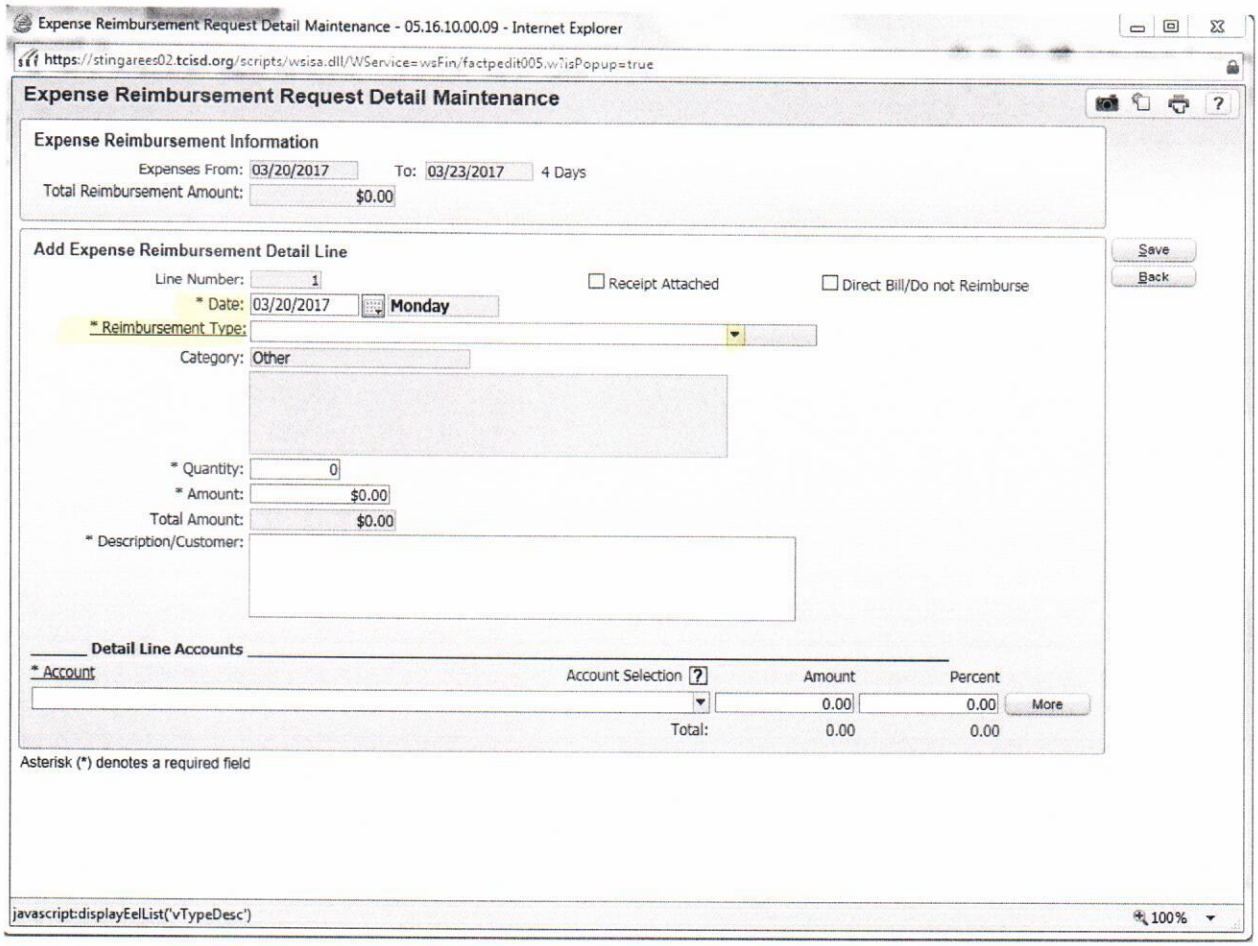
ENTER EXPENSE DATES

THEN REASON FOR REIMBURSEMENT

CLICK SAVE

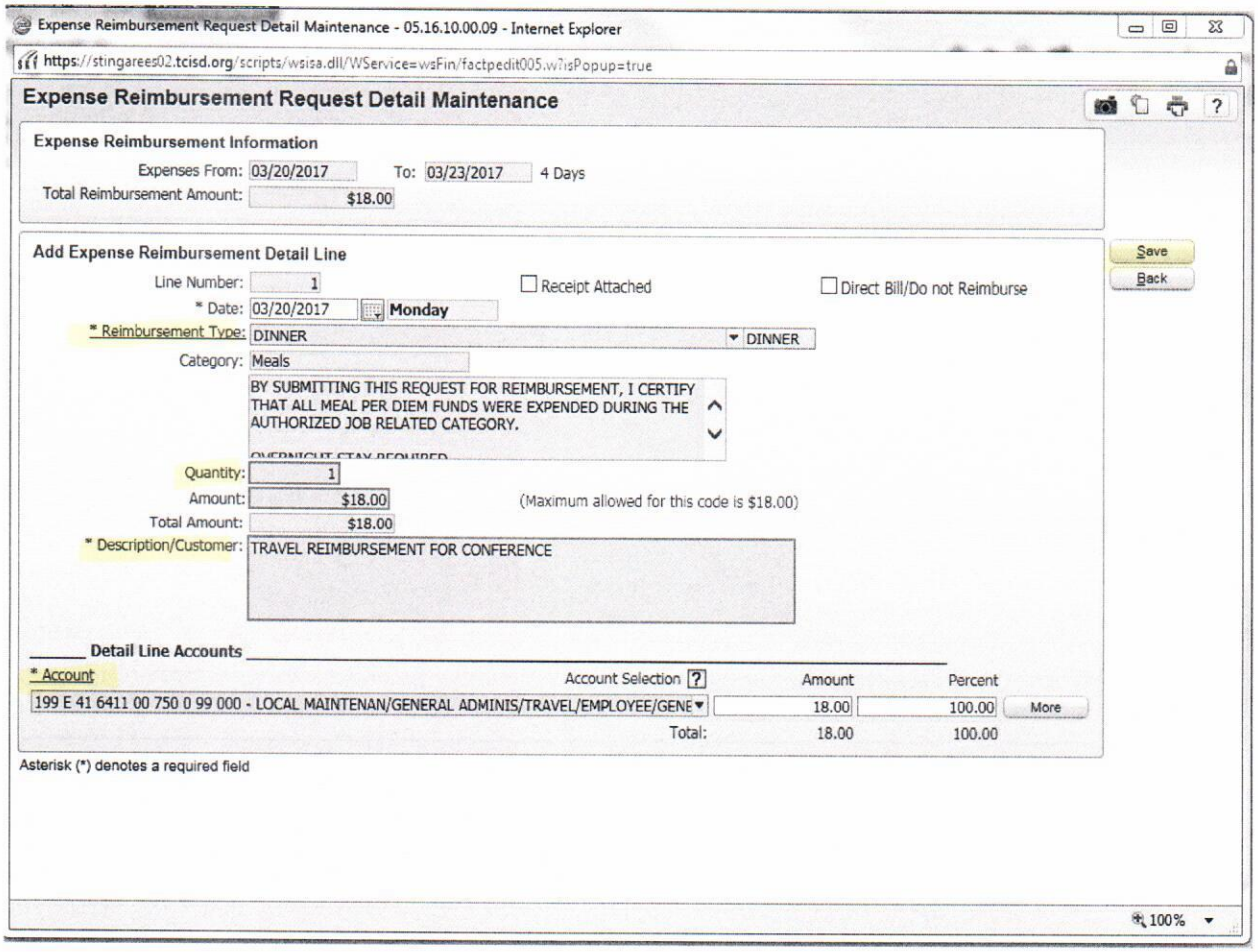

Expense Reimbursement Request Maintenance - 05.16.10.00.09 - Internet Explorer
https://stingarees02.tcisd.org/scripts/wsisa.dll/WService=wsFin/factpedit004.w
Expense Reimbursement Request Maintenance
Expense Reimbursement Information
Save and Finish Later
Reimbursement For: HOWARD, JULIE-ANN
Edit Master
Expenses From: 03/20/2017 To: 03/23/2017 4 Days
Notes
Purpose for Reimbursement: TRAVEL REIMBURSEMENT FOR CONFERENCE
Attachments
Reimbursement payment option: ACH - Reimbursement payment made via AP ACH
PAPER CHECK - Reimbursement payment made via AP paper check
Total Reimbursement Amount: $0.00
Required Pre-verifier:
Expense Reimbursement Detail Lines
Views: General Filters: *Skyward Default
Add
Date Type Description/Customer Quantity Amount Total Amount C R D
There are no records to display; check your filter settings.
Edit
Delete
Clone
Mass Add Detail
100%

CLICK ADD



THE DATE SHOULD BE FIRST DATE OF TRAVEL REIMBURSEMENT

THEN CHOOSE REIMBURSEMENT TYPE FROM THE DROP DOWN LIST



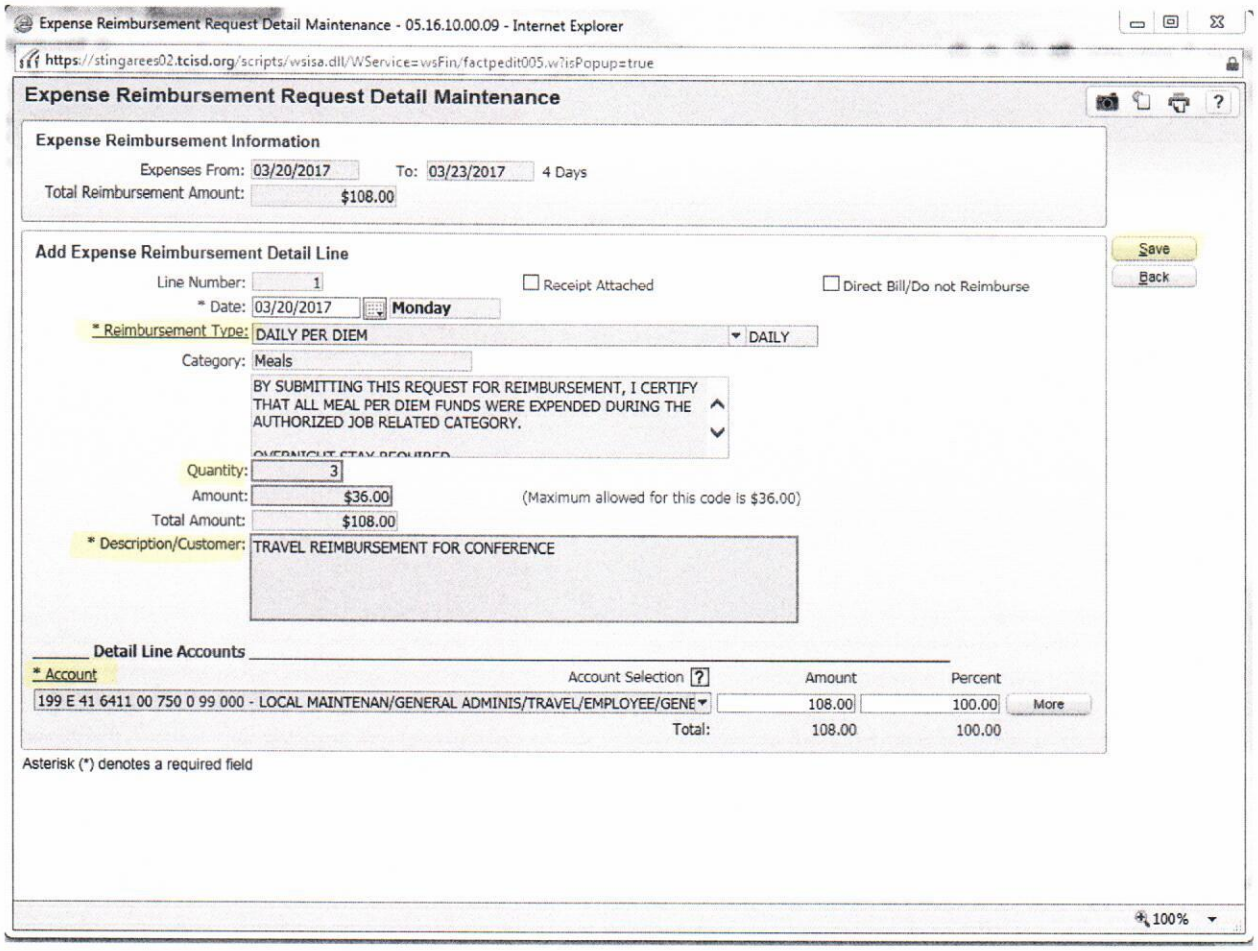
EX. REIMBURSEMENT TYPE: DINNER

ENTER THE MEAL IN THE QUANTITY BOX AND SKYWARD WILL CALCULATE FOR YOU.

ENTER DESCRIPTION FOR REIMBURSEMENT

ENTER BUDGET ACCOUNT

CLICK SAVE



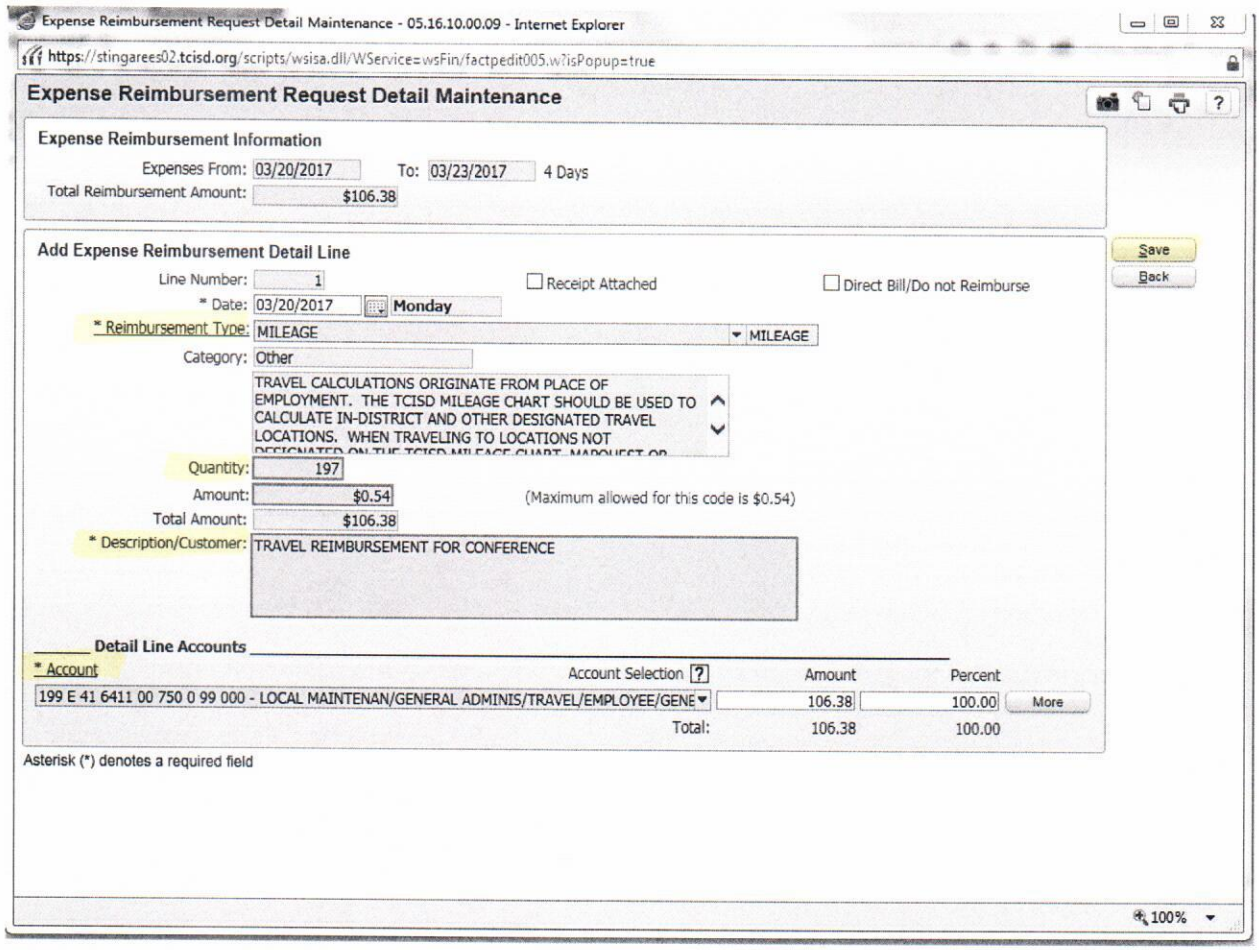
EX. REIMBURSEMENT TYPE: DAILY PER DIEM

ENTER THE MEALS IN THE QUANTITY BOX AND SKYWARD WILL CALCULATE FOR YOU.

ENTER DESCRIPTION FOR REIMBURSEMENT

ENTER BUDGET ACCOUNT

CLICK SAVE



EX. REIMBURSEMENT TYPE: MILEAGE

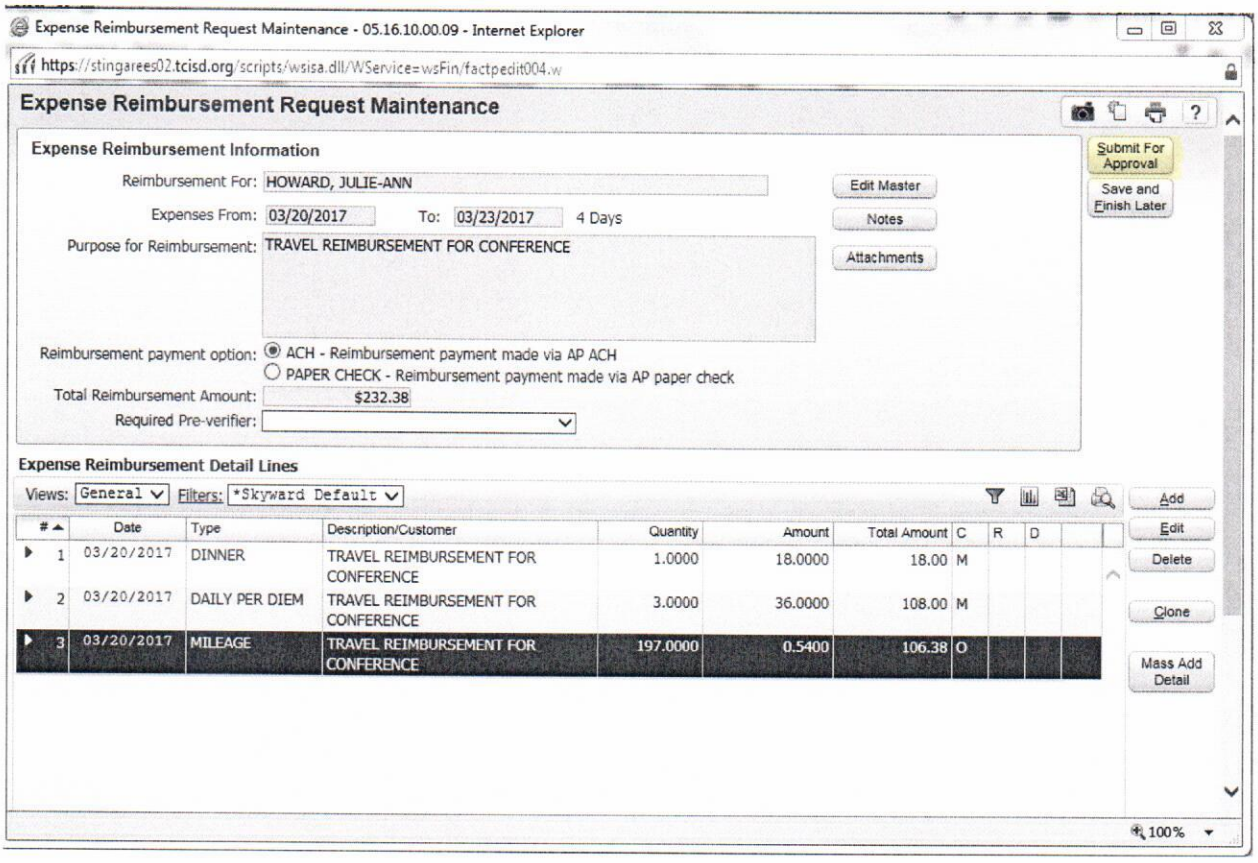
ENTER THE MILES IN THE QUANTITY BOX AND SKYWARD WILL CALCULATE FOR YOU.

*NOTE THAT SKYWARD ROUNDS THE MILEAGE RATE. (IT WILL CALCULATE .54 INSTEAD OF .535.)

ENTER DESCRIPTION FOR REIMBURSEMENT

ENTER BUDGET ACCOUNT

CLICK SAVE



CLICK SUBMIT FOR APPROVAL

*FOR FEDERAL FUNDS, ATTACH YOUR RECEIPTS THEN SUBMIT.