

# TUITION REIMBURSEMENT

Tuition Reimbursement is processed through the Expense Reimbursement module in Skyward.

SKYWARD/EMPLOYEE ACCESS/  
EXPENSE REIMBURSEMENT

## Initiating an Expense Reimbursement Request for Tuition:

Follow path: SKYWARD/EMPLOYEE ACCESS/EXPENSE REIMBURSEMENT

SELECT:  
Submit Request

SELECT:  
Add

Ensure your date range covers the expenses of your tuition reimbursement activity. This may be one date for a single class, or a range if reflecting a college semester.

### Expense Reimbursement Request Maintenance

**Edit Expense Reimbursement Request**

Reimbursement For: HINKINS, PEGGY D (2DO)

\* Expenses From: 01/09/2019 \* To: 05/31/2019

\* Purpose for Reimbursement: TUITION REIMBURSEMENT-WSU-MASTERS

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

District Payment Reimbursement information: PLEASE ENTER IN ONE TRIP PER REQUEST. MULTIPLE STOPS ARE PERMITTED.  
ON EACH EXPENSE DETAIL LINE, ENTER A REASON FOR THE REIMBURSEMENT FOR TRAVEL. ENTER CITY & COUNTY OF WHERE YOU

**Save** **Back**

**KEEP BRIEF! THIS IS WHAT THE SCHOOL BOARD SEES ON THE MONTHLY REPORT**

### Expense Reimbursement Information

Reimbursement For: HINKINS, PEGGY D (2DO)

Expenses From: 01/09/2019 To: 05/31/2019 143 Days

Purpose for Reimbursement: TUITION REIMBURSEMENT-WSU-MASTERS

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

Total Reimbursement Amount: \$0.00

**Edit Master** **Notes** **Attachments**

**TO EDIT DATES OR PURPOSE AFTER YOU HAVE SAVED**

### Entering the details of your reimbursement:

### Expense Reimbursement Request Detail Maintenance

**Expense Reimbursement Information**

Expenses From: 01/09/2019 To: 05/31/2019 143 Days

Total Reimbursement Amount: \$0.00

**WE DO NOT USE THESE**

**Add Expense Reimbursement Detail Line**

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

\* Date: 01/09/2019 Wednesday

\* Reimbursement Type: [Dropdown Menu]

**CLICK ON DROP DOWN MENU**

\* Quantity: 0

\* Amount: \$0.00

Total Amount: \$0.00

\* Description/Customer:

**Detail Line Accounts**

* Account	Account Selection	Amount	Percent
		0.00	0.00
Total:		0.00	0.00

## Expense Reimbursement Request Detail Maintenance

**Expense Reimbursement Information**

Expenses From: 01/09/2019 To: 05/31/2019 143 Days  
Total Reimbursement Amount: \$750.00

**Add Expense Reimbursement Detail Line**

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

\* Date: 01/09/2019 Wednesday

\* Reimbursement Type: TUITION REIMBURSEMENT **SELECT TUITION REIMBURSEMENT**

Category: Other

\* Quantity: 1 **Key in \$ amount**

\* Amount: \$750.00

Total Amount: \$750.00

\* Description/Customer: WSU MASTERS PROGRAM - WINTER 2019 **Key in description**

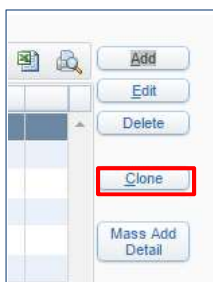
**Detail Line Accounts**

* Account	Account Selection	Amount	Percent	More
10 E 530 0100 27 7500 0000 0001 0000 – GF/EXPENDITUR/BASICED/QEA		750.00	100.00	More
Total:		750.00	100.00	

**BEGIN TYPING CODE. SKYWARD WILL OPEN A SCREEN BELOW WITH MENU OF CODES THAT MATCH. SELECT THE CODE AND IT WILL FINISH POPULATING IN THE ACCOUNT FIELD BOX**

If you have no other related Tuition Reimbursement activity to claim, at this point, you may Submit for Approval, Edit, or Save and Finish Later.

If you have additional tuition reimbursement activity to claim (ie: mileage and meals) then the CLONE feature is a great tool!



The CLONE feature will copy the detail line you have selected. It will carry over the same dates, description, dollar amounts, and even the budget code. If you use this, you need to remember to update any changes.

Example: Reimbursement Type: stays as Tuition Reimbursement  
Detail Description: change to Mileage.

Dollar amount: Change to (miles x current rate). Rates found at: <M:\District Forms\Employee Reimbursement\Maps>

Account code: stays the same

SAVE

You may continue to use the CLONE feature until you have entered all your detail lines. Once you have all details entered:



Once you 'Submit for Approval' your request will route through the electronic approval process.

**Reminder: You still need to print out a hard copy and send it to the district office with all required back up documents attached. How to print directions can be located on the district data drive:**

<M:\District Forms\Employee Reimbursement\Information\Expense Reimbursement Printing>

**Back up documentation:**

The district still requires the hard copy of your request with your signature as your attestation to the expenses. Back up documentation is required as part of the verification of allowable expenses as well as per auditor requirements.

College Tuition/Fees:

Copy of transcripts showing coursework is related to education (ie: Additional coursework, Masters, admin/principal)  
Proof of payment: Copy of your student account showing payment details.

Professional development trainings/conferences:

Agenda: proves that this is a qualified activity, confirms dates of your request, location for mileage requests, etc.

Proof of payment: A registration form is not proof enough by itself to validate that you incurred the expense. Please plan to *show a receipt of payment*. ie: confirmation email, credit card transaction (mark out card #)

Other back up documentation:

Hotel expenses: receipt required

Mileage: Agenda - shows location of event and copy of a mapquest attached to verify miles.

Mileage can only be claimed from the location of your job site to the class or your home to the class, whichever is shortest.

Meals: Calculate by per diem. Copy of Agenda to verify dates and that no meals were provided by the conference/training. Refer to Per diem map for in state: <M:\District Forms\Employee Reimbursement\Maps>  
Use GSA.gov for out of state rates.

**Refer to the Tuition Reimbursement section in your QEA contract for further details on current processes.**

**Final Steps:**

Send your signed reimbursement form with related back up documents to the district office for processing. *There is no need to get your principal's signature as they will approve electronically.*

Updated 7/27/2021