

PRINTING AN EXPENSE REIMBURSEMENT



QUINCY SCHOOL DISTRICT #144
Quincy School District

Login ID:

Password:

[Forgot your Login/Password?](#)

05.12.06.00.21-10.2

Login Area:

My Favorites
Employee Access
Submit Request

My Print Queue	
Job	Status
WIP Expense Reimbursements	Completed
Expense Reimbursement Report	Completed

Recent Programs
Employee Access Home
Submit Request

District News
No news to display.


QUINCY SCHOOL DISTRICT #144
Tina Castro Account Preferences Exit ?

Home Employee Information Time Off **Expense Reimbursement**

Submit Request
! [Icons] Favorites New Window My Print Queue

Views: **General** Filters: **Employee Expense Reimbursement**
[Icons] **Print**

Reimburse Number	Entered By	Reimburs Amount	Req Sts	Purpose	Total Amount	Date Entered	Expenses From	Expenses To
000000C	CASTRO, TINA MARIE	320.59	WIP	WEB SUPPLIES	320.59	08/31/2012	08/31/2012	08/31/2012

Submit Request
 Add
 Edit
 Delete
 Notes
 Attach
 Clone


QUINCY SCHOOL DISTRICT #144
Tina Castro Account Preferences Exit ?

Home Employee Information Time Off **Expense Reimbursement**

Submit Request
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000000C	CASTRO, TINA MARIE	320.59	WIP	WEB SUPPLIES	320.59	08/31/2012	08/31/2012	08/31/2012

Request Complete

Expense Reimbursement Report has finished processing.

⬇

View Report
Back

Submit Request
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QUINCY SCHOOL DISTRICT #144 Expense Reimbursement

Expenses for :TINA MARIE CASTRO
Expenses From:09/06/2011 to: 09/06/2011
Purpose :test

Date	Type	Description/Customer	Quantity	Amount	Total Amt.	Cat	Rcpt
09/06/2011	SUPPLIES	This is not the correct acct code - please change	1.0000	\$1.0000	\$1.00	O	
					Total:	\$1.00	

Category Summary	Amount
L = Lodging	\$0.00
M = Meals	\$0.00
G = Gas	\$0.00
O = Other	\$1.00

Signature TINA MARIE CASTRO	09/06/11
Approved by CHRISTY L MARTIN	Date
Received by Accounting	Date



PRINT DOCUMENT

Attach all back up documentation to this printout, sign and forward to Tina at the District Office. You do not need your supervisor/principal to sign as they will sign in the computer to approve your expense. The only signature needed is your signature.

This is the only form that will be accepted as a printout of your expenses.

All reimbursements must be submitted prior to the 10th of the month to be paid at the end of that month.

Contact Tina @ x3101 for any questions.