

Click on Reimbursement type to select reimbursement type:

Expense Reimbursement Information
 Expenses From: 12/07/2011 To: 12/07/2011 1 Day
 Total Reimbursement Amount: \$0.00

Add Expense Reimbursement Detail Line
 Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse
 * Date: 12/07/2011 Wednesday
 * Reimbursement Type: NO CODES DISPLAYED??
CLICK HERE!
 Category: Other
 * Quantity: 0
 * Amount: \$0.00
 Total Amount: \$0.00
 * Description/Customer:

Detail Line Accounts
 * Account: Amount: 0.00 Percent: 0.00
 Total: 0.00 0.00

Asterisk (*) denotes a required field

First 10 records are displayed. If you need to advance to next 10 records OR click on Filter to change browse to 25 records:

Reimbursement Expense Codes - Skyward Default

Code	Description	User Defined Amount Label	UD Amt Type
ADV OVER	ADVANCED OVERAGE	Amount	Decimal 2 Places
ADVANCED	ADVANCED TRAVEL AMOUNT	Amount	Decimal 2 Places
AIRLINE	AIRLINE	Amount	Decimal 2 Places
DT1B	DAY TRIP - BREAKFAST	Amount	Decimal 2 Places
DT2L	DAY TRIP - LUNCH	Amount	Decimal 2 Places
DT3D	DAY TRIP - DINNER	Amount	Decimal 2 Places
DTADJ	DAY TRIP - NEGATIVE ADJUSTMENT	Amount	Decimal 2 Places
LODGING	LODGING/HOTEL	Amount	Decimal 2 Places
M AD GEO	MILEAGE - AD TO GEORGE	Amount	Decimal 4 Places
M AD HTH	MILEAGE - AD TO HTH	Amount	Decimal 2 Places

Filter Options
 Select
 View
 Back

TO ADVANCE TO NEXT RECORDS.....

10 records displayed

Reimbursement Expense Codes - Skyward Default

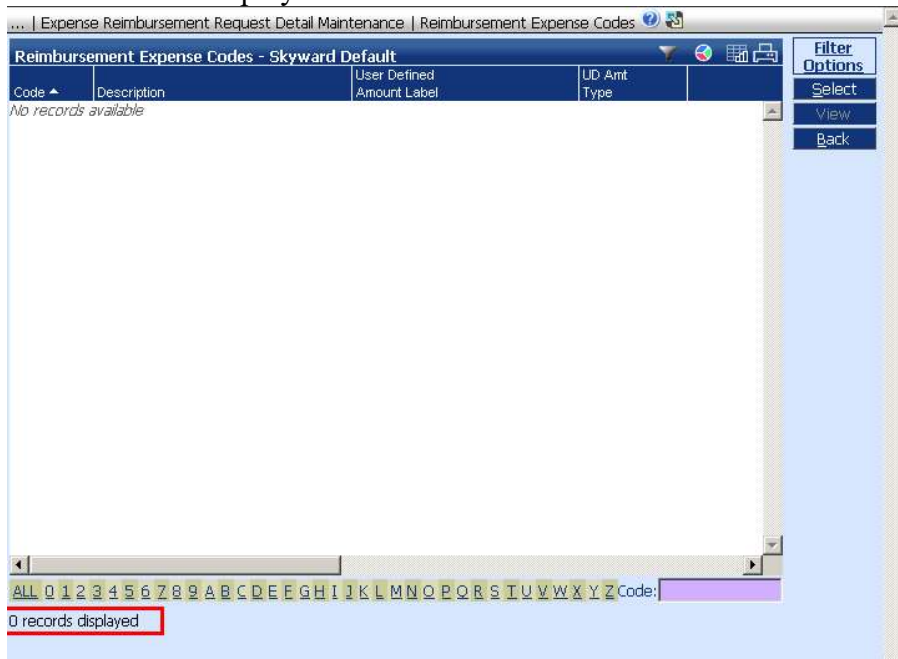
Code	Description	User Defined Amount Label	UD Amt Type
ADV OVER	ADVANCED OVERAGE	Amount	Decimal 2 Places
ADVANCED	ADVANCED TRAVEL AMOUNT	Amount	Decimal 2 Places
AIRLINE	AIRLINE	Amount	Decimal 2 Places

Filter Options
 Number of Records: 25 Apply Filter
 Browse Views: General
 Filters: *Skyward Default
 Add Filter
 View Filter
 Clone Filter
 Delete Filter
 Create Temporary Filter
 Share Filter
 Back

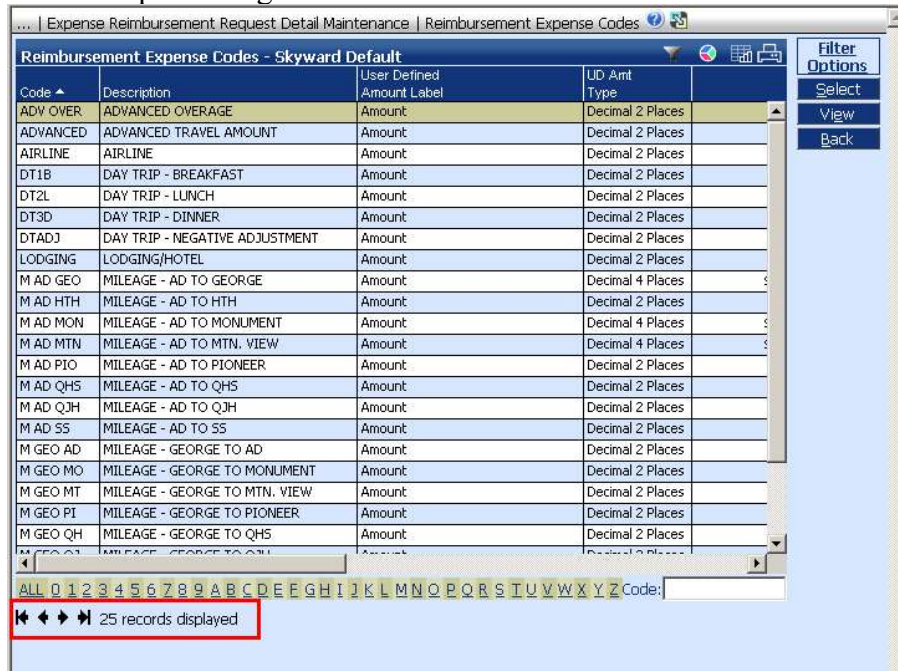
Locked Columns: 0

10 records displayed

No records are displayed:



If you click on Back and then re-select Reimbursement Type again the codes are available but you need to repeat the above process again for more codes.



Once you have selected the information you must hit tab to allow it to accept the reimbursement type description.