EXPENSE REIMBURSEMENT ENTRY

Reimbursements by the district must be <u>pre-approved</u> by whomoever is asking you to incur the expenses (ie: who is requesting you attend a conference, or purchase an item). You will need **to know what account code is paying for your reimbursement** prior to submitting. <u>Please ask your administrator for this information.</u>

<u>IMPORTANT:</u> **Per board policy all reimbursement claims must be submitted within 45 days of occurrence. Claims that are submitted after this timeline will be denied.**

GETTING STARTED:

Access Skyward's login page from www.qsd.wednet.edu under the STAFF tab.
SKYWARD/EMPLOYEE ACCESS/ EXPENSE REIMBURSEMENT

SELECT: Submit Request

BUILDING THE BASICS: who, what, when, where, why

Tip: Summarize of reimbursement type only, your descriptions will be added later when you add the detail lines.

ADDING THE DETAILS: Breakdown of the expenses

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 04/16/2013   To: 04/16/2013   1 Day

Total Reimbursement Amount: $81.24

> The key is to use the "tab" key to move around in this document.

Check Spelling

Save

Back

Add Expense Reimbursement Detail Line

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

* Date: 04/16/2013   📅 Tuesday

* Reimbursement Type: MILEAGE-POV-AS OF 10/1/11   ▼ POV2010

→ Use the dropdown or the reimbursement type to find the exact reimbursement

Category: Mileage Reimbursement

PLEASE ENTER ROUND TRIP MILES.

Quantity: 159.30 → Key in Quantity.

Amount: $0.51 → The mileage amount is automatically brought in.

Receipts - If you have receipts this will be one receipt per line item. The quantity will always be 1.

Total Amount: $81.24

* Description/Customer: ROUNDTRIP MILES TO YAKIMA WASBO CONFERENCE

Must use 10 E 530 before your account code.

Detail Line Accounts

* Account	Account Selection ❓	Amount	Percent	
10 E 530 xxxx xx xxxx xxx xxxx xxxx ▼		81.24	100.00	More
	Total:	81.24	100.00	

When your account number appears you must use your mouse and click and the box that shows up beneath your account number to accept the account code into the account code line. The system has multiple codes pre-filled, it is important to **ENSURE YOU HAVE SELECTED THE CORRECT ACCOUNT CODE, do not just select the first on the list**.

NEXT STEPS: adding more details lines, saving for later or submitting for approval

At this point you can enter another line item, edit or delete the current line item. CLONE is a very helpful tool for adding additional detail lines.

> When done entering detail lines: SUBMIT FOR APPROVAL

> To save and come back to later: SAVE AND FINISH LATER

> To add more detail lines: ADD

Expense Reimbursement Request Maintenance - 05.13.02.00.10-10.2 - Windows Internet Explorer

https://www2.ncrdc.wa-k12.net/scripts/cgiip.exe/WService=wquincys71/factpedit004.w

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: OLSON, TINA MARIE (2DO)   Edit Master

Expenses From: 04/16/2013   To: 04/16/2013   1 Day   Notes

Purpose for Reimbursement: WASBO CONFERENCE, Yakima, WA Yakima County   Attachments

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

Total Reimbursement Amount: $81.24

Submit To: CHRISTY L MARTIN   Submit For Approval   Save and Finish Later

This is the line item that you just entered. Now you can add another line item, edit, or delete this line item.

Expense Reimbursement Detail Lines

Views: General ▼   Filters: *Skyward Default ▼

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D	
▶ 1	04/16/2013	MILEAGE-POV-AS	ROUNDTRIP MILES TO YAKIMA WASBO CONFERENCE	159.3000	0.5100	81.24	G			Add / Edit / Delete

Clone

The Clone feature is a very useful tool to add another line item.

Mass Add Detail

Important meal note: Day trip meals vs overnight trip meals

It is important that you select the correct reimbursement type ie: Daytrip lunch vs Overnight Trip lunch.

Daytrip meals are considered a fringe benefit by the IRS and are therefore a taxable item. These are processed through the payroll department and issued in your paycheck.

Overnight trip meals are processed through the accounts payable department and are issued via a separate check with no tax withheld.

PRINTING A HARD COPY:
You are almost done! But don't forget to print out a copy………….

QUINCY SCHOOL DISTRICT #144 Expense Reimbursement

Expenses for   : TINA MARIE OLSON
Expenses From: 04/16/2013 **to:** 04/16/2013
Purpose   : WASBO CONFERENCE, Yakima, WA Yakima County

Date	Type	Description/Customer	Quantity	Amount	Total Amt.	Cat	Rcpt
04/16/2013	MILEAGE-POV-AS OF 10/1/11	ROUNDTRIP MILES TO YAKIMA WASBO CONFERENCE	159.3000	$0.5100	$81.24	G	
				Total:	$81.24		

Category Summary	Amount
L = Lodging	$0.00
M = Meals	$0.00
G = Gas	$81.24
O = Other	$0.00

Tina Olson .

Signature TINA MARIE OLSON	Date 04/16/13
Approved by CHRISTY L MARTIN	Date
Received by Accounting	Date

- **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:**
- **Signature** - You do not need your supervisor/principal to physically sign as they will electronically approve your expenses. The only signature needed is your signature.
- **Reimbursement should be reserved for purchases that cannot be made through purchasing system.**
- **Per board policy all reimbursement claims must be submitted within 45 days of occurrence. Claims that are submitted after this timeline will be denied.**

VERIFICATION DOCUMENTS: what documents should back up your request?

Back up documentation is required to verify your expenses.   No Reimbursement should be submitted without some form of back-up attached.

SUPPLY PURCHASES
- o   Original receipts: Supply receipts must be itemized and show date of purchase

TRIPS/TRAVEL claims require multiple back up documents:
- o   Agenda: proves that this is a qualified activity, confirms dates of your request, location for mileage requests, if any meals were provided, etc.
- o   Hotel expenses: itemized hotel receipt required showing all activity charged to room
- o   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 training or your home to the training, *whichever is shortest*
- o   Meals: **No receipts required.** Copy of Agenda to verify dates and that no meals were provided by conference, and to verify location as meals are reimbursed on the Per Diem schedule based on the county the charges were incurred. If you are flying, please include an itinerary so travel status times can be confirmed to verify meals qualify.

The meal per diem schedule can be found at:

        In State: https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf

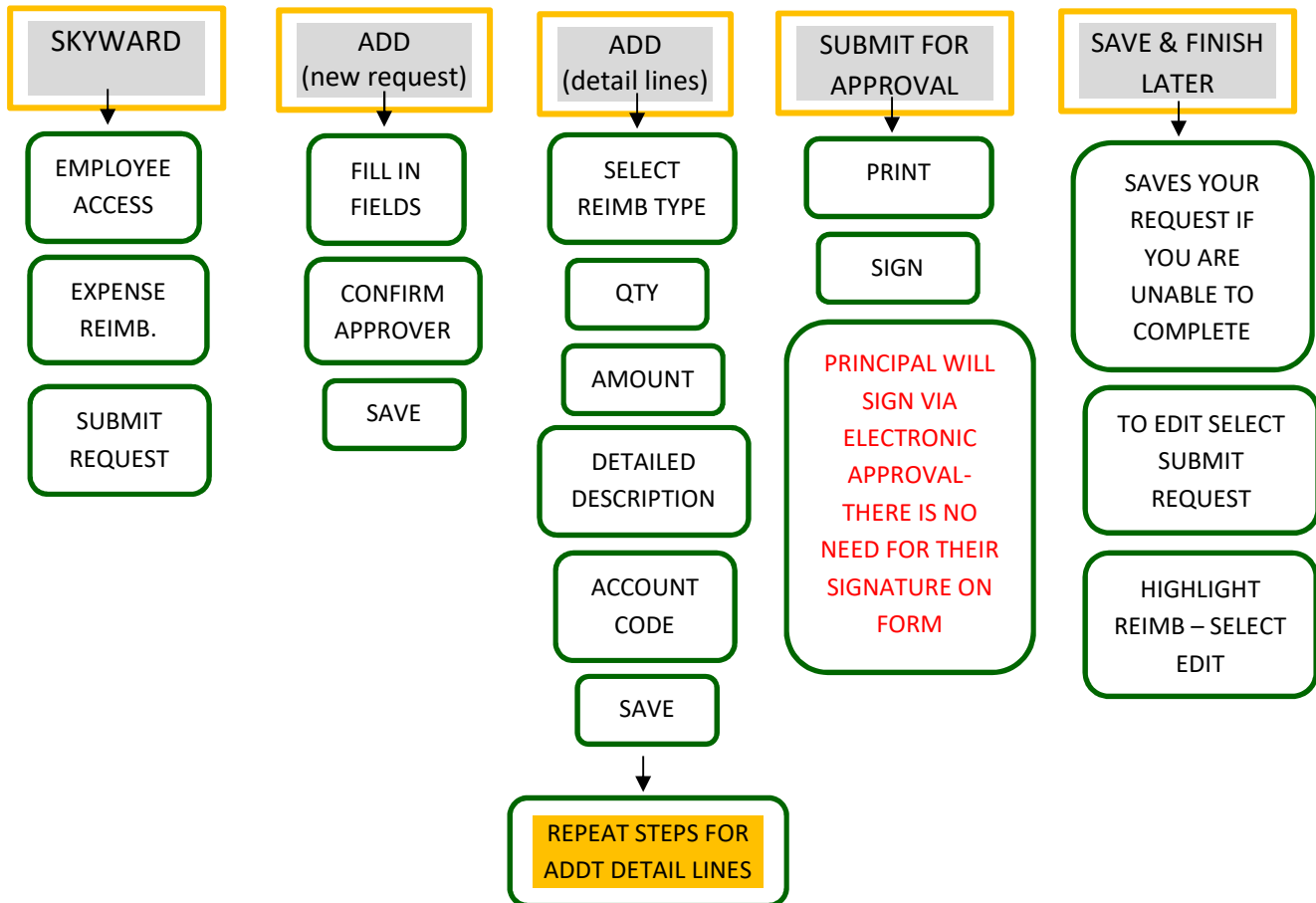   Out of State: https://www.gsa.gov/travel/plan-book/per-diem-rates

SOME BEST PRACTICES FOR EXPENDITURES SUMMARIZED FROM WA STATE AUDITOR RECOMMENDATIONS:

- <u>Travel and purchases must be pre-approved.</u> This ensures there is a justifiable business purpose before travel takes place and that the anticipated expenses appear reasonable.
- Choose economical travel arrangements. Make plans well in advance when possible.
- When traveling by air, fly into the nearest airport to your destination. If not, why … and can you demonstrate the lowest cost option was taken considering all travel costs? Is there a reason flight was not completed via district purchase order?
- Timely submission of claim: Note the district's requirement that all <u>claims be submitted no later than 45 days</u> of travel or the date of supply purchase.
- Agenda should have enough details to show dates, times and if any meals were provided.
- Provide Proof of travel: can be a boarding pass for airline, hotel receipt or training credit (clock hours).
- Non-compliance of policy may impact your reimbursement.
- Vehicle rental: These are pre-approved and kept to a very minimum.
    - Is it truly justified?
    - Are other forms of transportation available that might be less expensive (public transportation, Uber/Lyft, motor pool?)
    - Is the vehicle rental the lowest cost option or have there been upgrades?
    - Is the vehicle rented for only the period of time that is necessary for work related travel?
- Mileage:
    - Is it less expensive to fly or drive to the destination? Consider weather/traffic.
    - Is carpooling used when it makes sense?
    - If unable to carpool or share a motorpool when a group travels, document reason: Such as, carpool not reasonable due to living in different town. This applies to airport parking costs as well, try to carpool to keep to minimum.
    - Is there an alternative to driving a personal vehicle, such as use of a motor pool vehicle?
- Lodging:
    - Compare costs and ask for best rate for a state employee.
    - The district does not pay for additional family members or extra nights besides those necessary for the start/end of conference.
    - Lodging is not provided by district when destination is within a reasonable driving distance of home, weather permitting.

Expense Reimbursement contact:

Peggy Hinkins, Accts Payable Assistant: Ext 3110   phinkins@qsd.wednet.edu

QUICK VIEW STEPS:

SKYWARD	ADD (new request)	ADD (detail lines)	SUBMIT FOR APPROVAL	SAVE & FINISH LATER
EMPLOYEE ACCESS	FILL IN FIELDS	SELECT REIMB TYPE	PRINT	SAVES YOUR REQUEST IF YOU ARE UNABLE TO COMPLETE
EXPENSE REIMB.	CONFIRM APPROVER	QTY	SIGN	TO EDIT SELECT SUBMIT REQUEST
SUBMIT REQUEST	SAVE	AMOUNT	PRINCIPAL WILL SIGN VIA ELECTRONIC APPROVAL- THERE IS NO NEED FOR THEIR SIGNATURE ON FORM	HIGHLIGHT REIMB – SELECT EDIT
		DETAILED DESCRIPTION		
		ACCOUNT CODE		
		SAVE		
		REPEAT STEPS FOR ADDT DETAIL LINES		

ALMOST DONE!

SUBMIT HARD COPY	ATTACH SUPPORTING DOCUMENTS TO PRINTED REIMBURSEMENT FORM	IE: AGENDA, RECEIPTS, MAPQUEST, REGISTRATION FORMS, TRAVEL ITINERARY	SEND TO ACCOUNTS PAYABLE @ DISTRICT OFFICE