

## Cabinet, CTSA, PAC-B Warehouse, Transportation PD Directions

To access your PD funds, you will now complete a workflow by following the directions below. There is also a user guide for filling out the form once you log in at the top ribbon of the document.



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- Login to employee  
self-serve: <https://bellevuesd405waemployees.munisservice.com/login.aspx>

- You will see this:

Welcome to BSD Employee Self Service! **Need help?** Visit our [User Guide](#) or [FAQs](#).

**New** [Pre-Approvals and Expense Reimbursement Requests](#) Application.

This **NEW** application should be used to submit:

- Pre-Approval request for Travel or Registration
- Pre-Approval request for Professional Development Funds
- Pre-Approval AISP Grant Applications
- Claim Reimbursement Request
- Mileage Reimbursement Request

A User Guide for the Pre-Approvals and Expense Reimbursement Request Application can be found in the top menu of the application.

Professional Development questions? Contact [hr@bsd405.org](mailto:hr@bsd405.org)

All other questions? Contact [accounting@bsd405.org](mailto:accounting@bsd405.org)

- Click on blue pre-approval on first line.
- For guidance in completing the form there is a user guide on the top ribbon:



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- Once logged in you will see this:

### Pre-Approvals And Expense Reimbursement Requests

\* I'm Making a Pre-Approval Request On Behalf Of  Network ID

#### Make A Pre-Approval Request

<b>Travel/Registration ONLY *</b> Select When Travel/Registration is Required and NOT requesting PD Funds	<b>Travel/Registration &amp; using PD Funds *</b> Select When Travel/Registration is Required and requesting PD Funds	<b>Professional Development Funds Only *</b> Select When No Travel/Registration is Required
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#### Make A Travel/PD Reimbursement Request

<b>Claim Personal Travel &amp; PD Expenses</b> A Pre-Approval Request must be in PRE-APPROVED status	<b>Mileage Reimbursement - Non-Travel Related</b> Select if Reimbursement is not related to a Travel Pre-Approval	<b>Request Form</b> <b>Claim for Reimbursement Expenses - Non-Travel/PD Related</b> Click Here if Reimbursement is not related to a Travel or PD Pre-Approval
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- Click on box on the first row “Professional Development funds” if you are purchasing books or doing an online course.
- Choose “Travel/Registration and Using PD Funds” if attending an out- of- state conference, or in-person conference that has a registration fee.
- Make sure to upload the flyer and cost of conference.
- If you have any questions, please contact [Hr.info@bsd405.org](mailto:Hr.info@bsd405.org) .