FRESHWATER
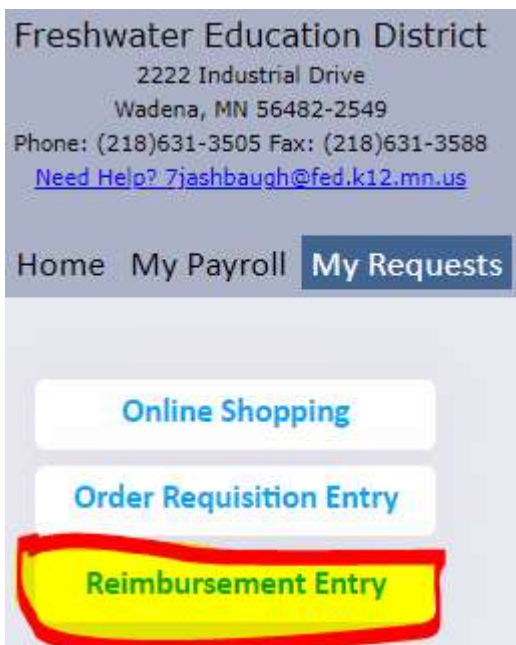## Education District 6004
SmartER Mileage/Expenses Claims

Where to Submit Mileage or Expense Claims

- ☐ Login in the SmartER through the FED website.
- ☐ Click on My Requests

Freshwater Education District
2222 Industrial Drive
Wadena, MN 56482-2549
Phone: (218)631-3505 Fax: (218)631-3588
Need Help? 7jashbaugh@fed.k12.mn.us

Home   My Payroll   **My Requests**   About Me   Approval   Responsibilities   Setup

- ☐ Click on Reimbursement Entry

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Home   My Payroll   **My Requests**

Online Shopping

**Order Requisition Entry**

Reimbursement Entry

How to Create a "Batch"

- ☐ On the Reimbursement Entry Page, click [+ Add New]. This will create a "Batch" with a reimbursement claim number.
  1. Enter the current date in the Request Date box.
  2. Enter the Month or date range for mileage to be submitted in the Purpose box.
  3. Enter your Home Base Location in the Comments
  4. Do not change the fiscal year or enter anything in the reason. Click [✓ Save and Enter Items].

How to Enter Daily "Line Items" within a "Batch"

☐ Once you've created a "batch," now you can enter daily "Line-Items" within that batch.

1. The Expense Date box should be the date in which you travelled or incurred an expense.
2. The category box gives you a list of drop down items. Use the following decision tree to select the category if submitting for mileage. If you are submitting for meal reimbursement or expense reimbursement, use the appropriate category.
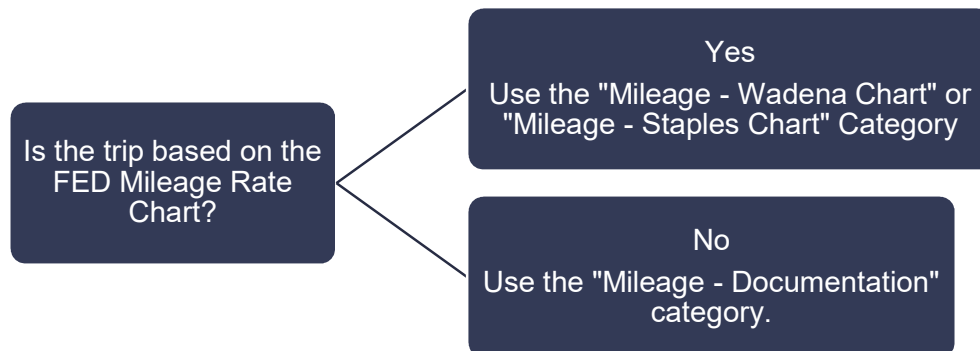
3. Enter the Miles for that day.
4. The description box should describe the route you drove. (Ex. "Wadena to Sebeka")
5. The comments box should explain the reason for the trip. (Ex. "MASBO Training" or "Home Visit in LPGE")
6. If a file is required, you can drag that file into the file box.
7. Do not enter anything in the account code box unless you are instructed to by your supervisor.
8. Click **+ Add/Save Row** to save and create the next "Line Item" within the same "batch."
9. Once all "Line Items" have been entered, click **✔ Save**.

How to Finalize a Claim to be Reimbursed

☐ Once you have added all your "Line Items" within the "Batch," you will need to "Sign" and "Route" your claim for approval.

1. Click **Sign** as shown in the screen below.

							Reimb Total	Approved Total		Unless you sign and route, your reimbursement is not submitted.
Current Reimbursements	Past Reimbursements									
Previously saved reimbursements with a Not Routed status are automatically deleted by the system after **31** days.										
+ Add New										
	Reimb #	Type	Purpose	Created By	Request Date	Status	Reimb Total	Approved Total	Signed	
Edit	20	Reimbursement	11/14/20-11/19/20 Mileage	Jordan L. Anderson - 3090	11/30/2020	Not Routed	8.05			Sign

2. You will need to check the box and electronically sign by clicking [Sign Reimbursement] .

3. After entering your password and last four digits of your SSN, you will need to click [Route] .