

EXPENSE REIMBURSEMENTS

THROUGH SKYWARD EMPLOYEE ACCESS

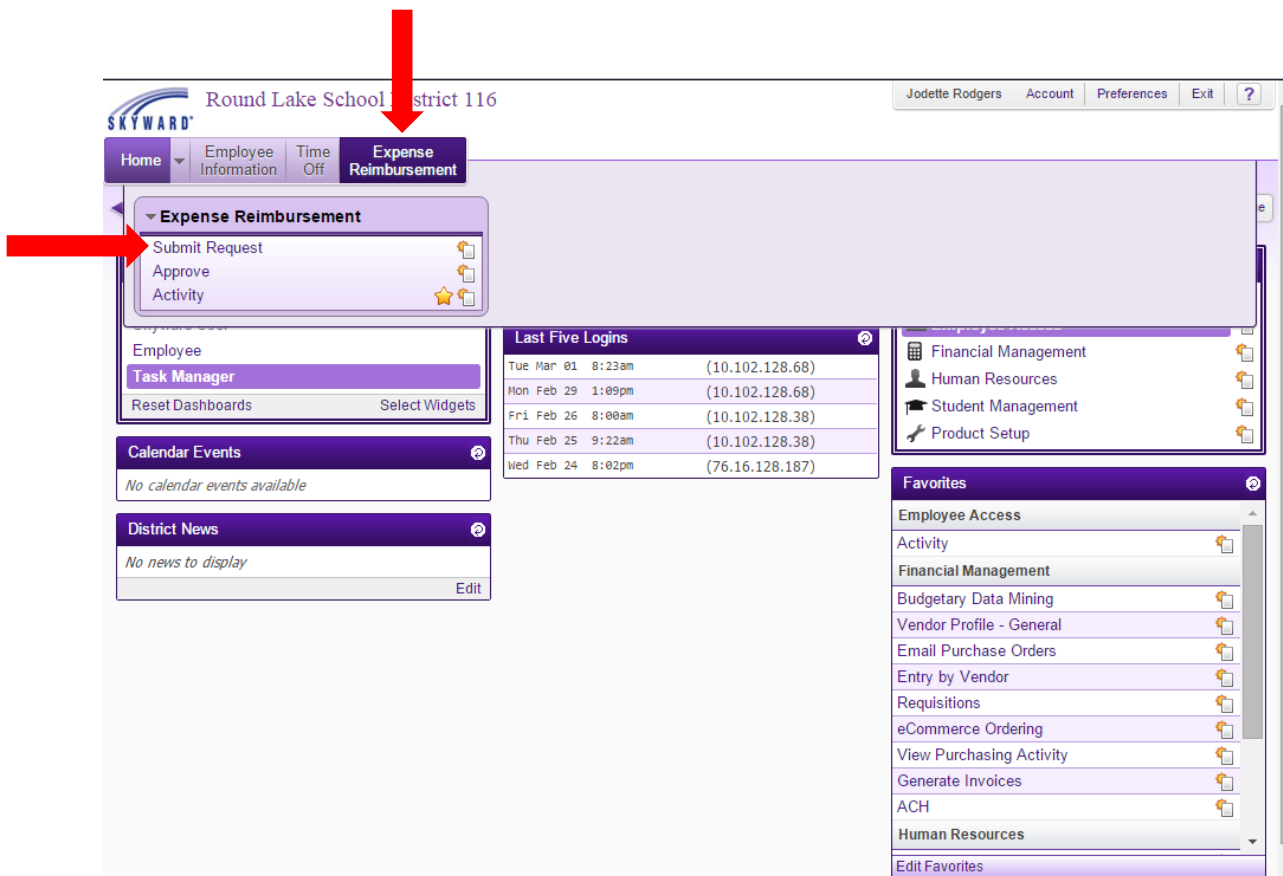
If you have not received an Expense Reimbursement previously, please email Jody Rodgers (jrodders@rlas-116.org) prior to beginning your Expense Reimbursement Request. Once you have been set up in Skyward as a vendor, you may begin your Expense Reimbursement.

****Travel reimbursement procedures & guidelines must be followed.***

****All payments must be approved by the Board of Education at their regular Board meetings.
Payments will be released the following day.***

Submit Request

Navigate to ***Employee Access, Expense Reimbursement, Submit Request.***



The Submit Request browse displays.

Click Add.

The screenshot shows the 'Submit Request' screen in the SKYWARD system. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', 'Account Master', 'Budget Management', 'Purchasing', and 'Expense Reimbursement'. The 'Expense Reimbursement' tab is active. Below the navigation bar, there's a 'Submit Request' header with a star icon and a 'Print' button. A table displays one record with the following details:

Reimbursement Number	Req Sts	Date Entered	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered By
0000000003	WIP	04/14/2014	04/30/2014	04/30/2014	80.00	0.00	80.00	SPRING COMMON CORE MATH GRAD	RODGERS, JODETTE L.

On the right side of the screen, there are buttons for 'Submit Request', 'Add', 'Edit', 'Delete', 'Notes', '* Attach', and 'Clone'. A red arrow points to the 'Add' button. At the bottom, it says '1 records displayed'.

The Expense Reimbursement Request Maintenance screen displays.

1. Enter the **Expenses From** and **To** date range.
2. Enter a **Purpose for Reimbursement** description.
3. Click **Save** to continue or **Back** to cancel.

The screenshot shows the 'Expense Reimbursement Request Maintenance' screen. The 'Add Expense Reimbursement Request' section is active. The form contains the following fields:

- Reimbursement For: RODGERS, JODETTE L. (\$12)
- * Expenses From: 04/14/2014
- * To: 04/14/2014
- * Purpose for Reimbursement: SPRING COMMON CORE MATH GR. 5 CONFERENCE AT LAKE COUNTY EDUCATIONAL SERVICES IN GRAYSLAKE, IL
- Reimbursement payment option: Paid via AP ACH. If AP ACH is not setup you will receive a Paper Check.
- District Payment Reimbursement information: (Empty field)

At the bottom, it says 'Asterisk (*) denotes a required field'. On the right side, there are buttons for 'Save' and 'Back'. A red arrow points to the 'Save' button. The bottom status bar shows '0 records displayed'.

Expense Reimbursement Information

The **Edit Master** link allows you to return to the previous screen and modify the request.

The **Notes** link allows you to enter a note regarding the request.

The **Attachments** link allows you to attach receipts or other pertinent documentation to the request (instructions to add attachments can be found on pages 9 & 10).

The **Submit for Approval** button is inactivated until the detail is completed.

The **Save and Finish Later** button is active and allows you to save and return to finish the request.

The screenshot shows the 'Expense Reimbursement Request Maintenance' interface. The 'Expense Reimbursement Information' section includes fields for 'Reimbursement For' (RODGERS, JOEETTE L. (\$12)), 'Expenses From' (04/14/2014), 'To' (04/14/2014), '1 Day', and 'Purpose for Reimbursement' (SPRING COMMON CORE MATH GR. 5 CONFERENCE AT LAKE COUNTY EDUCATIONAL SERVICES IN GRAYSLAKE, IL). There are buttons for 'Edit Master', 'Notes', and 'Attachments'. The 'Reimbursement payment option' is 'Paid via AP ACH. If AP ACH is not setup you will receive a Paper Check.' The 'Total Reimbursement Amount' is '\$0.00'. The 'Optional Pre-verifier' is 'No pre-verification needed'. On the right, there are buttons for 'Submit For Approval', 'Save and Finish Later' (highlighted with a red arrow), and 'Save and Finish Later'.

Expense Reimbursement Detail Lines

Click **Add** to create the **Detail Line(s)** for this reimbursement request.

The screenshot shows the 'Expense Reimbursement Request Maintenance' interface. The 'Expense Reimbursement Detail Lines' section is visible, showing a table with columns: #, Date, Type, Description/Customer, Quantity, Amount, Total Amount, C, R, D. The table is empty, and a message states 'There are no records to display; check your filter settings.' On the right, there are buttons for 'Add' (highlighted with a red arrow), 'Edit', 'Delete', 'Clone', and 'Mass Add Detail'.

Enter the **Detail Line** information for the open fields

Date - Enter the date of the Expense

Receipt Attached – check if receipt will be attached

Direct Bill/Do not Reimburse - leave unchecked - does not apply at this time

Reimbursement Type** – Use the drop down, or click on **Reimbursement Type** (**codes are listed on next page), to select the reimbursement type code. *The code will determine the Quantity and Amounts fields.*

-Reimbursements from Activity Accounts, should use the *Activity Account Reimbursement* reimbursement expense code.

-Reimbursements for meals that are funded by a grant, should use the *Meals Paid with Grant Funds* reimbursement expense code & detailed receipts MUST be attached.

-Per the District's Travel Reimbursement Procedures & Guidelines: Mileage will only be reimbursed the lessor of the mileage from the employee's official duty station to the destination or the mileage from the employee's home to the destination.

Quantity and Amount – These fields will be determined by the reimbursement type selected above.

Meals & Mileage will have a pre-determined amount. Mileage is entered using the quantity of miles driven. Meals are defaulted to a quantity of 1 – you will have to add another line item for multiple days. Meals are only reimbursed when a trip requires travel overnight. You will need to fill in the quantities/amounts for the other reimbursement types.

Description/Customer – This is a free form field used to enter any necessary details for the expense.

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 04/14/2014 To: 04/14/2014 1 Day
Total Reimbursement Amount: \$80.00

Add Expense Reimbursement Detail Line

Line Number: 1
* Date: 04/14/2014 Monday
* Reimbursement Type: CONFERENCE REGISTRATION REGIS
Category: Other
RECEIPT OF PAYMENT IS REQUIRED - PLEASE ATTACH RECEIPT/S
Quantity: 1
Amount: \$80.00
Total Amount: \$80.00
* Description/Customer: Conference registration fee

☒ Receipt Attached ☐ Direct Bill/Do not Reimburse

Detail Line Accounts

* Account	Account Selection ?	Amount	Percent
		80.00	100.00
Total:		80.00	100.00

Asterisk (*) denotes a required field

****Reimbursement Expense Codes:**

Code ▲	Description	User Defined Amount Label	UD Amt Type	Default Amount	Amt Edit	Max Amount	User De Quantity
▶ ACTIVITY	ACTIVITY ACCOUNT REIMBURSEMENT	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ AIRFARE	AIRFARE	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ III MEAL	TRIPLE I CONFERENCE MEALS	Amount	Decimal 2 Places	\$50.00	N	\$50.00	Number
▶ LODGING	LODGING	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Nights
▶ MEALS	MEALS	Amount	Decimal 2 Places	\$30.00	N	\$30.00	Number
▶ MILEAGE	MILEAGE	Amount	Decimal 4 Places	\$0.5750	N	\$0.58	Miles
▶ MLS-GRNT	MEALS PAID WITH GRANT FUNDS	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ PARKING	PARKING	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ REGIS	CONFERENCE REGISTRATION	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ SUPPFOOD	FOOD-CLASSROOM/MEETINGS	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ SUPPLIES	SUPPLIES-GENERAL	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity
▶ TAXI	TAXI	Amount	Decimal 2 Places	\$0.00	Y	\$0.00	Quantity

Detail Line Accounts

There are 2 ways to **enter** the **account(s)**:

- a) Click into the field and begin typing the account.
- b) Click on the * Account link. This opens a list of all accounts from which to choose**.

(a)

Expense Reimbursement Request Detail Maintenance

Expense Reimbursement Information

Expenses From: 04/14/2014 To: 04/14/2014 1 Day
 Total Reimbursement Amount: \$80.00

Edit Expense Reimbursement Detail Line

Line Number: 1 Date: 04/14/2014 Monday ☐ Receipt Attached ☐ Direct Bill/Do not Reimburse

* Reimbursement Type: CONFERENCE REGISTRATION REGIS
 Category: Other
 RECEIPT OF PAYMENT IS REQUIRED - PLEASE ATTACH RECEIPT/S

Quantity: 1
 Amount: \$80.00
 Total Amount: \$80.00
 * Description/Customer: CONFERENCE REGISTRATION FEE

Detail Line Accounts

Account	Account Selection	Amount	Percent	More
100610		80.00	100.00	
100610 2210 3120 00 000000 -				
EDUCATIONAL FUND				
ELEMENTARY T&L INSPV				
INSTRUCT/PROF DEV				
PROF DEVELOPMENT & TRAINING				

(b)

Click on * Account

-You can choose account number from list – click in the box to choose

OR

-You can begin typing account number

Click on **Save Account Distribution** after account number has been entered.

Account Distribution - 05.14.02.00.11-10.2 - Windows Internet Explorer

Account Distribution

Available Accounts (Accounts are displayed based on Account Clearance access)

Fnd	T	Loc	Func	Obj	S	Source	Funds Available	Selected
10	E	104	2110	3120	00	000000	\$0.00	☐
10	E	104	2210	3120	00	000000	\$-1,323.37	☐
10	E	104	2410	3120	00	000000	\$0.00	☐
10	E	105	2210	3120	00	000000	\$-130.00	☐
10	E	105	2410	3120	00	000000	\$-179.00	☐
10	E	106	2110	3120	00	120000	\$0.00	☐
10	E	106	2140	3120	00	120000	\$0.00	☐
10	E	106	2210	3120	00	000000	\$-2,096.62	☐
10	E	106	2410	3120	00	000000	\$-328.88	☐
10	E	107	2150	3120	00	120000	\$0.00	☐
10	E	107	2210	3120	00	000000	\$0.00	☐
10	E	107	2410	3120	00	000000	\$87.50	☐
10	E	108	2210	3120	00	000000	\$-2,992.78	☐

58 records displayed

Account Number:

Quick Key:

Total Amount to Distribute: \$80.00 100.00%

Total Distributed: \$0.00 0.00%

Amount Remaining: \$80.00 100.00%

Selected Accounts

Account Number	Amount	Percent
Remove		
Remove All		

Account Level Description

Code | Description

10 | EDUCATIONAL FUND

104 | MURPHY ELEMENTARY SCHOOL

2110 | ATTENDANCE & SOCIAL WORK SERV

3120 | PROF DEVELOPMENT & TRAINING

000000 | DISTRICT FUNDS

Please use the appropriate account for your expense.

Option (b) may be easier, because all of the accounts are listed with their descriptions.
(Please check with the office approving your travel for the appropriate account if you do not know it.)

Examples:

1. You are a teacher from Murphy School and your conference registration reimbursement will be paid from Murphy's budget. You would choose this account number:

10 E 104 2210 3120 00 000000

↑ ↑ ↑ ↑ ↑ ↑

Fund Location Function Object Subject Source of Funds

2. You are a Special Ed teacher at Murphy School and your conference registration reimbursement will be paid from Special Ed funds. You would choose this account number:

10 E 400 2210 3120 00 120000

↑ ↑ ↑ ↑ ↑ ↑

Fund Location Function Object Subject Source of Funds

The locations for each school/department are listed below for reference:

- 103 PLEVIAK ELEMENTARY SCHOOL
- 104 MURPHY ELEMENTARY SCHOOL
- 105 BEACH ELEMENTARY SCHOOL
- 106 INDIAN HILL ELEMENTARY SCHOOL
- 107 ELLIS ELEMENTARY SCHOOL
- 108 VILLAGE ELEMENTARY SCHOOL
- 109 EARLY EDUCATION CENTER
- 200 ROUND LAKE MIDDLE SCHOOL
- 201 RLMS ATHLETICS
- 250 MAGEE SCHOOL
- 251 MAGEE ATHLETICS
- 300 HIGH SCHOOL
- 301 HIGH SCHOOL ATHLETICS
- 400 SPECIAL SERVICES
- 500 OPERATIONS SERVICE CENTER
- 550 TRANSPORTATION
- 601 STATE AND FEDERAL GRANTS
- 602 BUSINESS OFFICE/FISCAL SERVICE
- 603 HUMAN RESOURCES
- 604 COMMUNICATIONS
- 605 SECONDARY TEACHING & LEARNING
- 606 TECHNOLOGY
- 608 SUPERINTENDENT
- 609 BOARD OF EDUCATION
- 610 ELEMENTARY TEACHING & LEARNING

-Click **Save** when you have finished entering the Detail Line.

Clicking **Back** will close without saving.

Expense Reimbursement Request Detail Maintenance - 05.14.02.00.11-10.2 - Windows Internet Explorer

Expense Reimbursement Information

Expenses From: 04/14/2014 To: 04/14/2014 1 Day
Total Reimbursement Amount: \$80.00

Edit Expense Reimbursement Detail Line

Line Number: 1 ☒ Receipt Attached ☐ Direct Bill/Do not Reimburse
* Date: 04/14/2014 Monday
* Reimbursement Type: CONFERENCE REGISTRATION REGIS
Category: Other
RECEIPT OF PAYMENT IS REQUIRED - PLEASE ATTACH RECEIPT/S
* Quantity: 1
* Amount: \$80.00
Total Amount: \$80.00
* Description/Customer: CONFERENCE REGISTRATION FEE

Detail Line Accounts

* Account	Account Selection	Amount	Percent
10E104 2110 3120 00 000000 - EDUCFND/MURPHY/SOCIAL WK/PROF DEVELOP/		80.00	100.00
Total:		80.00	100.00

Asterisk (*) denotes a required field

Done Local intranet 100%

Expense Reimbursement Request Maintenance

After your detailed expense is complete you may:

-Add more detail lines

The **detail line(s)** display in the browse-Use the **expand/collapse** options to view the details of the record

Mass Add Detail can be used to add multiple detail lines at the same time

-Click on Save and Finish Later to continue entering other detail lines at another time

-Click Submit for Approval if you are finished

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: RODGERS, JODETTE L. (\$12) Edit Master

Expenses From: 04/14/2014 To: 04/14/2014 1 Day Notes

Purpose for Reimbursement: SPRING COMMON CORE MATH GR. 5 CONFERENCE AT LAKE COUNTY EDUCATIONAL SERVICES IN GRAYSLAKE, IL Attachments

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

Total Reimbursement Amount: \$80.00

Optional Pre-verifier: *No pre-verification needed

Expense Reimbursement Detail Lines

Views: General Filters: *Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	04/14/2014	CONFERENCE REG	CONFERENCE REGISTRATION FEE	1.0000	80.0000	80.00	O	Y	

20 1 records displayed

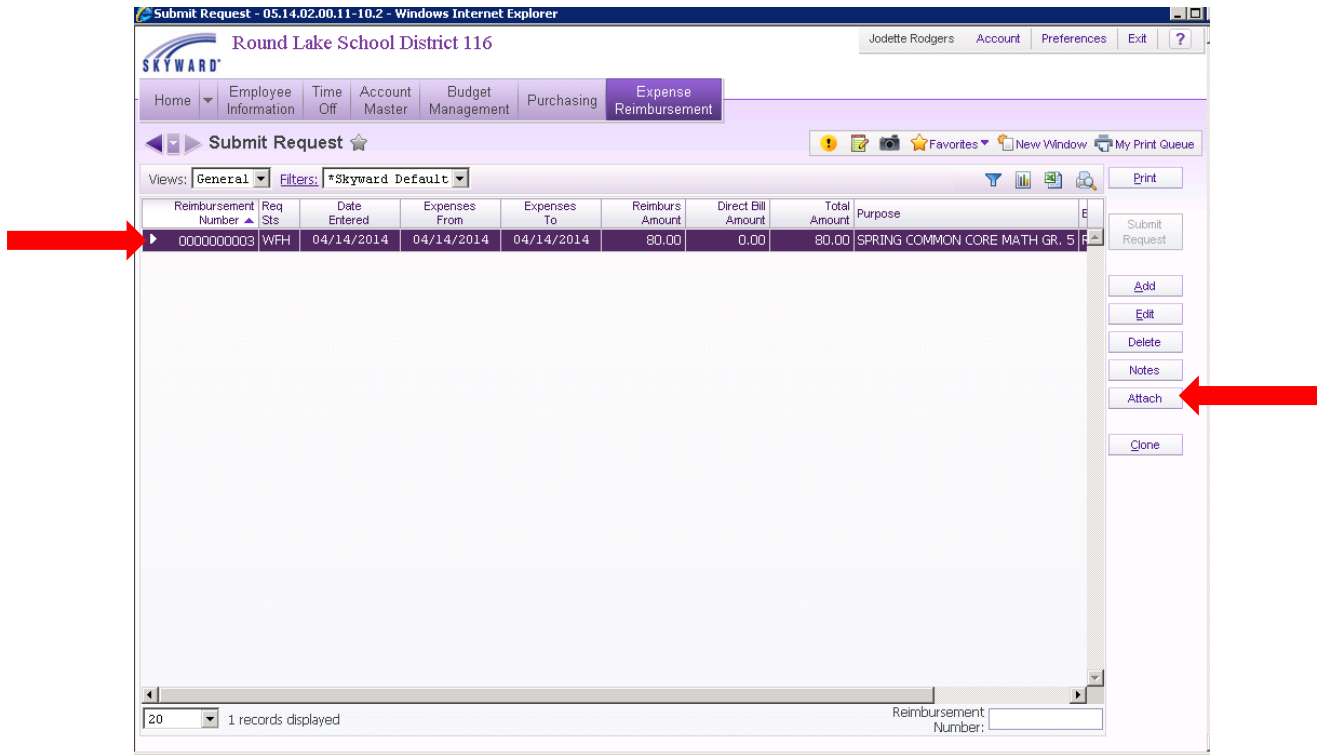
Buttons: Submit For Approval, Save and Finish Later, Add, Edit, Delete, Clone, Mass Add Detail

-The reimbursement request displays in the browse and is Awaiting Approval

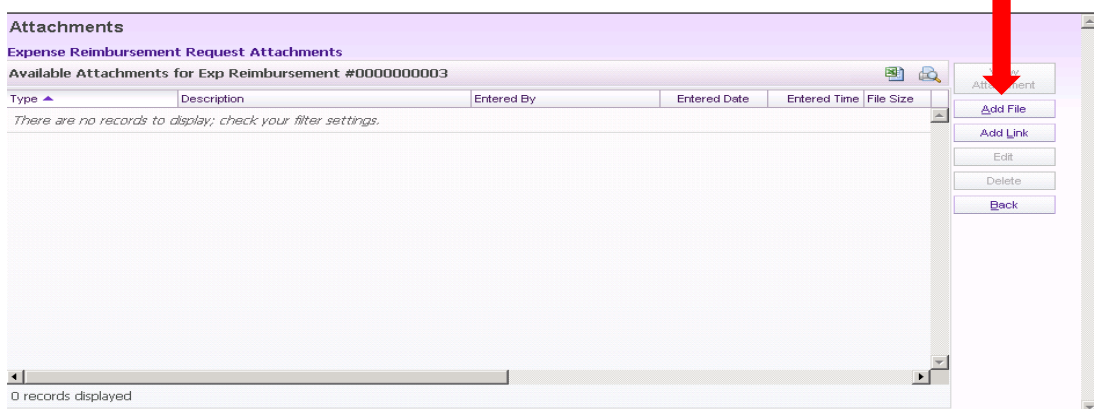
-An unapproved request can be printed, edited, deleted or cloned.

-Use the Notes & Attach buttons to add a note or an attachment. Instructions for adding attachment are below.

-A request with a note or attachment will be flagged with an asterisk on the respective button ** Attachments



-To add an **Attachment**, click on **Add File** (after you have clicked on Attach above)



- You will then choose the **Type of Attachment** (Attachment is only option),
 - Enter a **Description** of what you are attaching
- **Attach the File** by selecting **Browse** (choose the file you scanned and saved to your computer).
 - Click on **Save**.

Expense Reimbursement Request Attachments

Add Expense Reimbursement Request Attachment

* Type: **Attachments** Expense Reimbursement Request

Entered Date: 04/14/2014

Entered Time: 11:23 AM

Entered By: JODETTE L. RODGERS

* Description: RECEIPT FOR PAYMENT OF CONFERENCE REGISTRATION

* Attached File:

Asterisk (*) denotes a required field

Save Back

- You can **View Attachment**, **Edit**, or **Delete** your attachment. If your attachment is complete, click on **Back**.

Attachments

Expense Reimbursement Request Attachments

Available Attachments for Exp Reimbursement #0000000003

Type	Description	Entered By	Entered Date	Entered Time	File Size
Attachments	receipt of payment for conference registration	JODETTE L. RODGERS	04/14/2014	11:36 AM	155 KB

1 records displayed

View Attachment
Add File
Add Link
Edit
Delete
Back

The attachment button should now have two asterisks

**** Attachments**

This indicates that there is an attachment.