Welcome!

We'll get started shortly.

While you're waiting, make sure you can log in at

app.informedk12.com

Informed K12

Manchester School District

Informed K12 Training





Michelle Natasha

District Success Team

Nov 8, 2022



Use the **chat** feature or unmute yourself

to let us know any questions that

you would like answered.

Note: We'll be sharing these slides + resources with everyone after the training!

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Agenda

Introduction

Using forms on Informed K12

I. How do forms get **submitted**?
II. How do forms get **signed** and **approved**?
III. What features can I use to **track** these forms?

Outreach and Support

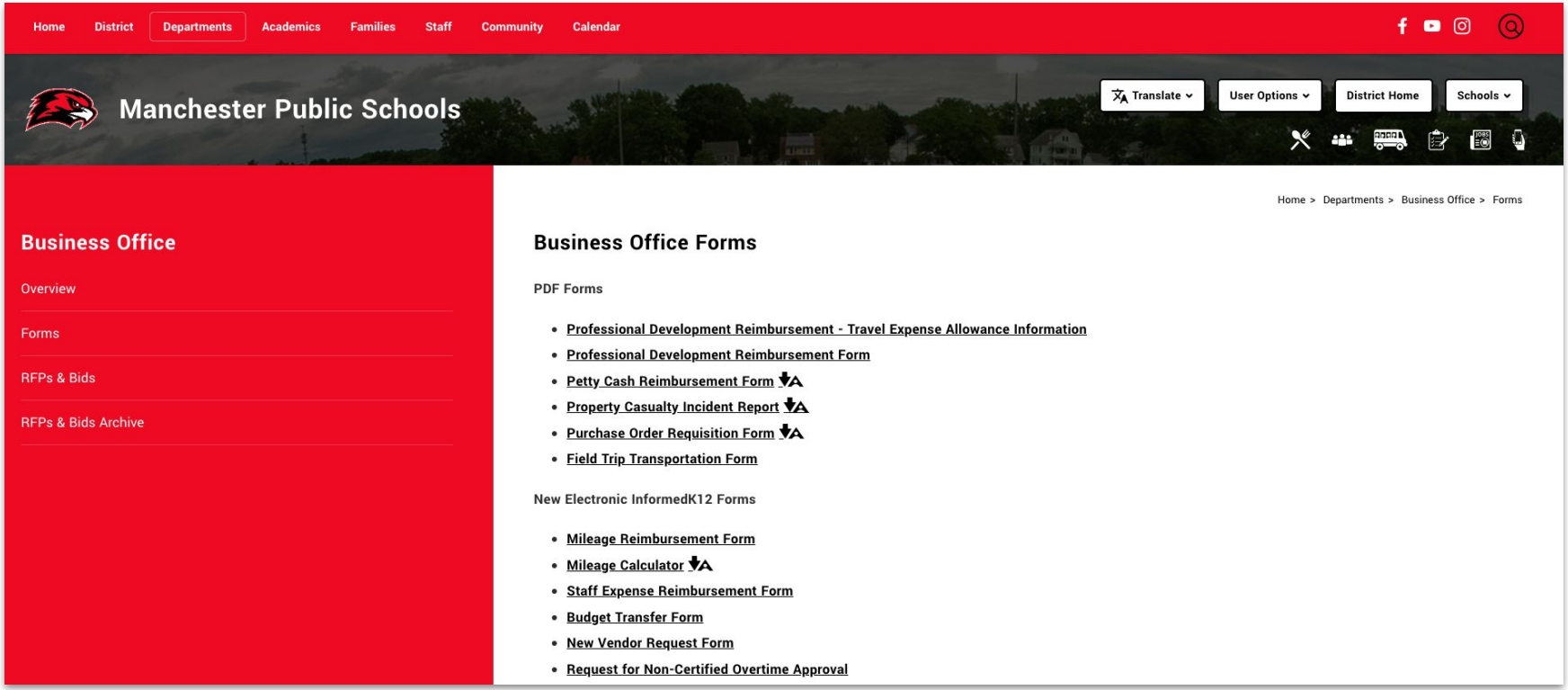
Next Steps + Questions

Forms

- **Mileage Reimbursement**
- Staff Expense Reimbursement
- Budget Transfer
- Request for Non-Certified Staff Overtime Approval
- New Vendor Request

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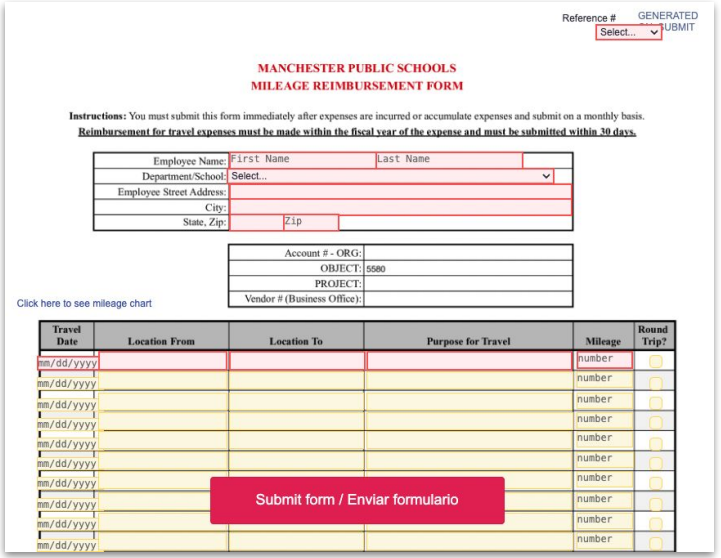
Access Point



Mileage Reimbursement

1. Initiated by an employee*
2. Site Secretary reviews for accuracy and inputs account and project information
3. Principal/Administrator approval
4. Reviewed by Accounts Payable or Grants
5. Assistant Superintendent of Finance and Management Approval
6. Payment Processing

   **Attachments may be required*



Reference # GENERATED ON SUBMIT

Select...

MANCHESTER PUBLIC SCHOOLS
MILEAGE REIMBURSEMENT FORM

Instructions: You must submit this form immediately after expenses are incurred or accumulate expenses and submit on a monthly basis.
Reimbursement for travel expenses must be made within the fiscal year of the expense and must be submitted within 30 days.

Employee Name:	First Name Last Name
Department/School:	Select...
Employee Street Address:	
City:	
State, Zip:	Zip

Account # - ORG:	
OBJECT:	5580
PROJECT:	
Vendor # (Business Office):	

Click here to see mileage chart

Travel Date	Location From	Location To	Purpose for Travel	Mileage	Round Trip?
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	
mm/dd/yyyy				number	

Submit form / Enviar formulario



Demo!

Approval Email

InformedK12 formerly Chalk FORM WAITING

Hi Natasha,

You have received a document for Murata - Natasha - Buckley Elementary School - 2022-2023 from Natasha Murata.
Please fill out your parts of the form and submit according to instructions on the online form and website.

You can check the status of your form by clicking on the button or link below at any time:

View Your Form

Link to form: https://app.informedk12.com/docs/99?form_request_id=29061506&token=LoEuQREw3QRNYF8xgwnAVkUL

Do not share this email
This is your personal, private link to the form. Please do not forward or share this email.



Title
Manchester Mileage Reimbursement

For
Murata - Natasha - Buckley Elementary School - 2022-2023

Sent
10/10/22 10:22:17 AM PDT

What to expect

- Reach out with any and all questions & feedback! We're here to help you!

Outreach Program

- We are dedicated to make sure you are supported in using your new forms!
- Here's what you can expect in our outreach program:



Week 1

Training follow up



Week 2

Connect with our outreach team for any support needed



Week 3

Collect feedback and provide tips



Week 4

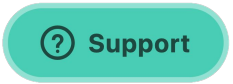
Provide FAQs based on feedback

- Have questions even after 4 weeks? Our support team is always available to help.

Next steps

❑ **Bookmark your Informed K12 account!** app.informedk12.com

Need help?

Online: Hit the  button!

Email: support@informedk12.com

Phone: 929-322-4255

Help Center

Help Center Articles

Below are some handy Help Center articles to get you started!

- Submitting a form (Video)
- Send Reminders
- Send forms back for corrections
- Change approver/Correct bounced emails
- Cancel a form you submitted
- Control email notifications