

# Course Reimbursement

## iVisions Flow Approval Process

Step 1. Curriculum Secretary receives request for reimbursement from employee, enters staff into Excel spreadsheet, verifies all information is present, and returns to originator (employee) that the courses have been pre-approved.

Step 2. The request then sits in the employees' queue until the course is complete.

Step 3. The Employee submits transcripts, proof of payment, course start and end date, and official course description.

Step 4. Curriculum Secretary verifies documentation, deadlines, and approves or denies the reimbursement.

Step 5. The Payroll Financial Specialist verifies current employment with Los Lunas Schools, all documentation provided to the Curriculum Secretary, and the account coding.

Step 6. If the documentation provided is correctly submitted and verified, the Payroll Financial Specialist creates a requisition and submits for approval. The regular PO flow process then begins.

Step 7. The Purchase Order and Invoice are then processed through the normal accounts payable procedures.

## Internal Process

The Director of Curriculum determines the funding and completes the course reimbursement form which is then forwarded to the Curriculum Secretary.

\*\* For summer courses the Curriculum Secretary creates requisitions and submits them for approval for regular PO processing.

## Deadlines

Please note that deadlines vary every fiscal year and can be found in iVisions under Employee Access. The maximum allowable reimbursement is 6 credit hours at \$250.00 per credit hour per semester.