

I-Expense Procedures for Requesting Reimbursement for Professional Development Registration

These procedures are for requesting professional development registration reimbursement from the Athletics Office via I-Expense. All requests for reimbursement should have Pre-Approval from the Department of Athletics.

**All expense reimbursements for travel are detailed in the Board Policy DEE (Regulation) –
COMPENSATION AND BENEFITS EXPENSE REIMBURSEMENT**

[http://pol.tasb.org/Policy/Download/361?filename=DEE\(REGULATION\).pdf](http://pol.tasb.org/Policy/Download/361?filename=DEE(REGULATION).pdf)

The following checks should be followed when requesting reimbursements:

- Reimbursement is for registration only. Membership dues/fees are not reimbursable. The term tuition should not be used for registration and is not reimbursable.
- Coach must enter all request in I-Expense for reimbursement only. No Advances.
- Athletics will reimburse up to \$60 per registration.
- All request should have attachments – Conference schedule, receipt and conference badge.**
- Line code for reimbursements 199-36-6412-00-902-X-91
- Reimbursements must be submitted within 10 days of the last day of the event.

Your Office Manager/Financial Clerk should be able to assist you as well.

I-Expense Procedures for Requesting Reimbursement for Professional Development Registration

Athletics

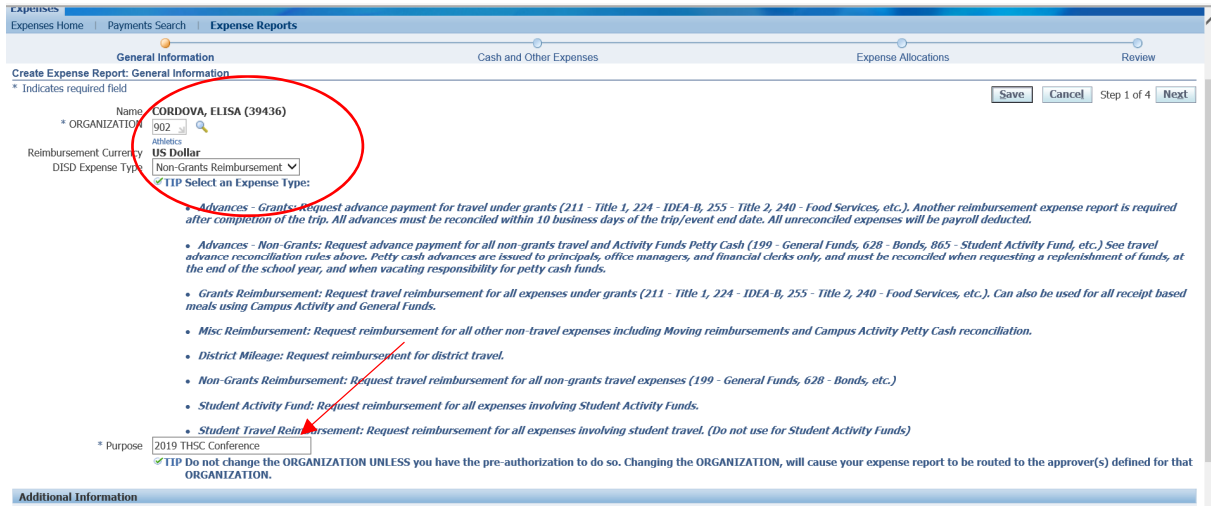
The following should help navigate through most of the process but should not be considered a step-by-step process:

Requesting Reimbursement for Registration Expense

Login to Oracle >DISD Employee Self-Service>iExpenses Self-Services>Expense Home> Create New Expense Report

BE SURE TO CHANGE THE ORGANIZATION NUMBER TO 902 – this will ensure it is routed to our office.

Select the appropriate Expense Type: **Non-Grants Reimbursement** –Request travel for all non-grants travel expense (199-General Funds, 628-Bonds, etc)



Expenses Home | Payments Search | Expense Reports

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: General Information

* Indicates required field

Name: CORDOVA, ELISA (39436)

* ORGANIZATION: 902

Reimbursement Currency: US Dollar

DISD Expense Type: Non-Grants Reimbursement

* TIP Select an Expense Type:

- Advances - Grants: Request advance payment for travel under grants (211 - Title 1, 224 - IDEA-B, 255 - Title 2, 240 - Food Services, etc.). Another reimbursement expense report is required after completion of the trip. All advances must be reconciled within 10 business days of the trip/event end date. All unreconciled expenses will be payroll deducted.
- Advances - Non-Grants: Request advance payment for all non-grants travel and Activity Funds Petty Cash (199 - General Funds, 628 - Bonds, 865 - Student Activity Fund, etc.) See travel advance reconciliation rules above. Petty cash advances are issued to principals, office managers, and financial clerks only, and must be reconciled when requesting a replenishment of funds, at the end of the school year, and when vacating responsibility for petty cash funds.
- Grants Reimbursement: Request travel reimbursement for all expenses under grants (211 - Title 1, 224 - IDEA-B, 255 - Title 2, 240 - Food Services, etc.). Can also be used for all receipt based meals using Campus Activity and General Funds.
- Misc Reimbursement: Request reimbursement for all other non-travel expenses including Moving reimbursements and Campus Activity Petty Cash reconciliation.
- District Mileage: Request reimbursement for district travel.
- Non-Grants Reimbursement: Request travel reimbursement for all non-grants travel expenses (199 - General Funds, 628 - Bonds, etc.)
- Student Activity Fund: Request reimbursement for all expenses involving Student Activity Funds.
- Student Travel Reimbursement: Request reimbursement for all expenses involving student travel. (Do not use for Student Activity Funds)

* Purpose: 2019 THSC Conference

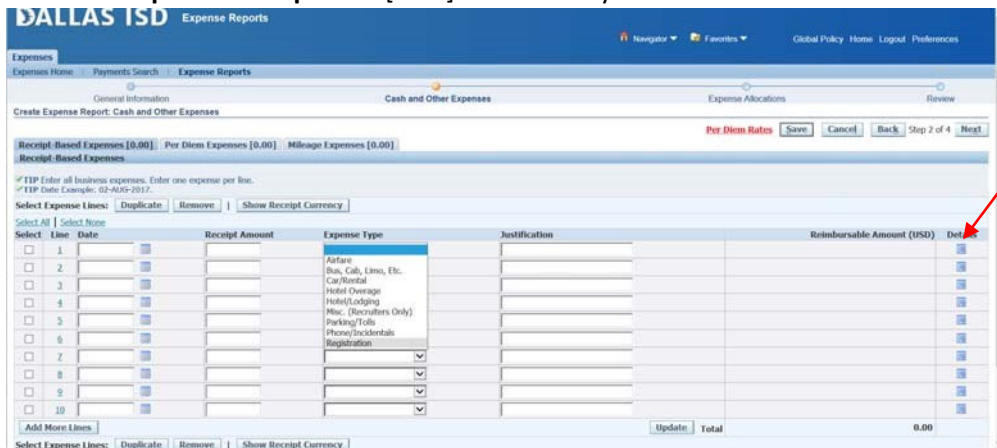
* TIP Do not change the ORGANIZATION UNLESS you have the pre-authorization to do so. Changing the ORGANIZATION, will cause your expense report to be routed to the approver(s) defined for that ORGANIZATION.

Additional Information

Note: always use the drop down button, calendar button and search icon when available.

Purpose Enter the name of the event you attended. Ex. 2019 TGCA Sports Clinic

Under **Receipt-Based Expenses [0.00]** – Go directly to the Details button for line 1. Click on blue icon.



Expenses Home | Payments Search | Expense Reports

Global Policy Home | Logout | Preferences

Expenses Home | Payments Search | Expense Reports

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [0.00] | Per Diem Expenses [0.00] | Mileage Expenses [0.00]

Receipt-Based Expenses

* TIP Enter all business expenses. Enter one expense per line.
* TIP Date Example: 02-AUG-2017.

Select Expense Lines: Duplicate | Remove | Show Receipt Currency

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1			Airfare			
<input type="checkbox"/>	2			Bus, Cab, Limo, Etc.			
<input type="checkbox"/>	3			Car/Rental			
<input type="checkbox"/>	4			Hotel Coverage			
<input type="checkbox"/>	5			Hotel/Lodging			
<input type="checkbox"/>	6			Misc. (Decorators Only)			
<input type="checkbox"/>	7			Parking/Tolls			
<input type="checkbox"/>	8			Phone/Incidentals			
<input type="checkbox"/>	9			Registration			
<input type="checkbox"/>	10						

Add More Lines | Update | Total | 0.00

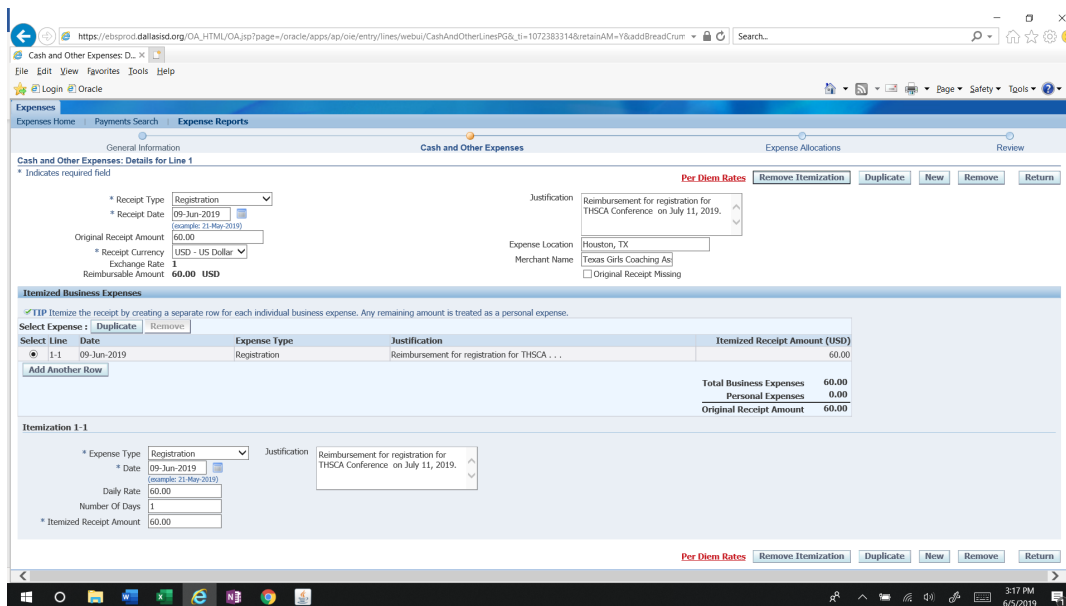
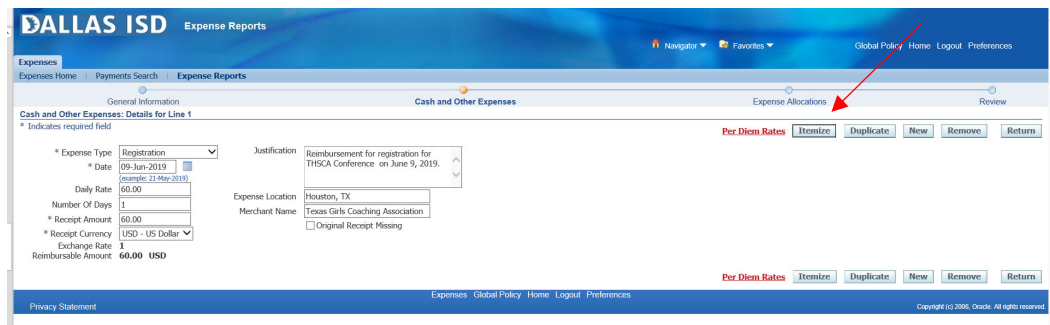
Select Expense Lines: Duplicate | Remove | Show Receipt Currency

SAVE periodically and as you navigate through the process.

Click Details to verify daily expenses. When entering request details, complete all fields. Enter All Expense Details:

Field	Fill in with Bold Info – Non bold fields will default
*Expense Type	Registration
*Date	Enter: First day of event
Daily Rate	\$60.00
Number of Days	1
*Receipt Amount	\$60.00
*Receipt Currency	USD – US Dollar
Exchange Rate	1
Reimbursable Amount	USD
Justification	Reimbursement for registration to attendenter name of event
Expense Location	Enter City, State
Merchant Name	Enter location of event

Hit **Itemize** for additional details. Everything should be the same – Do not change any itemized fields.



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Hit **Return** to continue.

DALLAS ISD Expense Reports

Expenses Home | Payments Search | Expense Reports

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: Cash and Other Expenses

Receipt-Based Expenses [60.00] | Per Diem Expenses [0.00] | Mileage Expenses [0.00]

Receipt-Based Expenses

TIP: Enter all business expenses. Enter one expense per line.
TIP Date Example: 05-JUN-2019.

Select Expense Lines: Duplicate | Remove | Show Receipt Currency

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	09-Jun-2019	60.00	Registration	Reimbursement for registration for THSCA Conference on June 9, 2019.	60.00	
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						
<input type="checkbox"/>	6						
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						

Add More Lines | Update | Total: 60.00

Select Expense Lines: Duplicate | Remove | Show Receipt Currency

Save. Select Next to move to next screen.

Non-Grant Reimbursement line codes should be 199-36-6412-00-902-X-91 You will need to fill in the line code.

DALLAS ISD Expense Reports

Expenses Home | Payments Search | Expense Reports

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. To update expense allocations for all items, select ALL and click UPDATE ALLOCATIONS.
* Indicates required field

Select Expense Lines: Update Allocations | Revert | My Allocations | Apply

Select All | Select None | Expand All | Collapse All

Select Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Additional Information	FUND	FUNCTION	OBJECT	SUB_OBJECT	ORGANIZATION	FISCAL_YEAR	PROGRAM
<input type="checkbox"/>	1/1 Cash Receipt	09-Jun-2019	Registration	60.00 USD	60.00	Reimbursement for registration for THSCA Conference on June 9, 2019.	199 General Operating Fund	36 Extracurricular Activities	6411 Emp Travel	00 General	902 Athletics	X Default Current Fiscal Year	91 Ath & Related

Save | Cancel | Back | Step 3 of 4 | Next

Click Next to move on.

This screen is where you will attach the **Event Flyer, Receipt and badge that document event date(s), location, general information and attendance.** Once attached, Hit **Submit**.

DALLAS ISD Expense Reports

Expenses Home | Payments Search | Expense Reports

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: Review

Review the expense report below before submission.

By clicking submit, I agree to follow the expense reimbursement policy, DEE (REGULATION).
For advances, I grant Dallas ISD permission to deduct any unreconciled advance amount from my paycheck if my complete expense report with receipts and/or unused funds has not reached Accounting Services within 10 days of the trip's end date.

Save | Cancel | Back | Step 4 of 4 | Submit

General Information

Name: CORDOVA, ELISA (39436) | Supervisor: MATHIEU, TROY A
Expense Dates: 09-JUN-2019 - 09-JUN-2019 | Attachments: None, Add...
Organization: 902 | Purpose: 2019 THSC Conference | Report Total: 60.00 USD

Expense Lines: Expense Allocations | Weekly Summary | Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Additional Information	Receipt Missing	Reimbursable Amount (USD)
09-Jun-2019	60.00 USD	Registration	Reimbursement for registration for THSCA Conference on June 9, 2019.		60.00
					Total
					60.00

Save | Cancel | Back | Step 4 of 4 | Submit

NOTE: The next approver will be your Principal. If the line code is correct, nothing will be charged to your campus account. Once approved, it will then route to the Athletics Office.



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Once you hit submit, you will have a summary screen. Click File>Page Setup to select Landscape. Then Click File>Print to PDF and send to the Assistant Athletics Director of Business. Also keep for your records and send to Accounts Payable for final approval.

Travel Department: <http://inet.dallasisd.org/depts/acctspayable.htm>

Board Policy: [http://pol.tasb.org/Policy/DEE\(REGULATION\)](http://pol.tasb.org/Policy/DEE(REGULATION))

I-Expense Training: Please contact Business System Training – I-Expense at 972-925-4060