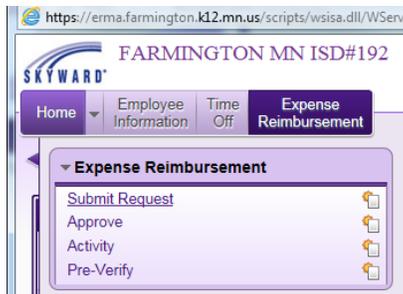


How to Submit an Employee Expense Reimbursement

1. Log into ERMA and click on the Expense Reimbursement tab at the top of the screen
2. Select Submit Request



3. Select **Add** on the right-hand side of the screen.
4. Select the period of time you are requesting expense reimbursements for. Enter a description for your expenses. Please note: You'll be adding each expense separately which will give a more detail than this initial description.

A screenshot of the 'Expense Reimbursement Request Maintenance' form. The form is titled 'Add Expense Reimbursement Request'. It contains several fields: 'Reimbursement For' (AUNE, HEATHER C (COS)), '* Expenses From' (03/01/2015), '* To' (03/31/2015), and '* Purpose for Reimbursement' (Expense Reimbursement for March 2015). There are also fields for 'Reimbursement payment option' (Reimbursement Payment made via AP ACH) and 'District Payment Reimbursement information' (Please include all locations of travel and mileage). A 'Save' button is visible on the right side of the form. A note at the bottom states 'Asterisk (*) denotes a required field'.

5. Click Save.
6. The screen shown below will appear. If you do not know what budget code to use, **select the pre-verifier in your building** (please select your appropriate administrative assistant from the drop down menu). This person will be able to edit the budget code for your request.

A screenshot of the 'Expense Reimbursement Request Maintenance' form after saving. The form is titled 'Expense Reimbursement Request Maintenance'. It contains several fields: 'Expense Reimbursement Information' (Reimbursement For: AUNE, HEATHER C (COS), Expenses From: 03/01/2015, To: 03/31/2015, 31 Days, Purpose for Reimbursement: Expense Reimbursement for March 2015), 'Reimbursement payment option' (Reimbursement Payment made via AP ACH), 'Total Reimbursement Amount' (\$0.00), and 'Optional Pre-verifier' (*No pre-verification needed). There are buttons for 'Edit Master', 'Notes', 'Attachments', 'Submit For Approval', 'Save and Finish Later', 'Add', 'Edit', 'Delete', 'Clone', and 'Mass Add Detail'. The 'Add' button is highlighted with a mouse cursor.

7. Select **Add**.
8. The screen below will appear.

9. If the expense you are listing is for mileage, you will not attach a receipt. For all others, you will and the box should be checked next to "Receipt Attached"
10. Select the reimbursement type.
11. Enter the dollar amount in the "Amount" field.
12. Please note: Sales tax is reimbursed only for restaurants and travel expenses.
13. Enter a description of the expense, noting what the item/service was for. Please use words that explain more than the basic description. Example "Supplies for Algebra class", instead of just "supplies".
14. If you know the account number, enter it under "Account". If you do not know what budget code should be used, **click the drop down and select the first code: 01 A 000.00**. Make sure that you chose a pre-verifier if you are selecting this generic code.
15. If you are using multiple codes, Select  and another account field will appear.
16. Click Save.
17. This will bring you back to the Expense Reimbursement Request Maintenance Screen. Here you can verify that you have selected a pre-verifier if needed, attach receipts, or add more items.

18. To attach receipts, select "Attachments" and a new window will appear. Click 

19. For Type, select "Attachments", add a description that can be as simple as "receipts" and click browse to find your scanned receipt file. Click Save. Click Back.

Expense Reimbursement Request Attachments

Add Expense Reimbursement Request Attachment

* Type: Attachments Expense Reimbursement Request

Entered Date: 03/27/2015

Entered Time: 3:00 PM

Entered By: HEATHER C AUNE

* Description: Receipts

* Attached File: Browse...

Asterisk (*) denotes a required field

20. To add another expense, either select or if the expense is similar (for example, multiple mileage expenses).

21. When you are finished entering expenses, select either to submit it to the pre-verifier or your supervisor.

Or select if you want to add more expenses before submitting for reimbursement.