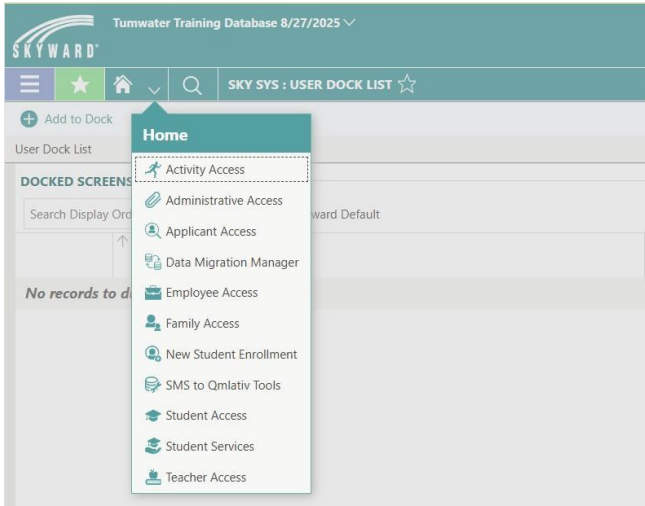
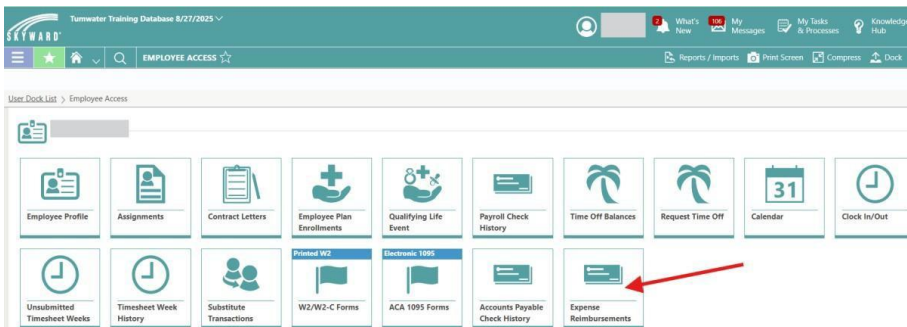


Employee Expense Reimbursements

Click on the dropdown arrow next to the Home button and choose Employee Access



Click on the Expense Reimbursement tile



1. Add any necessary attachments (receipts, documentation, etc.)
2. Choose the Expense Reimbursement Group
3. Enter the transaction start & end dates
4. Choose the fiscal year
5. Enter a description of the entire claim
6. Click Save & Add Detail

Add Expense Reimbursement
Enter Expense Reimbursement Details

Save & Add Detail Save Cancel

EXPENSE REIMBURSEMENT DETAILS

Attachments [Select Attachment\(s\)](#) or [Drag and Drop Attachment\(s\) here](#)
Maximum size: 250MB

*Expense Reimbursement Group

Assignment

*Transaction Start Date

*Transaction End Date

*Fiscal Year

Description

Employee Expense Reimbursements

1. Enter the date of item being claimed
2. Choose the Reimbursement Type from the Expense Reimbursement dropdown box (meal, mileage or miscellaneous (misc for any receipt))
3. Enter a description
4. In this example (mileage reimbursement), enter the number of miles in the Quantity box
 - If selecting Misc. type (for receipts), enter the amount on the receipt
5. Under Account, choose any account code from the dropdown box (select any code if you don't know the code – the correct one will be selected during the approval process)
6. Click on the appropriate Save/Submit box at the top of the screen
 - If claiming more than one item, click Save & Add Another (to add more detail lines)
 - If finished and ready to submit click Save & Submit
 - If saving to finish later click Save

Add Expense Reimbursement Detail
Enter Expense Reimbursement Detail Details

Save & Add Another Save & Submit Submit & Add New Expense Reimbursement Save & Add New Expense Reimbursement Save Cancel

Transaction Start Date	Transaction End Date	Amount	Description	Status	Expense Reimbursement Group	Number Of Transaction Days
08/31/2025	08/31/2025	0.00	Mileage	WEXP - Waiting for Expendit...	MTS - MTS	1

Maximum size: 250MB

Expense Reimbursement Total (\$) 17.85

District Defined Travel

*Date 08/31/2025 Sunday 31

*Expense Reimbursement Type 2025Mile Mileage

Reimburse

*Description

Quantity 25.50

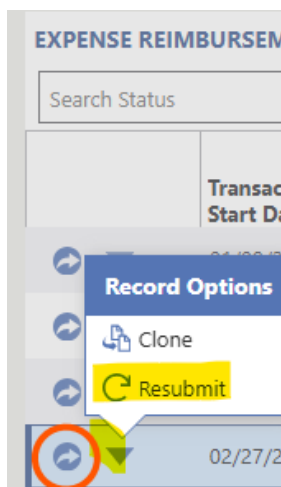
Amount (\$) 0.7000

*Entry Amount (\$) 17.85

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent	
	17.85	100.00	<input type="checkbox"/> Remove Account Distribution
	0.00	0.00	<input type="checkbox"/> Clear Account Distribution

Editing a denied/returned claim



To edit a claim and resubmit, click the right pointing arrow to open the claim and edit details.

To resubmit for approval after corrections are made, click the down pointing triangle and click resubmit.