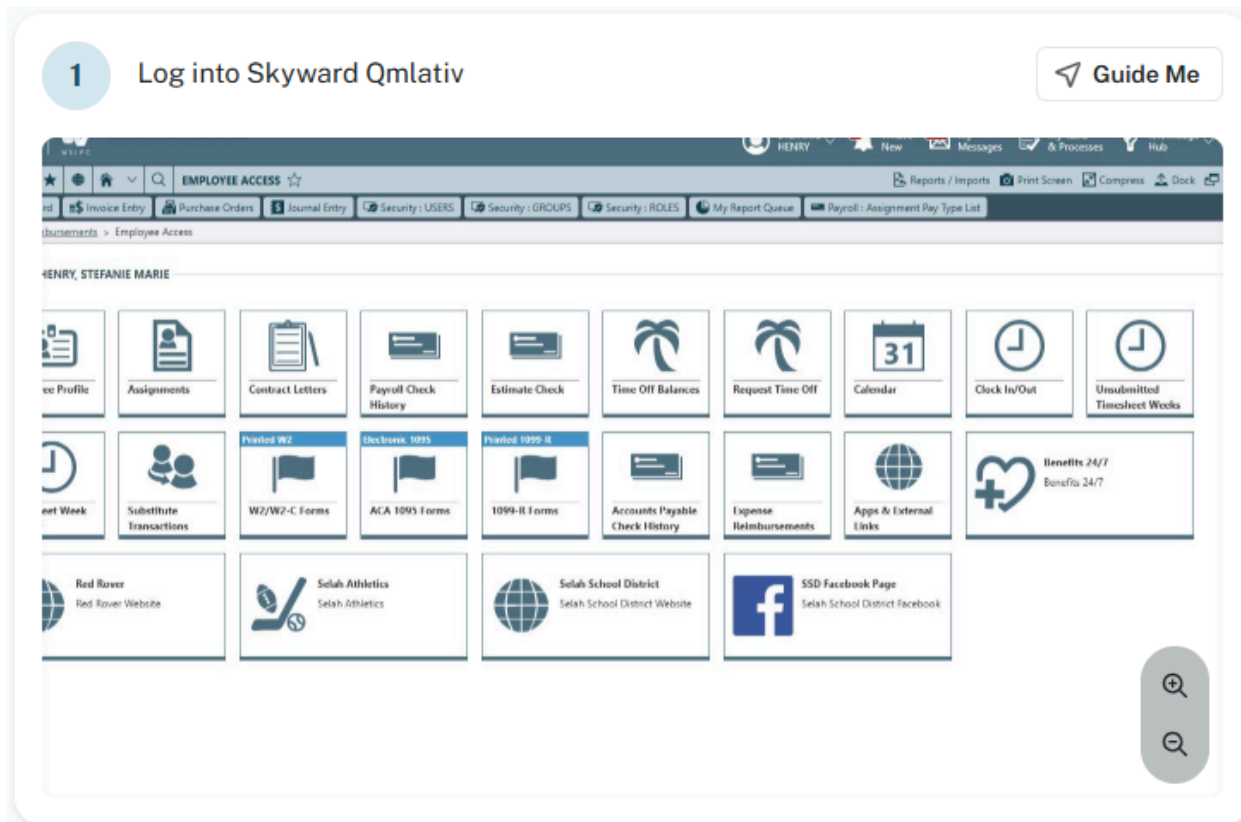


How To Submit An Expense Reimbursement In Qmlativ

Learn how to enter and submit your expense reimbursement requests through the Qmlativ Employee Access.



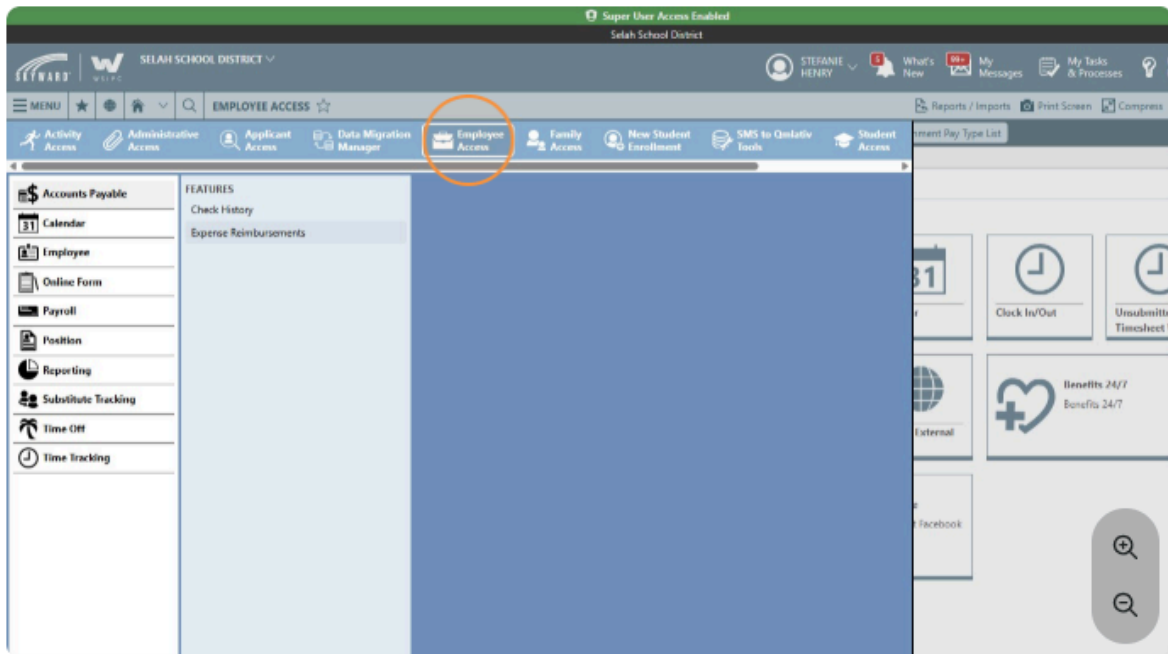
2 Make sure Selah School District is selected as the entity

The screenshot shows the 'Employee Access' portal for Selah School District. The top navigation bar includes the 'Selah School District' dropdown menu, which is circled in orange. Below the navigation bar, there is a grid of icons for various functions such as 'Employee Profile', 'Assignments', 'Contract Letters', 'Payroll Check History', 'Estimate Check', 'Time Off Balances', 'Request Time Off', 'Calendar', 'Clock In/Out', 'Unsubmitted Timesheet V', 'Timesheet Week History', 'Substitute Transactions', 'W2/W2-C Forms', 'ACA 1095 Forms', '1099-R Forms', 'Accounts Payable Check History', 'Expense Reimbursements', 'Apps & External Links', 'Benefits 24/7', 'Red Rover Red Rover Website', 'Selah Athletics', 'Selah School District Website', and 'SSD Facebook Page'.

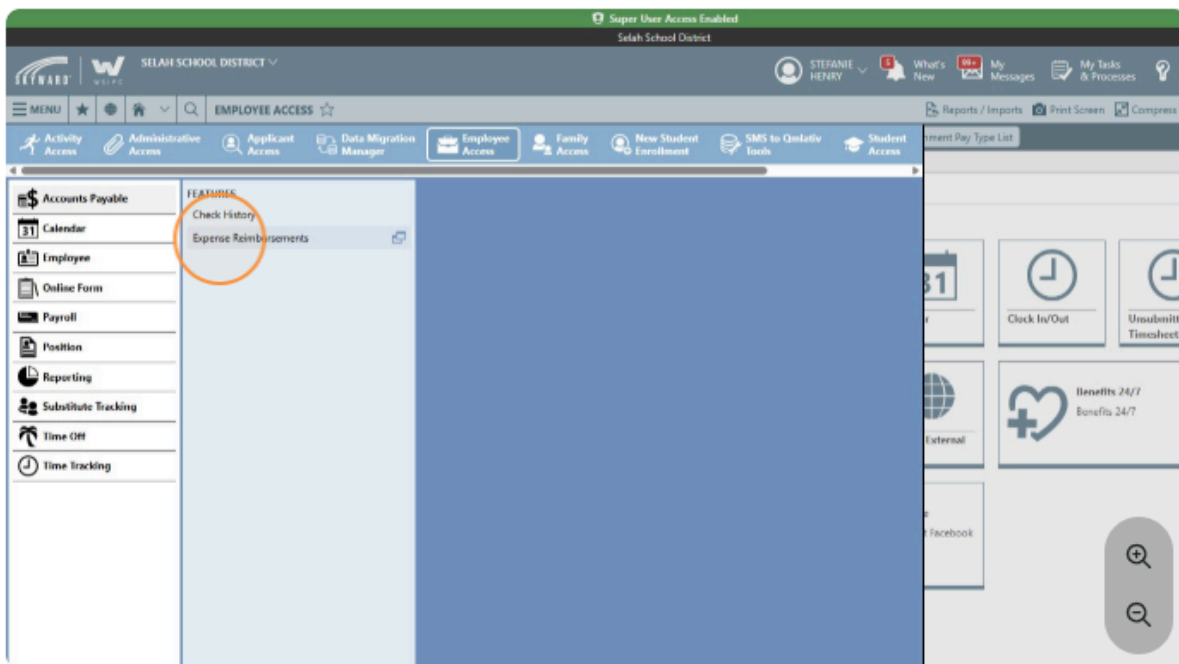
3 Click Expense Reimbursement button on this screen. If you don't see this screen, click Menu.

The screenshot shows the 'Employee Access' portal for Selah School District. The 'Menu' button in the top navigation bar is circled in orange. Below the navigation bar, there is a grid of icons for various functions such as 'Employee Profile', 'Assignments', 'Contract Letters', 'Payroll Check History', 'Estimate Check', 'Time Off Balances', 'Request Time Off', 'Calendar', 'Clock In/Out', 'Unsubmitted Timesheet V', 'Timesheet Week History', 'Substitute Transactions', 'W2/W2-C Forms', 'ACA 1095 Forms', '1099-R Forms', 'Accounts Payable Check History', 'Expense Reimbursements', 'Apps & External Links', 'Benefits 24/7', 'Red Rover Red Rover Website', 'Selah Athletics', 'Selah School District Website', and 'SSD Facebook Page'.

4 Then click 'Employee Access'.



5 Under Employee Access Accounts Payable click Expense Reimbursements.



6 Click "Add Expense Reimbursement"

The screenshot shows the Skyward Expense Reimbursements main screen. At the top, there's a navigation bar with 'EXPENSE REIMBURSEMENTS' selected. Below it, a table lists various transactions. The 'Add Expense Reimbursement' button is circled in orange. The bottom section shows 'EXPENSE REIMBURSEMENT ACCOUNTING' with a search bar and a table that currently displays 'No records to display'.

7 Select the appropriate Expense Reimbursement Group. This will dictate what approval route your request goes through. If you have a question on which group to submit this under please ask your building/department Administrative Assistant or Supervisor.

The screenshot shows the 'Add Expense Reimbursement' form. The 'Expense Reimbursement Group' dropdown menu is circled in orange. The form includes fields for 'Attachments', 'Transaction Start Date', 'Transaction End Date', 'Fiscal Year', 'Assignment', and 'Description'. The 'Attachments' field has a button to 'Select Attachment(s)' and a note 'Maximum size: 20MB'. The 'Transaction Start Date' and 'Transaction End Date' fields have date pickers. The 'Fiscal Year' field is set to '2026-2027'. The 'Assignment' field is set to 'HENRY, STEFANIE MARE - EXECUTIVE DIRECTOR'. The 'Description' field is empty.

8

Click "Select" next to the group you want to submit your request through.

The screenshot shows the 'EXPENSE REIMBURSEMENT DETAILS' form. On the left, there are fields for 'Expense Reimbursement Group', 'Transaction Start Date', 'Transaction End Date', 'Fiscal Year', 'Assignment', and 'Description'. The main area contains a table with the following columns: 'Expense Reimbursement Group Code', 'Expense Reimbursement Group Description', 'Account Group Name', and 'Active'. The table lists various groups, including CTE, DIRECT CLERK, FEDSTATE, HS, HSASB, JCP, JCPASB, MAINT, MS, MSASB, and NUTR. The 'Select' button next to the 'HS' group is circled in orange.

Expense Reimbursement Group Code	Expense Reimbursement Group Description	Account Group Name	Active
CTE	CTE	TEACHING/LEARNING ACCOUNTS PAYABLE...	☒
DIRECT CLERK	DIRECT CLERK	EXPENSE TO EMPLOYEES' MENTIS	☒
FEDSTATE	FEDERAL/STATE PROGRAMS	TEACHING/LEARNING ACCOUNTS PAYABLE...	☒
HS	HS BUILDING	HIGH SCHOOL - ACCOUNTS PAYABLE	☒
HSASB	HS ASB	HIGH SCHOOL ASB	☒
HSATHLET	HS ATHLETICS	ATHLETICS - ACCOUNTS PAYABLE	☒
JCP	JCP BUILDING	JOHN CAMPBELL - ACCOUNTS PAYABLE	☒
JCPASB	JCP ASB	JOHN CAMPBELL ASB	☒
MAINT	GROUPS & MAINTENANCE	MAINTENANCE/CAPITAL PROJECTS - ACCO...	☒
MS	MS BUILDING	MIDDLE SCHOOL - ACCOUNTS PAYABLE	☒
MSASB	MS ASB	MIDDLE SCHOOL ASB	☒
NUTR	NUTRITION	FOOD SERVICE - ACCOUNTS PAYABLE	☒

9

Input the start and end dates for the expenditures you are submitting. This is the date the expenditure occurred (or travel dates).

The screenshot shows the 'Add Expense Reimbursement' form. The 'Expense Reimbursement Group' is set to 'HS'. The 'Transaction Start Date' and 'Transaction End Date' fields are highlighted with orange circles, indicating where the user should input the dates. The 'Fiscal Year' is set to '2026-2027'.

- 10 Click the "Description" field and provide a complete description of the expenditure reimbursements being requested. If related to travel include the destination, conference or event name, and generic description of expenditures (e.g. meals, mileage, etc.).

The screenshot shows the 'Add Expense Reimbursement' form. The 'Description' field is highlighted with an orange circle. The form includes the following fields:

- Attachments: Select Attachment(s) or Drag and Drop Attachment(s) here. Maximum size: 20MB.
- *Expense Reimbursement Group: HS (selected), HS BUILDING (dropdown).
- *Transaction Start Date: 10/05/2026 Mon (calendar icon).
- *Transaction End Date: 10/06/2026 Tue (calendar icon).
- *Fiscal Year: 2026-2027 (dropdown).
- Description: (highlighted with an orange circle).

- 11 Click "Save & Add Detail".

The screenshot shows the 'Add Expense Reimbursement' form. The 'Save & Add Detail' button is highlighted with an orange circle. The form includes the following fields:

- Attachments: Select Attachment(s) or Drag and Drop Attachment(s) here. Maximum size: 20MB.
- *Expense Reimbursement Group: HS (selected), HS BUILDING (dropdown).
- *Transaction Start Date: 10/05/2026 Mon (calendar icon).
- *Transaction End Date: 10/06/2026 Tue (calendar icon).
- *Fiscal Year: 2026-2027 (dropdown).
- Description: Travel Reimbursement for conference in Spokane.

- 12** Input the date of the expenditure (receipt date, travel date, etc.). Then select the Expense Reimbursement Type from the drop down. You will add an expenditure detail line for each expense type (e.g. Mileage, Lunch Per Diem and Parking would all be added separately).

Transaction Start Date: 10/05/2026 | Transaction End Date: 10/06/2026 | Amount: 0.00 | Description: Travel Reimbursement for co... | Status: WEXP - Waiting for Expend... | Expense Reimbursement Group: HS - HS BUILDING | Number Of Transaction Days: 2

EXPENSE REIMBURSEMENT DETAIL DETAILS

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

Maximum size: 20MB

Expense Reimbursement Total (\$): 0.00

District Defined Travel: ☐

*Date: 10/05/2026 Mon

*Expense Reimbursement Type: ▼

Reimburse: ☒

*Description:

Quantity:

Rate (\$):

*Entry Amount (\$):

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent	
	0.00	100.00	☒ Remove Account Distribution
			☒ Clear Account Distribution

[Add Account Distribution](#)

- 13** Click "Select"

Transaction Start Date: 10/05/2026 | Transaction End Date: 10/06/2026 | Amount: 0.00 | Description: Travel Reimbursement for co... | Status: WEXP - Waiting for Expend... | Expense Reimbursement Group: HS - HS BUILDING | Number Of Transaction Days: 2

EXPENSE REIMBURSEMENT DETAIL DETAILS

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

Maximum size: 20MB

Expense Reimbursement Total (\$): 0.00

District Defined Travel: ☐

*Date: 10/05/2026 Mon

*Expense Reimbursement Type: ▼

Reimburse: ☒

*Description:

Quantity:

Rate (\$):

*Entry Amount (\$):

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent	
	0.00	100.00	☒ Remove Account Distribution

[Add Account Distribution](#)

Expense Reimbursement Type Selection Menu:

Expense Reimbursement Type Code	Expense Reimbursement Type Description
LOGGING	LOGGING
MILE26.2	MILEAGE 7/1/26-12/31/26
PARKING	PARKING
REGIST	CONFERENCE REGISTRATION
SUPPLIES	MISC SUPPLIES

14 Enter a description of the expense reimbursement item being entered.

Enter quantity in the field provided. For mileage and meal reimbursements the total amount will auto calculate based on the quantity entered in this field. For supplies or other reimbursements you would enter quantity of 1 in the "Quantity" field, and then enter the actual amount in the 'Amount' field.

Transaction Start Date: 10/05/2026 Transaction End Date: 10/06/2026 Amount: 0.00 Description: Travel Reimbursement for co... Status: WEXP - Waiting for ExpendR... Expense Reimbursement Group: HS - HS BUILDING Number Of Transaction Days: 2

EXPENSE REIMBURSEMENT DETAIL DETAILS

Attachments: [Select Attachment\(s\)](#) or [Drag and Drop Attachment\(s\) here](#)
Maximum size: 20MB

Expense Reimbursement Total (\$): 0.00

District Defined Travel: ☐

*Date: 10/05/2026 Mon

*Expense Reimbursement Type: MILEAGE MILEAGE 7/1/20 12/31/26

Reimburse: ☒

*Description:

QUANTITY: 0.00

AMOUNT (\$): 0.760

*Entry Amount (\$): 0.00

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent	
	0.00	100.00	Remove Account Distribution
	0.00	0.00	Clear Account Distribution

[Add Account Distribution](#)

15

Enter the expenditure code that should be charged for this reimbursement. If you do not know the account code please reach out to your building/department Administrative Assistant or Supervisor.

Expense Reimbursement Form

Transaction Start Date: 10/05/2026 Transaction End Date: 10/06/2026 Amount: 0.00 Description: Travel Reimbursement for co... Status: WEXP - Waiting for ExpendR... Expense Reimbursement Group: HS - HS BUILDING Number Of Transaction Days: 2

EXPENSE REIMBURSEMENT DETAIL DETAILS

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

Maximum size: 20MB

Expense Reimbursement Total (\$): 262.20

District Defined Travel: ☐

*Date: 10/05/2026 Mon

*Expense Reimbursement Type: MILEAGE 7/1/20 12/31/20

Reimburse: ☒

*Description: mileage for/from spoken - personal vehicle used

QUANTITY: 345.00

AMOUNT (\$): 0.760

*Entry Amount (\$): 262.20

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent	
	262.20	100.00	☒ Remove Account Distribution
	0.00	0.00	☒ Clear Account Distribution

[Add Account Distribution](#)

16

If applicable you can attach a scanned copy of the receipt to support your purchase. Click "Select Attachment(s)" and attach your document.

Itemized receipts are required for expense reimbursements. If not attached to your request through Qmlativ, please submit your receipt to your building/department Administrative Assistant or the Accounts Payable Department at the District Office.

Super User Access Enabled
Selah School District

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 Temp

Transaction Start Date 10/05/2026	Transaction End Date 10/06/2026	Amount 262.29	Description Travel Reimbursement for co...	Status WEXP - Waiting for Expendit...	Expense Reimbursement Group HS - HS BUILDING	Number Of Transaction Days 2
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EXPENSE REIMBURSEMENT DETAIL DETAILS

Attachments

 Select Attachment(s) or Drag and Drop Attachment(s) here

Maximum size 20MB

Expense Reimbursement Total (\$) 312.20

District Defined Travel ☐

*Date 10/05/2026 Mon

*Expense Reimbursement Type PARKING PARKING

Reimburse ☒

*Description PARKING OVERNIGHT CHARGE

QUANTITY 1

AMOUNT (\$) 50.00

*Entry Amount (\$) 50.00

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent
10 E 530 0100 31 8580 4150 0000 1001 1	50.00	100.00

☒ Remove Account Distribution

- 17 Click "Save & Add Another" if you have additional expense lines to add to your request. If you only have one line to enter click "Save" or "Save & Submit".

Add Expense Reimbursement Detail
Enter Expense Reimbursement Detail Details

Transaction Start Date: 10/05/2026 Transaction End Date: 10/06/2026 Amount: 0.00 Description: Travel Reimbursement for co... Status: WEXP - Waiting for Expendit... Expense Reimbursement Group: HS - HS BUILDING Number Of Transaction Days: 2

EXPENSE REIMBURSEMENT DETAIL DETAILS

Attachments: Select Attachment(s) or Drag and Drop Attachment(s) here
Maximum size: 20MB

Expense Reimbursement Total (\$): 262.20

District Defined Travel: ☐

*Date: 10/05/2026 Mon

*Expense Reimbursement Type: MILE26.2 MILEAGE 7/1/26-12/31/26

Reimburse: ☒

*Description: mileage to/from spoken - personal vehicle used

QUANTITY: 345.00

AMOUNT (\$): 0.760

*Entry Amount (\$): 262.20

ACCOUNT DISTRIBUTION

*Account	*Amount (\$)	Percent
10 E 530 0100 31 8580 4150 0000 1001 1	262.20	100.00

Remove Account Distribution

- 18 If you didn't previously submit your expense reimbursement request, click the drop down arrow and click "Submit" to begin the approval process. Once fully approved it will be processed for payment.

EXPENSE REIMBURSEMENTS

MM/DD/YYYY: 10/05/2026 View Skyward Default Filter Skyward Default Quick Filter

Transaction Start Date	Transaction End Date	Status	Amount	Description	Number Of Transaction Days	Attachments
10/05/2026	10/06/2026	WEXP - Waiting for Expenditure	312.20	Travel Reimbursement for confere...	2	PI

Record Options

- ☐ Update Expense Reimbursement
- ☒ Submit
- ☐ Cancel
- ☐ Request Options

EXPENSE REIMBURSEMENT ACCOUNTING

Display Order	Expense Reimbursement Type	Description	Date	Quantity	Unit Cost	Amount	Account	Amount	Accounting Percent
1	MILEAGE	7/1/26-12/31/26	10/05/2026	345	0.76000	262.20	10 E 530 0100 31 8580 4150 0000 1001 1	262.20	100.0000
2	PARKING		10/05/2026	1	50.00000	50.00			