



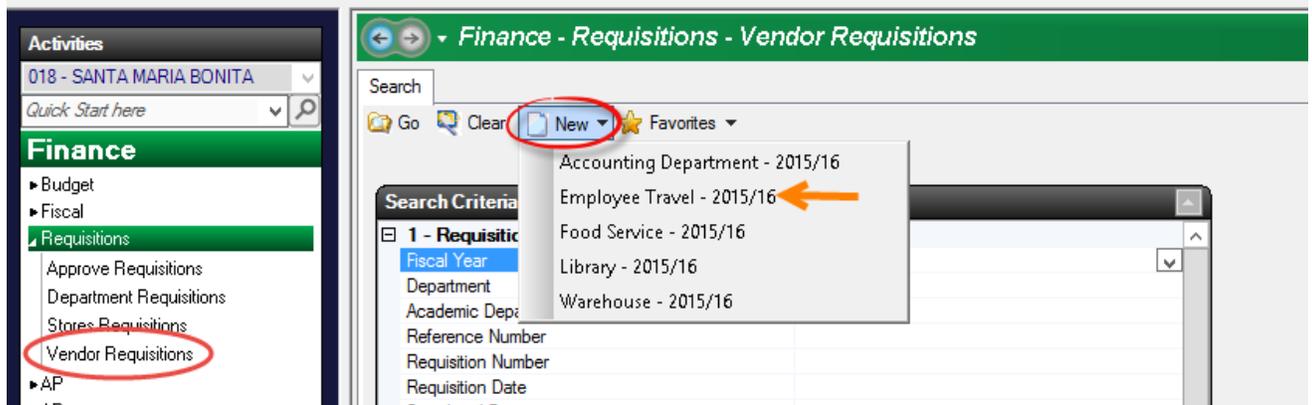
Travel Claim Reimbursement

Travel Claim Reimbursements are used to encumber and request reimbursement to employees for expenses incurred while engaged in district business. For example, meals purchased or using personal vehicle while engaged in district business. In order to encumber these expenses use a **Vendor Requisition** for Employee Travel.

1 Open Vendor Requisition Form

☐ **Finance > Requisitions > Vendor Requisitions**

- To create a **new** requisition: Select “New—Employee Travel”; Choose fiscal year if necessary.
- To open an **existing** requisition: Enter search criteria (optional); Click “Go”; Double click on a requisition



2 Complete Vendor Requisition Tabs

The vendor requisition form includes several tabs that allow the requisitioner to enter information:

Requisition/Vendor Information	
1 - Requisition Information	
Dept Id	TRAVEL {Employee Travel}
Academic Department	
Requisitioner	Rebecca Jacobs
Request Date	8/18/2015
Order Location	BUS {Business Services}
Delivery Location	BUS {Business Services}
Room	
Comment	CUE Conference-Travel Reimbursement
Responsibility	
Category	
Goods and Services Category	
2 - Vendor Information	
Order Type	Direct Payment
Vendor Category	
Vendor Id	888888 {UNIDENTIFIED - SEE NOTES}
Vendor Address Id	1
Vendor Name	UNIDENTIFIED - SEE NOTES
Street Address	SEE NOTES
City State Zip	SEE NOTES, CA 93454
Phone / Fax	
Quote Number	

Vendor Req Tabs	Description	
1. Requisition	Basic Info – requestor, order/delivery location, order type, description, vendor, etc.	REQUIRED
2. Items	List reimbursements as items. Meals, mileage etc.	REQUIRED
3. Accounts	Budget account code(s) and \$ distribution (at least one account required).	REQUIRED
4.. Notes	Put the Employee Name so a vendor record can be added for reimbursement	Optional

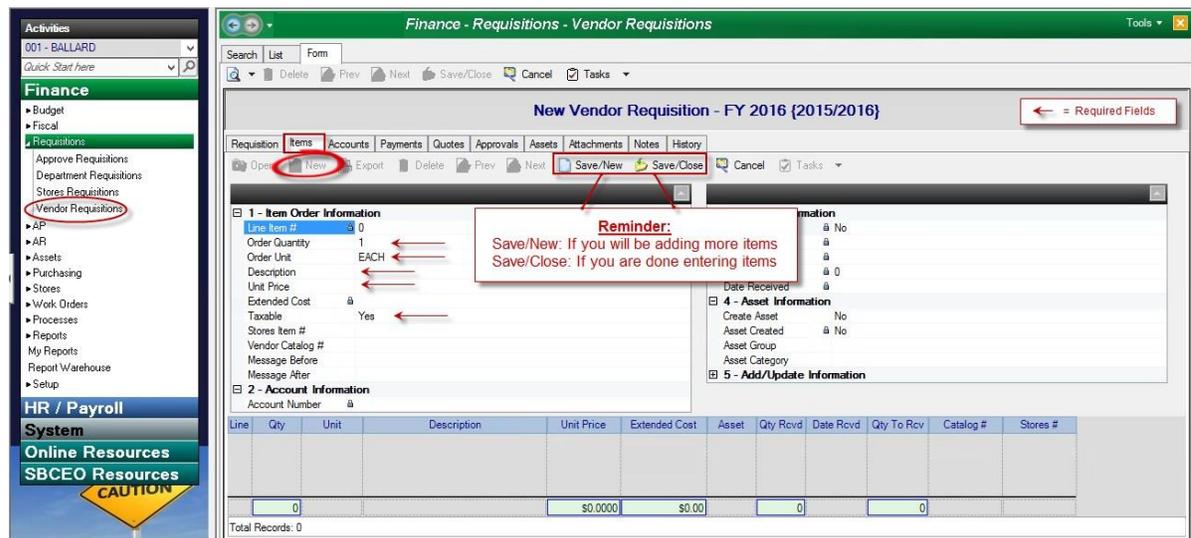
- ❑ Complete information on the **required** tabs – Requisition, Items, Accounts (see instructions that follow)
- ❑ Complete optional tabs, if desired

Key  A red “X” indicates information is required in order to save/close the form.
 A lock indicates that the field is locked for editing.
 Some information (fields) in each tab will populate automatically.

Requisition Tab

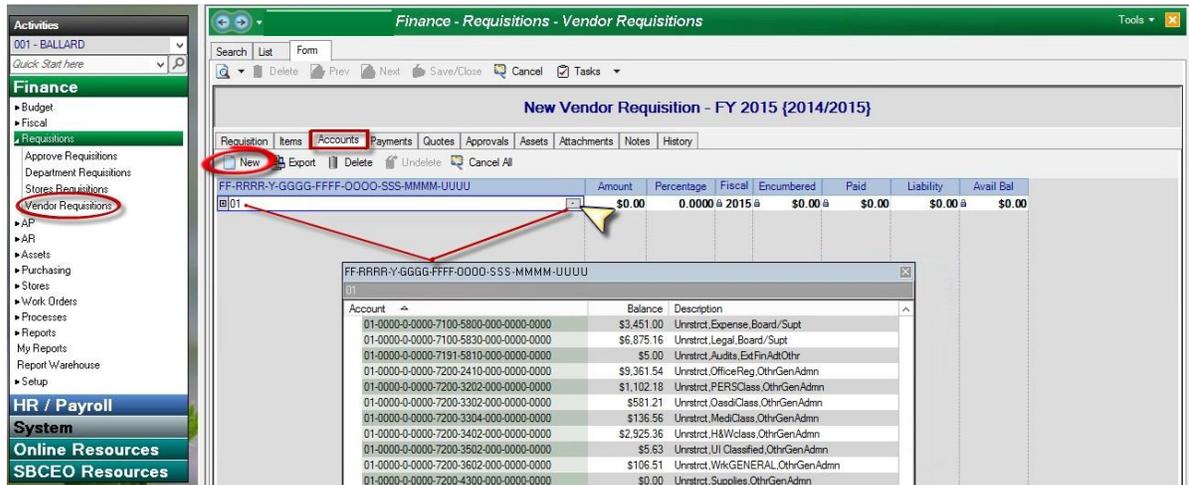
- ❑ Complete required fields (X). Use the **Comment** field to provide a description of this requisition that will appear on finance reports (including the board report), and the check stub when payment is sent to the employee.
- ❑ Default **Order Type**. **Direct Pay** which will reimburse employee for expenses. Do not choose another type for employee reimbursements.
- ❑ Enter **Vendor ID (Employee)**. Since this Req is to reimburse the Employee, enter the Employee name. To search for employee, enter at least the first 2 letters of the employee name. Use “F4” or click on the arrow to select a vendor from a list. If employee name doesn’t exist as a vendor, use vendor 88888 (unidentified) and then enter employee name in the Notes section. Purchasing will add employee as a vendor. **Note: Always search first before putting in the unidentified vendor to verify if the employee is already added as a vendor.**

Items Tab



- ❑ Select “New” to add detail line item information. At least one line item is required, but you may enter additional line items if desired.
- ❑ Use the Conference Reimbursement Form as a guide to populate the expenses to reimburse. Update the form with TC# after submitting the Employee Travel Requisition.
- ❑ **Important: Items for the Employee Travel Req are for reimbursable expenses only. Not for hotel, conference registration or other direct expenses paid by Vendor Requisition or Travel Card.**

Accounts Tab

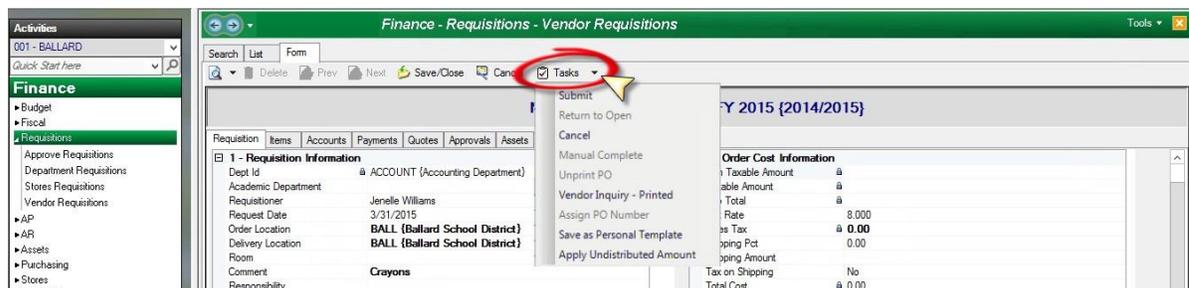


- Select “New” to add a budget account code. To search for an account, enter a partial account number (example “01”) and use “F4” or click on the arrow to select an account from a list. Alternatively, click the  icon to the left of the data entry field to narrow your search by selected account components. Enter the component values you would like to include in your search, and then click on the arrow to select an account from a list.

Note: The system will only display the first 200 accounts that meet your search criteria; therefore, if you do not see the account you are looking for, further refine your search criteria by adding account components.

At least one account is required, but additional accounts may be used. The total dollar amount of the requisition must be distributed in order to submit the requisition. Select a distribution type on the [Requisition Tab](#).

3 Submit Requisition for Approval



- If complete, return to the [Requisition](#) tab; Select “Task” and choose from the drop-down menu options below:

Submit	Submitting the requisition will post an encumbrance JE and write a history record. You must enter all required fields, a vendor, at least one account and one line item or this task will not be available.
Return to Open	Returning the requisition to “open” status will un-encumber the requisition. This option is not available for requisitions in the <i>Printed, Ready to Print, Check Pending, Complete</i> or <i>Cancelled</i> status with the exception of direct payment vendor requisitions.
Cancel	Cancelling the requisition will reverse the requisition and encumbrance and write a history report. This option is not available for requisitions in <i>Check Pending, Complete</i> status, or if payment has been made or if items purchased have been received.

- Once submitted the Employee Travel Requisition will go through the approval path just like any other vendor requisition.
- Print a snapshot of the requisition to attach to the Conference Attendance and Reimbursement Request form.

4 Update Conference Reimbursement Form



Conference Attendance and Reimbursement Request

Part I – Conference Attendance Request
To be completed 10 days prior to conference. Submit to the Business Office.

Employee Name	Budget Code				
School/Department	- - - - - 5220 - - - - -	\$			
Conference Location	Date	Conference Title	\$	0.00	

Always attach a copy of the conference flyer.

Type	Document	ARQ#	PO#	Amount
Registration	<input type="checkbox"/> Escape Requisition			\$
	<input type="checkbox"/> Conference Registration Form attached			
Lodging	<input type="checkbox"/> Escape Requisition			\$
	<input type="checkbox"/> Escape Requisition (air/train/car rental)			\$
Transportation	Fuel Estimate = Miles <u>0</u> / 25 MPG = <u>0</u> GL x rate \$ <u>\$ 4.50</u> = \$ <u>0.00</u>			\$ <u>0.00</u>
	<input type="checkbox"/> Personal vehicle -- Estimated round trip <u>0.575</u> miles x mileage rate <u>0.575</u>			\$ <u>0.00</u>
Meals (per diem)	<input type="checkbox"/> Bkfst \$ <u>8</u> x <u>0</u> = \$ <u>0</u> Lunch \$ <u>12</u> x <u>0</u> = \$ <u>0</u> Dinner \$ <u>25</u> x <u>0</u> = \$ <u>0</u>			\$ <u>0.00</u>
Substitute	<input type="checkbox"/> Request for Release and Substitute Teachers (enter School Business Agreement in Digital Schools)			

(For business office use only)

Amount Encumbered	Vendor #	TC#	Total Estimated Expenses \$ <u>0.00</u>
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These two amounts should be the same.

- Update the Conference Attendance and Reimbursement Request form with the TC# generated from the Employee Travel Claim Requisition.
- New: Accounts Payable will not receive the claim until after the employee attends the conference.
- Continue to attach conference flyer as is customary.

For additional information for creating Vendor Requisitions see the SBCEO resources in Escape Online 5
For assistance in completing the Employee Travel Reimbursement Requisition, please call the business office.