## Instructions to submit employee reimbursement expense

## **Employee Access**

## Expense Reimbursement Tab

Add	If you receive this message contact AP:
	skyward.iscorp.com says You are not set up properly to receive AP Payments. Please contact your supervisor.
Home V Employee Time True Expense Reimbursement	
News:         General         Eliters:         *Skyrard         Default            Reimbursement         Reg         Date         Expenses         Reimburs         Direct Bill           Number A         Sts         Entered         From         To         Amount         Amount           There are no records to display; check your filter settings.         Iter settings.         Iter settings.         Iter settings.	Total Amount Purpose Enter Submit Add

The first window that pops up is your 'cover sheet' or summary of your expenses. For this example, we will enter an out of town training reimbursement request. Enter dates of expense and as much detail as possible in the notes section. Click Save (Individual expenses will be listed on next screen)

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinclintonwi/factpedit003.w?isPopup=true		
Expense Reimbursement Request Maintenance		
Add Expense Reimbursement Request Reimbursement for: BROWNING, SHANI (SEC) * Expenses From: 03/01/2021 * To: 03/02/2021 * Purpose for Reimbursement: WASBO Training in Madison. Training began on 3/1 and ended on 3/2. Reimbursement will include mileage and hotel expense.	Save Back	
Reimbursement payment option:       Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.         District Payment Reimbursement information:		

On the next screen you will see your summary in the top section of your screen and will add individual expenses in the bottom section of your screen. Click Add for each expense.

Expense Reimbursement Request Mainten	ance					1	1	?
Expense Reimbursement Information							Save and Finish Later	
Reimbursement For: BROWNING, SHANI (SEC)			Edit Master					
Expenses From: 03/01/2021 To:	03/02/2021 2 Days		Notes					
Purpose for Reimbursement: WASBO Training in Madisor Reimbursement will include	<ol> <li>Training began on 3/1 and ended on mileage and hotel expense.</li> </ol>	3/2.	Attachments					
Reimbursement payment option: Pald via AP ACH. If AP ACH Total Reimbursement Amount: \$0.00 Required Pre-verifier: DEBBIE A KOLANDA	i is not set up you will receive a Paper	Check.						
xpense Reimbursement Detail Lines								
Views: General 🗸 Filters: *Skyward Default 🗸				T	ll B	1		
# Date Type Description/Custome	er Quantity	Amount	Total Amount C	R	D		Edit	
There are no records to display; check your filter settings.							▲ Delet	te
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Select Correct Date, select correct reimbursement type from drop down, enter quantity, amount, and details of expense. Select coordinating account. (If you have account questions, contact AP) Then save.

Expenses From: al Reimbursement Amount:	03/01/2021 To: 03/02/202 \$20.72	1 2 Days		
Expense Reimburseme	nt Detail Line			
Line Number:	1	Receipt Attached	Direct Bil	I/Do not Reimburse
* Date:	03/01/2021 Monday			
* Reimbursement Type:	Mileage Reimbursement	💌 MI	LEAGE	
Category:	Mileage Reimbursement			
	You must include in the notes: the da and from, and the reason.	te of travel, where you traveled to		
Total Miles	37.00	1		
Amount	\$0.56			
Total Amount:	\$20.72			
* Description/Customer:	3/1/2021 - Drove to Madison for WAS	BO training		
Detail Line Accounts				
unt		Account Selection ?	Amount	Percent
800 342 252100 000 - GEN	. FU/DISTRIC/EMPL. T/DIR BS :-)/	▼	20.72	100.00 More
		Totals	20.72	100.00

Continue adding expenses until all are entered for this trip or reimbursement.

cpe	nse Reimb	ursement Req	uest Maintenance							1		-
xpe	nse Reimburse	ement Information									Subr Appr	nit for oval
	Reimbur	sement For: BROWN	ING, SHANI (SEC)			Edit Master					Save	and
	Expe	enses From: 03/01/2	021 To: 03/02/2021 2 Da	iys	(	Notes				U	inish	Later
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ews:	General 🛩 🛛	ilters: *Skyward De	fault 🗸				7	r 🛄	l P	9) (	۱ 🔊	<u>A</u> dd
# 🔺	Date	Туре	Description/Customer	Quantity	Amount	Total Amount	c	R I	o			<u>E</u> dit
1	03/01/2021	Mileage Reimburse	3/1/2021 - Drove to Madison for WASBO training	37.0000	0.5600	20.72	G				^	Delet
	03/02/2021	Mileage Reimburse	03/02/2021 - Drove home from WASBO Training in Madison	37.0000	0.5600	20.72	G					Clone
2												

Attach Receipt for lodging (or other applicable expenses) – click attachment, add file, enter note, choose file, save.

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	Available Attachme	nts for Exp Reimbursement #	000000001		<b>1</b>	View
	Type	Description	Entered By	Entered Date	Entered Time File Size	Attachment
	There are no records	to display; check your filter setting	gs.			Add Link Sub
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Expense	Reimbursement	<b>Request Attachments</b>			📷 🕤 🖶 ?	Del
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Entered	d Date: 03/16/2021	· Exp				
Entered	d Time: 8:06 AM					
Ente	red By: SHANI BROWNIN	IG				
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lable Atta	Description		Entered By	Entered Date	Entered Time File Size	Attachment

Add <u>L</u>ink Edit Delete Back

After all receipts are attached, click back. Then submit for approval.

All reimbursements will be reviewed by AP prior to being submitted to your supervisor. Once AP and your supervisor have approved your reimbursement, your funds will be directly deposited into the account you have set up for payroll.