

Instructions to submit employee reimbursement expense

Employee Access

Expense Reimbursement Tab

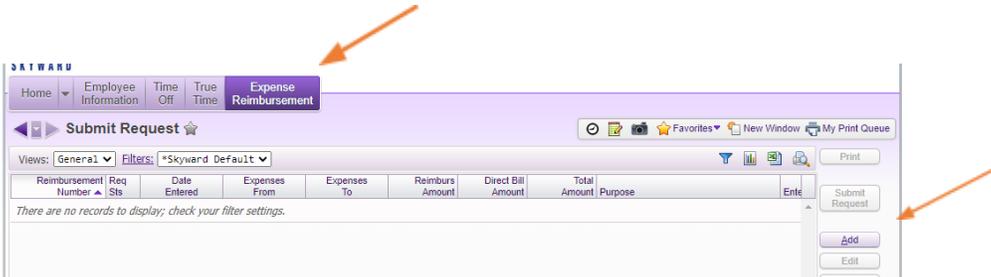
Add

If you receive this message contact AP:

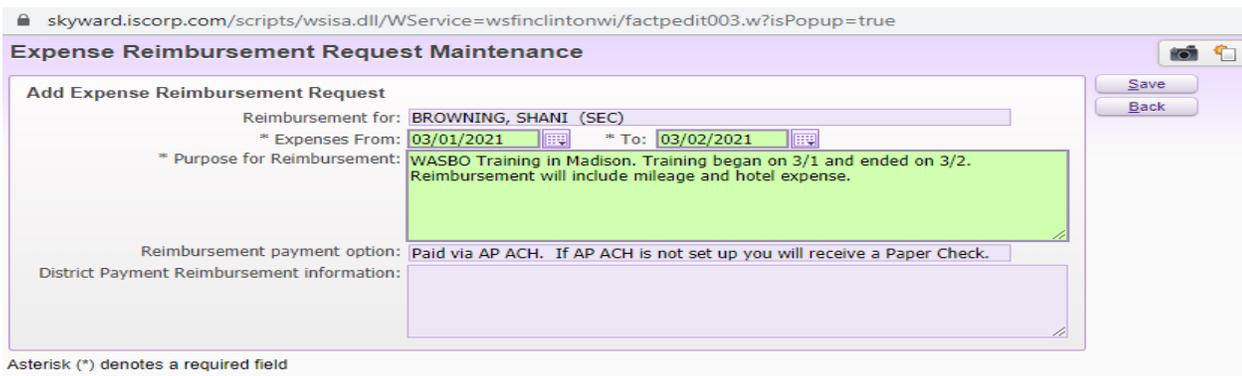
skyward.iscorp.com says

You are not set up properly to receive AP Payments. Please contact your supervisor.

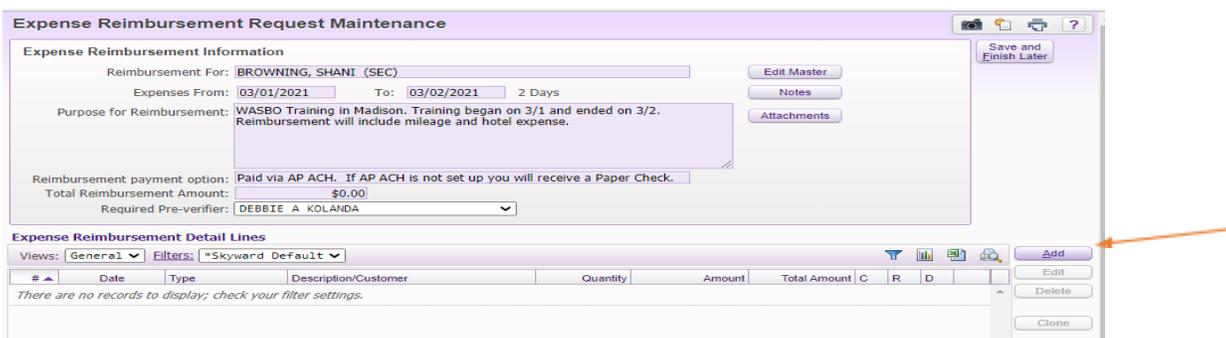
OK



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)



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.



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.

Expense Reimbursement Information

Expenses From: 03/01/2021 To: 03/02/2021 2 Days
 Total Reimbursement Amount: \$20.72

Add Expense Reimbursement Detail Line

Line Number: 1 Receipt Attached Direct Bill/Do not Reimburse

* Date: 03/01/2021 Monday

* Reimbursement Type: Mileage Reimbursement MILEAGE

Category: Mileage Reimbursement

You must include in the notes: the date of travel, where you traveled to and from, and the reason.

Total Miles: 37.00
 Amount: \$0.56
 Total Amount: \$20.72

* Description/Customer: 3/1/2021 - Drove to Madison for WASBO training

Detail Line Accounts

Account	Account Selection	Amount	Percent
10 E 800 342 252100 000 - GEN. FU/DISTRIC/EMPL. T/DIR BS :-/)		20.72	100.00
Total:		20.72	100.00

Asterisk (*) denotes a required field

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

Expense Reimbursement Request Maintenance

Reimbursement For: BROWNING, SHANI (SEC)

Expenses From: 03/01/2021 To: 03/02/2021 2 Days

Purpose for Reimbursement: WASBO Training in Madison. Training began on 3/1 and ended on 3/2. Reimbursement will include mileage and hotel expense.

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

Total Reimbursement Amount: \$134.19

Required Pre-verifier: DEBBIE A KOLANDA

Expense Reimbursement Detail Lines

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	03/01/2021	Mileage Reimburse	3/1/2021 - Drove to Madison for WASBO training	37.0000	0.5600	20.72	G		
2	03/02/2021	Mileage Reimburse	03/02/2021 - Drove home from WASBO Training in Madison	37.0000	0.5600	20.72	G		
3	03/01/2021	Lodging Reimburse	3/1/2021 - 1 night stay at Holiday Inn Express for WASBO training	1.0000	92.7500	92.75	L		

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

Attachments - 05.21.02.00.03 - Google Chrome

Expense Reimbursement Request Attachments

Available Attachments for Exp Reimbursement #0000000001

Type	Description	Entered By	Entered Date	Entered Time	File Size
There are no records to display; check your filter settings.					

Add Expense Reimbursement Request Attachment

Type: Attachments Expense Reimbursement Request

Entered Date: 03/16/2021
 Entered Time: 8:06 AM
 Entered By: SHANI BROWNING

Description: Lodging receipt from 3/1/2021

* Attach File: Upload a New File Scan in a New File
 No file chosen

Asterisk (*) denotes a required field

Attachments - 05.21.02.00.03 - Google Chrome

Expense Reimbursement Request Attachments

Available Attachments for Exp Reimbursement #0000000001

Type	Description	Entered By	Entered Date	Entered Time	File Size
Attachments	Lodging receipt from 3/1/2021	SHANI BROWNING	03/16/2021	8:09 AM	11 KB

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.