Approve Expense Reimbursement

Step 1

> Click the **CalATERS** button.

Approvers will receive e-mail indicating that they have a form to approve. From the CalATERS web site at www.calaters.ca.gov, click **CalATERS**.
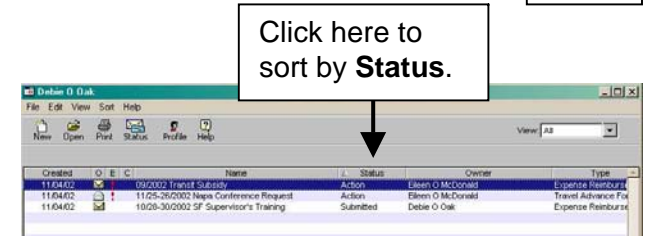
Step 2

Key User ID and Password.

Click **Sign In**.

Step 3

> Click here to sort by **Status**.

From the work queue, open (double click on) an Expense Reimbursement form that has a status of **Action**.
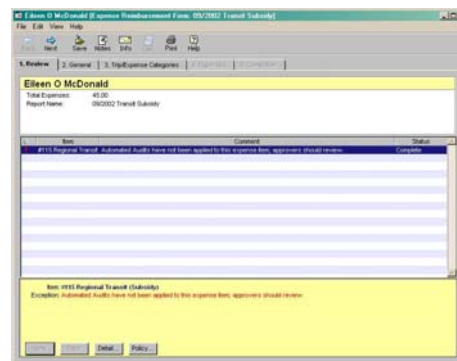
Step 4

At any point during the review of the form, you may exit and save changes. Click **File**, **Close**.

Click **Yes** to save changes.

Step 5

Tab **1.Review** displays expense items that require prior approval, exceed an expense limit, or require mandatory review. Click the **Next** button to view each message. Use the **Policy** and **Detail** buttons to obtain additional information. Click tab **2. General**.

Step 6 Information

> Profile

> Specialized Account Coding

By default, expenses are charged to coding indicated in the employee's Profile. To view Profile, click **Edit**, then **Profile**.
The Specialized Account Coding field is clicked when expenses are to be charged to different coding. Only the employee or the accounting office can change specialized coding.

Click tab **3. Trip/Expense Categories**.

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Step 7

Click on the trip claimed.

Displays the type of trip or non-travel expense claimed. Can have up to four trips per form.

Review all trips and click tab **4. Expenses**.

Step 8

Add a **Note** when reducing amounts.

A tab for each trip displays. Expenses should be reviewed; amounts can be reduced. If the **Detail...** button displays, the expense is a review item. Click tab **5. Completion**.

At the **Approve/Return** screen, key your password and click one of the following:

Approve Approves the form and moves the form to the next approver or accounting.

Return for more information Returns the form to the employee or previous approver for corrections or additional information. You must key a return reason. CalATERS sends an e-mail notifying the person that the form has been returned.

Disapprove Disapproves and returns the form to the employee. CalATERS sends an e-mail notifying the employee of the disapproval. The employee cannot modify the form. The form becomes a permanent record.

Step 9

Additional tabs may display:

Receipts – *** Lists required receipts ***.
Travel Advance Recovery – Lists outstanding Travel Advances available for recovery.
For Accounting Only – Used by Accounting.
Summary – Summary of total claim, travel advance scheduling and reimbursement.

Review each tab, then click **Approve / Return**.

Step 10

This screen is used to approve, return or disapprove an Expense Reimbursement. It can also be used to add an additional approver. To add an approver click **Add Approver** and **Look Up** approver's last name. Click **Ok** to add approver.

Step 11

Step 12

When an adjustment is made on tab **4. Expenses**, the **Adjust Reason** box will display. Click the down arrow to display options, then select an option. If **Other** is selected, key a reason e.g., See Note Log.

CalATERS will generate an e-mail to the employee, notifying them of the adjustment.