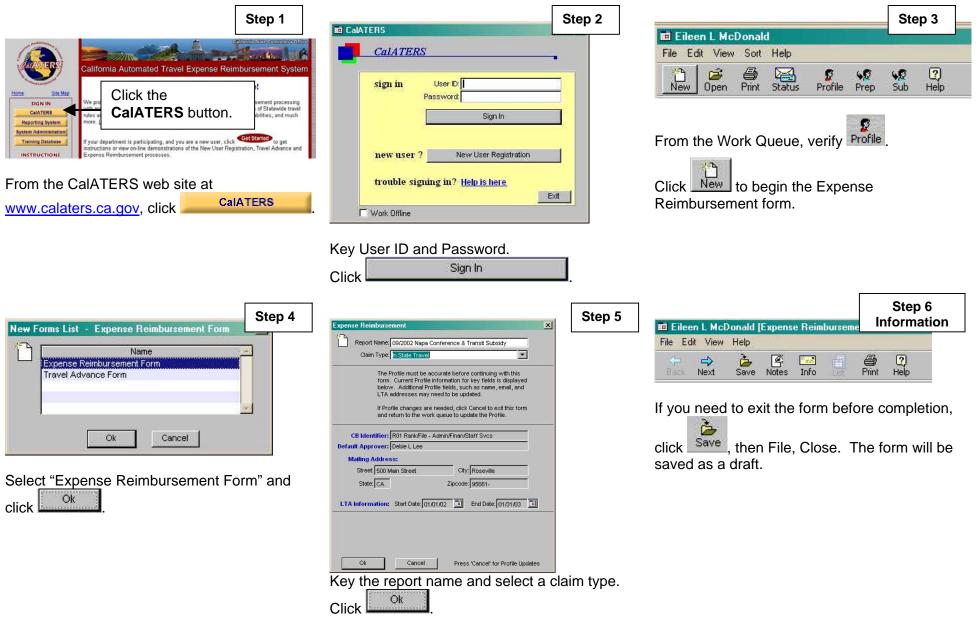


Create Expense Reimbursement

Instructions for creating Expense Reimbursement (no Specialized Account Coding).





Create Expense Reimbursement

Course and all a second and as	Step 7
Eileen L. McDonald [Expense Reimbursement Form: 09/2002 Napa Conference & Transit Subsidy In: Edit View Help	
The same Notes Info Print Help	
1. General 2. Trip Expense Categories 3. Expenses 4. Constitution	
Selection of Trip or Expenses Selection the following list	
Appled Trips	Distas
Long Term Assignment	
Non-State Sponsored Conference/Convention	
Non-Travel Expenses	
State Sponsored Conterence/Convention	
the second se	
Please provide the respected information	<u>×</u>
Please provide the requested information	2
Flexe provide the requested information	2
	Add
Regular Travel	e: Napa Conference
Regular Travel First date of the [0100102] Start Time [0530] The Name Last Date of the [0101102] End Time [160] State vehicle use	d? No ·
Regular Travel First sate of free [000002] Stat firee [0550] Last Date of free [000002] Dot Time [1600] The field of the provided of the	et Napa Conference d7 No • s7 Yes •
Regular Travel First date of the [0100102] Start Time [0530] The Name Last Date of the [0101102] End Time [160] State vehicle use	et: Napa Conference d7 No • s7 Yes •
Regular Travel First sate of free [000002] Stat firee [0550] Last Date of free [000002] Dot Time [1600] The field of the provided of the	et: Napa Conference d7 No • s7 Yes •

Click , select the Trip Type and complete fields. Click Add . Up to four trips can be added to one form. Click tab 3. Expenses.



The Submission tab displays your approver. If necessary use **Change Approver** to select a different approver for this form, or **Add Approver** to add an additional approver.

Submit

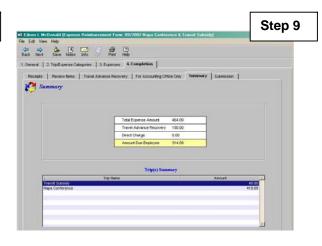
Key your password and click

			st Pire					
General 2. Tri lapa Conference	Transit Sul	and the second second	3. Expenses	4. Completio	n I			
Bronkfeet Lunch Dinner Rosdertals Lodging Auto Rostal	Mon Sep 9 5.49 17.50 195.00	Tue Sep 10 3.75 9.50 12.49 6.00 96.00	Wed Sep 11 6.00 10.00 10.00 10.00 10.00 124.36					Totals 15.24 27.50 47.89 12.00 102.00 124.36
	126.39 ter Erestfact er 0909/02 rt		164.38		Pay	ment type: Cast	h	412.05 Jpdate Delete Nerw

A tab will display for each trip that was added. Click the in left column, select and key expenses for all trips. Click tab 4. Completion.



Select "Transmittal Page" and click



Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary, then click Submission tab.

			Step 12
After	Approval, Mail Receipts	To	
	SCO-Training 300 Capitol Mall Sacramento,CA 95814	Engloyee Nam Expanse Date Tetal Expanse Antorn Assaud Past Engloye Ferra D	s 00/01/02/00/01/02 d 464.09 s 314.09
1. 1) 2) 3)	Attach the following receipts Date Expense line 9001 Regional Travit (Sub- 9009 Lodging 9001 Lodging 9001 Lodging	and other appropriate documentation to this Tran Amount I not rubnik	samtital Janee Med. Kapilain
	Forward Transmittal Sheet	and attached documentation through your approva	l process.
EXPE	Expense Rule	Exception	Response
EXPE	Lapare nut	providence of	546.5 (01.1%)

Click Print. and select print options.

Click Close . Attach receipts to Transmittal Sheet and forward to approver (based on Department policy).