

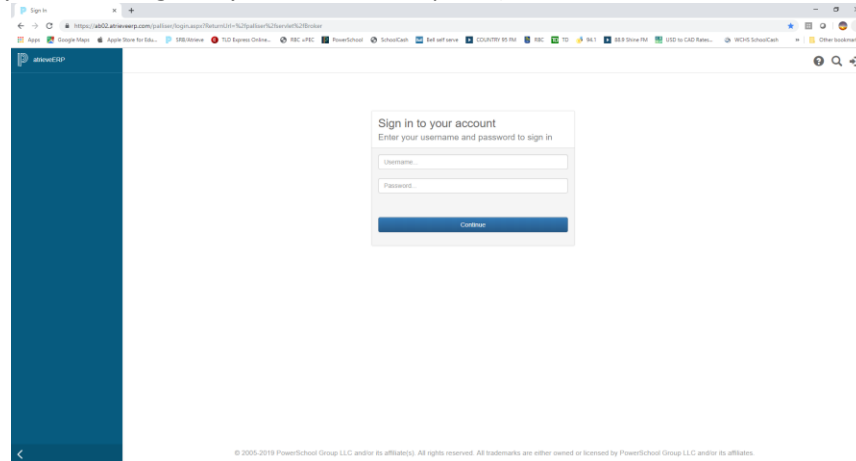
Palliser Regional Schools

EMPLOYEE REIMBURSEMENT FORM (aka Employee Expense Report)

Logging into the employee portal...

The Employee Expense Report is accessible through the Palliser website, click on the 'Quicklinks' tab, under the Staff column select 'Employee Expense Form'.

If you are not already logged in to SRB enter your Username and Password at the login (*the same username and password that you use to login to your Palliser computer*);



If you do not remember your password please use the Toos4Ever link found on the Palliser website to reset it.

If you continue to have issues, then please contact tech-help@pallisersd.ab.ca

ACCESSING THE EMPLOYEE EXPENSE FORM

In the blue menu bar on the left side of the screen select:

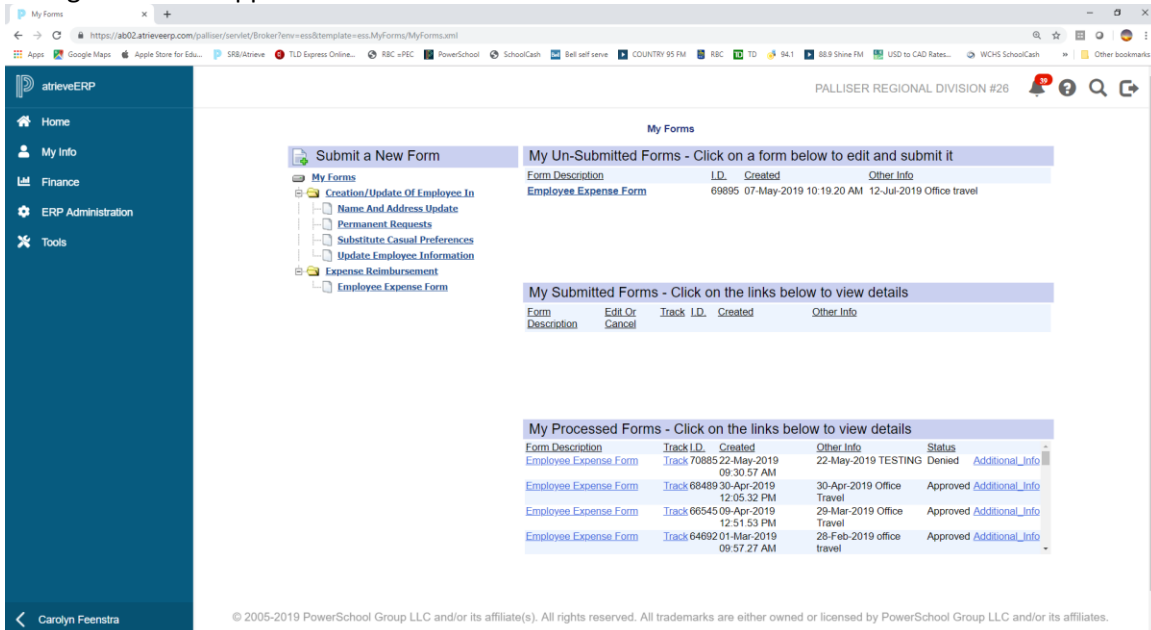
My Info

Documents & eForms

eForms

My eForms List

The following screen will appear:



Form Description	Track ID	Created	Other Info	Status	Additional Info
Employee Expense Form	Track 70885	22-May-2019 09:30:57 AM	22-May-2019 TESTING	Denied	Additional Info
Employee Expense Form	Track 68489	30-Apr-2019 12:05:32 PM	30-Apr-2019 Office Travel	Approved	Additional Info
Employee Expense Form	Track 66545	09-Apr-2019 12:51:53 PM	29-Mar-2019 Office Travel	Approved	Additional Info
Employee Expense Form	Track 64692	01-Mar-2019 09:57:27 AM	28-Feb-2019 office travel	Approved	Additional Info

ENTERING INFORMATION IN THE EMPLOYEE EXPENSE FORM

Under **Submit a New Form**, select **Employee Expense Form**.

The Employee Expense Form will load to your screen allowing you to enter your purchases or travel:


Employee: Feenstra, Carolyn J (11381) Home Address: BOX 265
Date: YYYYMMDD COALHURST AB
Purpose:
Location: -- Choose LOCATIONS ASSIGNMENT --

Date	Travel from/to (One Way)	Return	Description	Distance (KM)	Meals per Diem (if applicable)	Receipts for Meals, (Includes GST) on Lodging & Other (\$)	O/L Total	GST paid on Receipts	O/L Account
YYYYMMDD				0.00	- Select Per Diem -		0.00		X-XXXX-XX
YYYYMMDD				0.00	- Select Per Diem -		0.00		XX-XXXX-XX
YYYYMMDD				0.00	- Select Per Diem -		0.00		
YYYYMMDD				0.00	- Select Per Diem -		0.00		
YYYYMMDD				0.00	- Select Per Diem -		0.00		

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At the top of the form please complete the following information:


Employee: this will already be completed with your name and employee number based on your login information.

Date: this is the date that you are completing your expense form. Please use the **YYYYMMDD** format, OR click on the  to select the correct date from the calendar


Purpose: enter a brief general description for the form (ie. Travel to meeting, purchase supplies)

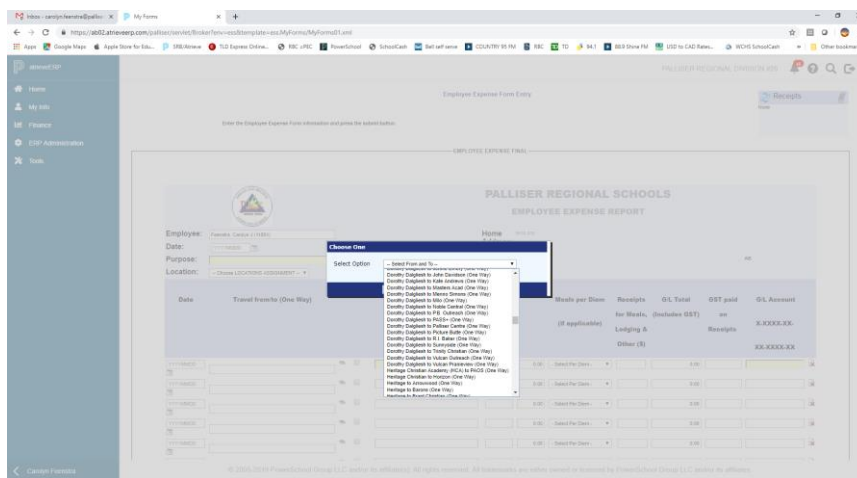
Location: this should auto-populate with your home school site. If not, select the appropriate *home school* location from the drop down

In the body of the form please complete the following information as it applies:

Date: enter the *actual* date of your travel or *actual* date of purchase found on your receipt using the **YYYYMMDD** format, OR click on the  to select the correct date

****NOTE**** If you are *not* seeking reimbursement for any travel (KM), simply <tab> to the 'Description' field and fill in the appropriate information.

Travel from/to (one way)(if applicable): Your starting point for travel will be the lesser of your home address or your assigned work place; for example, if you live in Lethbridge, but work at Nobleford, and attend a meeting in Vulcan you submit for KM from Nobleford to Vulcan. If traveling between Palliser school sites select the  icon beside the field to access the Palliser distance chart and you can select your starting and ending locations. The distance chart should be used for all travel between Palliser school sites.



Selecting the school(s) using the Palliser distance chart 'drop down' will automatically complete the Travel From/To field and the One Way KM field.

Travel from/to (One Way)	Return	Description	Distance between schools	Return Mileage	Other Mileage
Arrowwood To Heritage (One Way)	<input type="checkbox"/>		110	0.00	

If your trip *was not* between Palliser school sites, you need to enter your start location (home or school) and end destination, as specific as possible, in the **Travel from/to** field. (ie. Milo School to Banff Centre or Noble Central to EnMax Centre) and enter the distance traveled in the Distance (KM) column. Distances to locations not included in the Palliser distance chart should be calculated using Google Maps.

Return: If you made a round/return trip click the 'Return' box and the KM you enter in the Distance (KM) field will auto-populate in the Return (KM) field.

Date	Travel from/to (One Way)	Return
		<input type="checkbox"/>
		<input type="checkbox"/>

Description: Enter the reason for your travel (ie. Health & wellness meeting; TIPP, conference name, etc.)

OR if you made a purchase please enter the name of the store and the type of purchase made (ie. Dollarama – science supplies, WalMart - class supplies)

Meals per Diem (if applicable): if you do not have meal receipts you may use 'Select per diem' to choose your selection (ie. Breakfast, Lunch, Supper, Full Day, Breakfast/Lunch, Breakfast/Supper or Lunch/Supper) . You may not claim both a per diem and a meal receipt; only one or the other.

Receipts for Meals, Lodging & any other (\$): Enter the total amount on the receipt, including the GST, of your store purchase , meal (including tip), hotel, or other general purchases made.

Enter only one receipt per line on the expense report, but you may enter multiple receipts in one form. Enter amounts in dollar format (\$15.25)

GST Paid on Receipts: You must enter the amount of GST paid *as it appears on each receipt*. If there is no GST indicated on the receipt you may leave the field blank.

G/L Account (required): Enter the G/L Account for your expense using the following format 1-xxxx-xx-xx-xxxx-xx (including dashes). If you require a G/L account, please ask your principal/supervisor or the individual who directed you to attend a meeting. If you do not provide a G/L account the form may be returned to you.

NOTE: the following fields will be calculated automatically G/L Total (includes GST), Total Kilometers, Rate per Kilometer, Columns Total and Total Claim

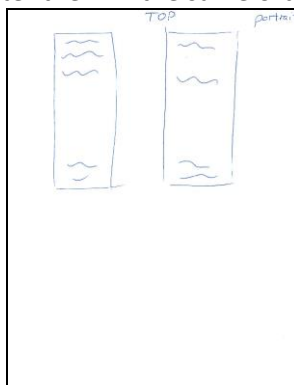
Comments: (if needed) Enter brief information that you may want to pass along to the authorizer. Limited character space available.

Receipts: Receipts must be scanned and attached for any purchases you are seeking reimbursement for (attachment instructions below)

You must retain all original receipts, at minimum, until November of the following school year as our auditors may request to see the originals.

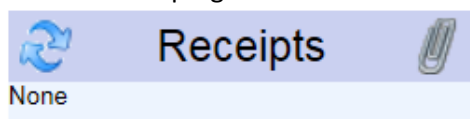
A FEW THINGS TO NOTE:

- i) Please scan your receipts in PDF format in 'portrait' paper position and ensure that the receipts are all facing the same direction (example below) preferably scanning them in the same order as they are entered into your expense report or enter them in the same order as they are scanned.



- ii) If you have multiple receipts, all Palliser Xerox copiers have the ability to perform a 'job assembly' so that multiple pages of receipts can be created as one PDF file and attached to your form. If you are unsure how 'job assembly' works please ask the Administrative Assistant at your school site or contact Carolyn Feenstra at Central Office
- iii) Please review the scanned receipts file to ensure that all information is legible and the entire receipt is included (ie. items, amounts, dates, etc.). If a transaction/visa slip is covering any of the detailed information, the slips must be separated.
- iv) Receipts must be attached in PDF file format. JPG (pictures) is not an easily accessible format SRB and are very challenging to work with. If JPG files are received you may be asked to rescan your receipts in PDF format

Attaching your receipts --Once you have scanned all your receipts - click on the paperclip in the **Receipts** box located at the top right of the screen.



To upload your receipts select ‘Browse’ and select the appropriate receipts file that you created; select Open, the file name should appear in the **File Input** box, enter a description in the box noted to the right, and then select **Upload File**.

Upload File

Upload Document

Scan Document


File input

Browse...

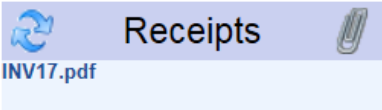
Upload File

Description

Existing Files

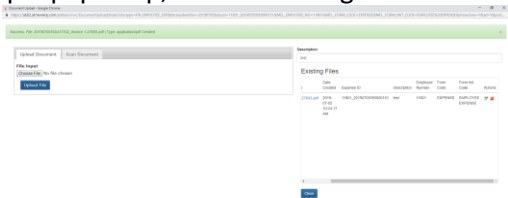
Type	File Name	Date Created	Expense ID
	INV17.pdf	2015-11-19 5:30:26 PM	99999_201511191705501

Your receipt(s) file should now be attached and appear in the ‘Existing Files’ box and in the Receipts box on the expense form.



Please review the receipts file prior to submitting your expense form, making sure that all receipts are attached and that all information is legible.

To remove a file, click on the Receipts paperclip, scroll to the right and click the **X** to remove the receipt.



Save Only: Select this option to submit your form at a later date. The saved claim will appear under the ‘My Un-Submitted Forms’. This DOES NOT submit your expense form; it simply saves it so that you may add or change it another day.

Save Only

Submit

Submit: Select this option to send your expense claim to your supervisor for approval. Any forms submitted will appear under the ‘My Submitted Forms’ where it can be viewed and you are able to track its status.

Approval of your employee expense is done via SRB, in the same way as absences are approved. Once you submit your expense report your supervisor will receive a notification. Once your supervisor approves the expense form it is then submitted to Finance Services for processing.

If you want to check the status of your expense form, you can track its progress via the **MyForms** page under **My Submitted Forms** and click on the link to *Track* your form (middle of screen).

The screenshot displays the 'MyForms' interface within the atrieveERP system. The left sidebar contains navigation links: Home, My Info, Finance, ERP Administration, and Tools. The main content area is titled 'My Forms' and includes a 'Submit a New Form' button and a tree view for 'My Forms' with sub-items like 'Creation/Update Of Employee In', 'Name And Address Update', 'Permanent Requests', 'Substitute Casual Preferences', 'Update Employee Information', 'Expense Reimbursement', and 'Employee Expense Form'. The 'My Un-Submitted Forms' section shows a table with one entry: 'Employee Expense Form' with ID 69895, created on 07-May-2019 at 10:19:20 AM, with other info '12-Jul-2019 Office travel'. The 'My Submitted Forms' section shows a table with four entries, all 'Employee Expense Form' entries, with IDs 68489, 66545, 64692, and 64692, created on various dates in April and May 2019, with statuses 'Testing', 'Approved', 'Approved', and 'Approved'. Each entry has a 'Track' link and an 'Additional Info' link. The footer of the page states: '© 2005-2019 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.'

If you would like to confirm what you were reimbursed for, you can view the final form on the **MyForms** page under **My Processed Forms, Additional Info** (bottom right).

Employee expense forms are reimbursed weekly via direct deposit. You will receive a direct deposit notification to the same email that your payroll notices are sent to. Expense reimbursements are not included on your pay stub.

The following criteria apply when seeking reimbursement:

- **Detailed Receipts** –detailed receipt(s) must be provided. Only providing credit card or debit card transaction slips confirming payment are *not* sufficient.
Enter one receipt per line
As much as possible, please keep Palliser purchases on a receipt separate from personal. If both appear on one receipts Palliser purchases *must be clearly* indicated on the receipt.
- **Tips/Gratuities** – there is a maximum tip percentage added to meal receipts that will be reimbursed by Palliser. The actual cost of the meal is the total amount shown on the receipt, excluding alcoholic beverages, plus a gratuity of up to 15%. Any tip over 15% will be adjusted prior to reimbursement.
- **On-line orders** –for on-line orders the following information is required: **i)** details of the items ordered and prices (ie. order confirmation); **ii)** confirmation of items being received (ie. packing slip or a notation on the order confirmation of the date received), **iii)** confirmation that payment was made and by whom. All documentation must correspond to the employee seeking reimbursement.
- **Purchases in US funds** – If a purchase is made in US funds using a credit card, please include the portion of your credit card statement showing your name and the transaction to ensure you are reimbursed at the correct exchange rate. If a statement is not provided the exchange may be calculated using our standard exchange