Palliser Regional Schools

EMPLOYEE REIMBURSEMENT FORM (aka Employee Expense Report)

Logging into the employee self-serve web portal…

The Employee Expense Report is accessible through the Palliser website, click on the 'Staff' tab and select   Staff SRB Link

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**; the same as you would to enter an absence request):
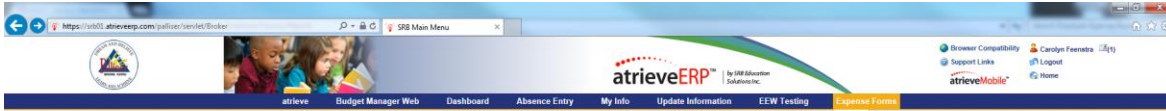

If you do not remember your password, please contact tech-help@pallisersd.ab.ca

ACCESSING THE EMPLOYEE EXPENSE FORM

Select **Expense Forms** on the blue menu bar then select **'My Forms'** from the drop down :

The following screen will appear;

My Forms

Submit a New Form	My Un-Submitted Forms - Click on a form below to edit and submit it

My Forms
Expense Reimbursement
Employee Reimbursement Form

This area shows the forms in which you have been given access. Click on the 'Employee Reimbursement Form' to load the form to screen.

Form Description   I.D.   Created   Other Info

This area will list all unsubmitted or saved forms. You can enter information into your forms on a daily/weekly basis and save the form. Be sure to submit your form for authorization at the end of the month.

My Submitted Forms - Click on the links below to view details

Form Description   Edit Or Cancel   Track   I.D.   Created   Other Info

This area will list all submitted forms. Note that you can 'Edit or Cancel' your submitted forms up to the point of authorization. You can also click on the 'Track' hyperlink to see the authorization status.

My Processed Forms - Click on the links below to view details

Form Description   Track I.D. Created   Other Info   Status

This area will list all processed forms. You can view all processed forms and also track the status.

# THE 'EMPLOYEE EXPENSE FORM' ENTRY INSTRUCTIONS

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

The Employee Expense Form will load to your screen allowing you to enter your expenses:

The following information will need to be completed as it applies to you and the expenses incurred:

Employee: this will already be completed with your name and employee number once you login to Atrieve

Date: enter the date you are creating your expense report using the **YYYYMMDD** format, OR click on the 🗓 to select the correct date
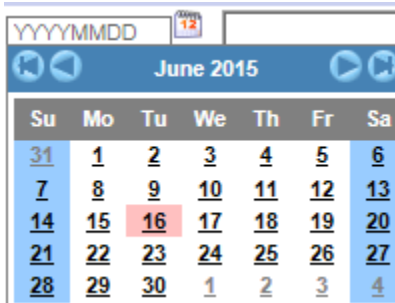
**Purpose:** enter a general description of the purchase(s) or event(s)

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

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

**If you are not seeking reimbursement for travel (KM) expenses, please <TAB> to 'Description' .

Travel from/to (one way): Your starting point for ALL travel will be your HOME SCHOOL site. Enter your start point and final destination (ie. Milo School to Banff Centre) **OR** select the 🐾 icon beside the field to access the Palliser Distance chart. The Palliser Distance Chart should be used for all travel between Palliser school sites.

If your trip was not between Palliser school sites, please enter your start (home school) location and end destination, as specific as possible, in the Travel from/to field and the KM traveled in the Distance (KM) column (was it a return trip? Be sure to indicate that). Distances (KM) traveled to locations not included in the Palliser Distance Chart should be calculated using Google Maps.
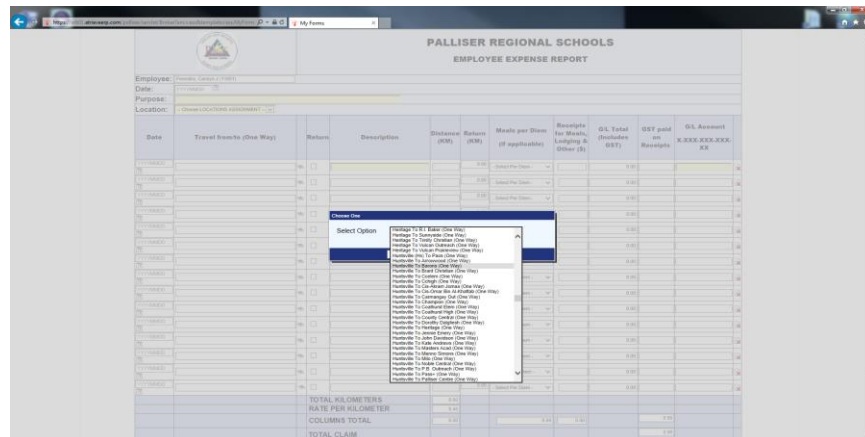
Using the Palliser Distance 'drop down' will automatically complete the Travel From/To field and the One Way KM field

Travel from/to (One Way)		Return	Description	Distance between schools	Return Mileage	Other Mileage
Arrowwood To Heritage (One Way)	👓	☐		110	0.00	

Return: If yours was a return trip select 'Return' and the KM will auto- populate in the Return (KM) field.

Date	Travel from/to (One Way)		Return	
📅		👓	☐	
📅		👓	☐	

Description: Enter the reason for your travel (ie. Health & wellness meeting; TIPP, conference name, etc.) **OR** enter the name of the store and the type of purchase made (ie. Earl's - lunch, WalMart - classroom supplies, construction supplies, etc)

Meals per Diem (as 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 purchases ($): Enter the total receipted value (including GST) of the store purchase , meal (including tip, if any), hotel, or other general purchases made. Please enter one receipt per line on the expense report . Please make best efforts to entire dollars amounts in the standard format, including zeroes behind the decimal (ie. 23.55, 19.00)

GST Paid on Receipts: Enter the amount of GST paid as shown on each receipt being submitted. If there is no GST you can enter 0.00 or leave the field blank.

G/L Account (Mandatory field) : Enter the G/L (account) number for the expenses you have entered using the following format 1-xxx-xxx-xxx-xx (dashes must be used). If you require an account code, please contact your principal/supervisor or the individual who approves your purchases or directed you to attend a meeting.

Total Kilometers, Rate per Kilometer, Columns Total and Total Claim: These will be calculated for you and cannot be manually entered.

Comments: Enter any additional information that you want to pass along to the authorizer.(limited number of characters available

COMMENTS	

Receipts: Receipts MUST be provided for expenses (not including KM and meal per diem). Please scan/e-mail all receipts and save them to your computer (.pdf) . This step can be done prior to completing your expense report.

You MUST retain your original receipts, at minimum until November of the following school year. You should maintain a file folder of all original printed receipts (not the scanned version) for expenses incurred for the 2016/17 school year; after November 2017 you can shred those receipts.

A FEW THINGS TO NOTE when scanning receipts/order confirmations/packing slips, etc.:
i) Please scan your receipts in a '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.
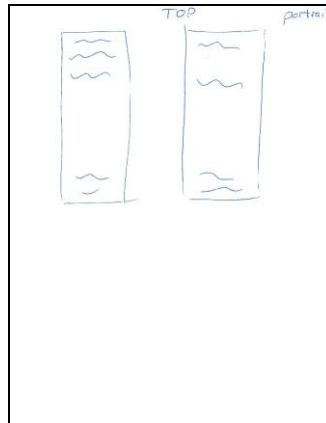
ii) Please be sure to review the scanned receipts file to ensure that all information is able to be viewed and is legible (ie. items, amounts, dates, etc.). If a transaction/visa slip is covering any of the detailed information, the slips must be separated.

iii) If you have multiple receipts, all Palliser Xerox copiers have the ability to perform an e-mail 'job assembly' so that you are able to scan multiple pages of receipts and send them all as one file. If you are unsure how to perform 'job assembly' please contact Carolyn Feenstra at Central Office or ask the Administrative Assistant at your site.

iv) Receipts should be attached in **PDF** file format . JPG is not the preferred format.

Once you have scanned all your receipts - click on the paperclip (top right-hand corner of the form)
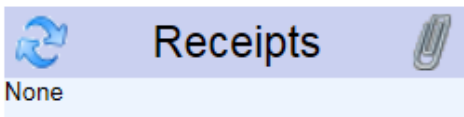
To upload copies of your receipts select Browse and select the appropriate file saved to your computer; select Open, the file name should appear in the **File Input** box. Select **Upload File**.

Document Upload Utility Employee Expenses

Upload Document   Scan Document   **Description**

File input

[   ] Browse...

Upload File   **Existing Files**

| | File | Date | Expense | | E |
| Type | Name | Created | ID | Description | |

Upload File

Upload Document   Scan Document   **Description**

File input

[   ] Browse...

Upload File   **Existing Files**

Type	File Name	Date Created	Expense ID
📄	INV17.pdf	2015-11-19 5:30:26 PM	99999_201511191705509

Your receipt(s) file is now attached
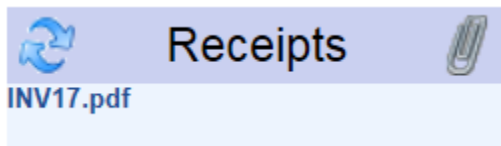
Receipts 📎
INV17.pdf

Please review the attached receipts prior to submitting your expense form; click on the file name to ensure that all receipts are attached and not duplicated and are all legible
To remove a file, click on the paperclip, scroll to the right and click the **X** to remove.

Save Only: (bottom of expense report) Select this option to save the expense claim for submission at a later date. The saved claim will appear under the 'My Un-Submitted Forms' to be accessed at a later date. 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 for authorization to your supervisor. The submitted forms will appear under the 'My Submitted Forms' where it can be viewed and you are able to track its status.

Note: If you choose not to save or submit the expense claim at this time, closing the window will cancel the entry and all entered information will be lost.

Once your expense report is approved by your supervisor it will be sent along for processing and you will be able to track its progress via the **My Forms** screen.

The following criteria apply when seeking reimbursement:

- **Detailed Receipts** – provide detailed receipt(s) that indicate the items purchased/consumed. Only providing credit card or debit card transaction slips confirming payment are *not* sufficient.
  Enter one receipt per line.
  Personal purchases should not be made on the same receipt as Palliser purchases; and if they are 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** – when seeking reimbursement for orders placed on-line the following information needs to be be provided: **i)** details of the items ordered and prices (ie. Order confirmation);   **ii)** confirmation of items being received (ie. packing slip or a notation of 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 purchasing in US funds using a credit card please include the portion of your credit card statement showing your name and the transaction to ensure reimbursement at the correct exchange rate. If a statement is not provided the exchange may be calculated using our standard exchange rate calculator.

Once your expense report has been fully approved and reviewed at Central Office then reimbursement will occur. Please keep in mind that if additional approvals are required extra time may be required for reimbursement.

Remember – you can track the progress of reimbursement via SRB – My Forms