# CONTENTS

This document describes the steps taken in order to create and submit an employee expense claim.
==Caution: Pressing cancel at any time during the process will remove all inputted information.==

1. Log into Employee Self-Service (ESS)



2. Click on the Add Claim link



3. Choose Claim type and input required information; press continue
    a. **CLAIM TYPES** (Breakdown)
        i. **DUES AND FEES** – (Do not include memberships)
        ii. **HOME SCHOOL VISITOR**
        iii. **MILEAGE ONLY – NOT BETWEEEN BUILDINGS**
        iv. **MILES BETWEEEN BUILDINGS**
        v. **OTHER**
        vi. **REGISTRATION**
        vii. **TRAVEL – MILES, MEALS, MISC.**

4. Expand Unit expense (1), then click Add an expense (2)



5. Choose expense from drop down (Highlighted Red Box), then input information, then save expense.  Continue adding additional expenses if needed.  **Make sure to choose the correct year for mileage reimbursements.**



    a. **For Mileage Between Buildings expense** (see example above), input total mileage for date submitted, and attach a completed Mileage Between Buildings Verification Form located here on the intranet as your documentation (see example below).

**Mileage Between Buildings Verification Form**

Note:  You must enable the macros in excel (noted above) in order for the formulas to work.

After completing employee section:  1) Enter date for travel   2) Tab to next cell   3) Choose location from drop down list   4) Form will auto calculate
5) Form must be used as your attachment when submitting a Mileage Between Buildings expense reimbursement through the Self Service portal.

Saving File For Submission:  1) File   2) Save as Adobe PDF   3) Choose Sheets in PDF   4) Convert to PDF   5) Yes   6) Yes
7) Choose location to save file where file is accessibe for uploading to Self Service Portal

EMPLOYEE

Name: Employee

Building / Dept: Employee Department

Description: July Mileage Betweeen Buildings

| DATE MM/DD/YY | TRAVEL FROM | TRAVEL TO / FROM | TRAVEL TO / FROM | TRAVEL TO / FROM | TRAVEL TO / FROM | TRAVEL TO | PERSONAL AUTO MILES | MILES REIMBURSE |
|---|---|---|---|---|---|---|---|---|
| 7/1/17 | BUCHANAN | BUEHRLE | BURROWES | CARTER & MACRAE | DASH | F & M | 9.5 | $5.08 |
| 7/15/17 | FULTON | HACC | HAMILTON | HAND | I.U. 13 | J.P. MCCASKEY | 11.8 | $6.31 |
| 7/30/17 | KING | LAN LIVING APT | F & M | LAN LIVING APT | | | 3.7 | $1.98 |
| | | | | | | | | |
| | | | | | | Subtotal from Supplemental Worksheet | | |
| | | | | | | Total Mileage/Expenses | 25 | $ 13.38 |

5. Continued

    b. For **Mileage Only** and/or **Travel** expense, input mileage separately for each day on the claim

    c. For meal expenses (under **Travel** dropdown); input each meal separately on the claim or the day total for each meal (do not combine all meals for all days to one line)

    d. For tolls, taxi, or parking expense (under **Travel** dropdown); input the expense for each day separately on the claim

6. Expand Attach supporting documents; Attach necessary supporting documentation

    a. <mark>**DO NOT ATTACH LINKS FOR MAPS OR EXPENSE DOCUMENTATON; YOUR CLAIM WILL BE REJECTED**</mark>

    b. Attachments must be in a PDF or image (JPG, PNG, or BMP) format

**Expenses and receipts**

| Unsaved claim | | | Edit details | |
| --- | --- | --- | --- | --- |
| Claim type | MILES BETWEEN BUILDINGS | | | |
| Department | Business Office | | | |
| Description | MARCH 2018 MILEAGE | | | |
| Event | | | | |
| Start date | Thursday, March 1, 2018 | | | |
| End date | Friday, March 2, 2018 | | | |
| Cash advance | $0.00 | | | |
| Total amount claimed | $0.00 | | | |

⊞ Unit expenses                 $0.54

Add an expense

| Expense | Comments | Date | Amount | |
| --- | --- | --- | --- | --- |
| MILEAGE BUILD17 | | 3/1/2018 | $0.54 | update \| delete |

⊞ Attach supporting documents

Attachments: [ ] Browse...

7. Expense Correction

    a. If an expense needs corrected prior to releasing/submitting claim, choose update

**Expenses and receipts**

| Unsaved claim | | | Edit details | |
| --- | --- | --- | --- | --- |
| Claim type | MILES BETWEEN BUILDINGS | | | |
| Department | Business Office | | | |
| Description | July Mileage | | | |
| Event | | | | |
| Start date | Saturday, July 1, 2017 | | | |
| End date | Monday, July 31, 2017 | | | |
| Cash advance | $0.00 | | | |
| Total amount claimed | $0.00 | | | |

⊞ Unit expenses                 $13.38

Add an expense

| Expense | Comments | Date | Amount | |
| --- | --- | --- | --- | --- |
| MILEAGE BUILD17 | July Mileage | 7/31/2017 | $13.38 | update \| delete |

8. Review / Save For Later / Cancel
    a. Review – Moves claim to last step before submission
    b. Save For Later (see direction 12) – Saves claim for additional work, but does not submit
    c. Cancel – Deletes all inputted information for stated claim

**Expenses and receipts**

Unsaved claim                                                          Edit details

| | |
|---|---|
| Claim type | 2017 MILEAGE BETWEEN BUILDINGS |
| Department | Business Office |
| Description | JULY 2017 MILEAGE |
| Event | |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Cash advance | $0.00 |
| Total amount claimed | $0.00 |

⊞ Unit expenses                                                              $13.50

                                                                    Add an expense

| Expense | Comments | Date | Amount | |
|---|---|---|---|---|
| MILEAGE BUILD | | 7/31/2017 | $13.50 | update \| delete |

⊞ Attach supporting documents

JULY MILEAGE.jpg  Remove

[_____] Browse...

[ Review ]  [ Save For Later ]  [ Cancel ]

9. Verify Expenses - Submitting Claim
    a. Review expenses claim and attachment
    b. Click on consent box – 1
    c. Submit Claim – 2

**Verify Expenses**

Claim details

| | |
|---|---|
| Comments | JULY 2017 MILEAGE |
| Claim type | 2017 MILEAGE BETWEEN BUILDINGS |
| Status | Entering |
| Department | Business Office |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Amount claimed | $13.50 |

Per unit expenses

| | Date | Comments | Cash advance | Amount claimed |
|---|---|---|---|---|
| MILEAGE BUILD | 7/31/2017 | | 0 | 13.50 |
| | | | $0.00 | $13.50 |

Attached documents

JULY MILEAGE.jpg

**1**
By completing this form electronically, you acknowledge information is complete and accurate to support the expenditures for reimbursement from the School District of Lancaster.
[ ] I have read and agree to the terms above.

[ Submit Claim ]  **2**

10. Confirmation

**Confirmation**

✔️ Your claim, number 2, was successfully submitted. ⊗

**Claim details**

| | |
|---|---|
| Comments | JULY 2017 Mileage between buildings |
| Claim type | 2017 MILEAGE BETWEEN BUILDINGS |
| Status | Entering |
| Department | Business Office |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Amount claimed | $13.50 |

**Per unit expenses**

| | Date | Comments | Cash advance | Amount claimed |
|---|---|---|---|---|
| MILEAGE BUILD | 7/31/2017 | | 0 | 13.50 |
| | | | $0.00 | **$13.50** |

**Attached documents**

JULY MILEAGE

11. Expense Report History Status

    a. Entering – Employee entering claim information
    b. Created – Claim submitted for review (Being reviewed by Accounts Payable)
    c. Rejected – Claim rejected; corrections needed (Claim returned to Employee for revisions)
    d. Allocated – Claim expenses allocated (Claim approved by Accounts Payable)
    e. Released – Claim released to approver (Claim being reviewed by Grant Manager or Cost Center)
    f. Approval – Claim approved (Claim approved by Grant Manager or Cost Center)
    g. Reimbursed – Claim released for payment (Claim forwarded to Payroll for payment)

**Expense reports**

Add a new claim

| Date | Description | Id | Status | Total | |
|---|---|---|---|---|---|
| 7/1/2017 - 7/31/2017 | JULY 2017 Mileage between buildings | 2 | Created | $13.50 | copy |

12. Saving a Claim
    a. To work on a claim at a later time, choose Save For Later

**Expenses and receipts**

Claim 48                                      Edit details

| | |
|---|---|
| Claim type | MILES BETWEEN BUILDINGS |
| Department | Business Office |
| Description | July Mileage |
| Event | |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Cash advance | $0.00 |
| Total amount claimed | $13.38 |

⊞ Unit expenses                                            $13.38

⊞ Attach supporting documents

[ Review ] [ **Save For Later** ] [ Cancel ]

b. You will receive a Confirmation of your saved claim

**Confirmation**

✔️ Your claim, number 48, was saved for later ⊗

**Claim details**

| Comments | July Mileage |
|---|---|
| Claim type | MILES BETWEEN BUILDINGS |
| Status | Entering |
| Department | Business Office |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Amount claimed | $13.38 |

**Per unit expenses**

| | Date | Comments | Cash advance | Amount claimed |
|---|---|---|---|---|
| **MILEAGE BUILD17** | 7/31/2017 | July Mileage | 0.00 | 13.38 |
| | | | $0.00 | **$13.38** |

c. To update saved claim, press on claim ID number on the Expense Reports homepage

**Expense reports**

Add a new claim

| Date | Description | Id | Status | Total |
|---|---|---|---|---|
| 7/1/2017 - 7/31/2017 | July Mileage | 48 | Entering | $13.38 |

d. Then choose update, and continue claim process
e. Once claim expenses are entered continue with Review (see directions 8 through 11)

**Claim details**

Claim 48

**Claim details**

| Comments | July Mileage |
|---|---|
| Claim type | MILES BETWEEN BUILDINGS |
| Status | Entering |
| Department | Business Office |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Amount claimed | $13.38 |

**Per unit expenses**

| | Date | Comments | Cash advance | Amount claimed |
|---|---|---|---|---|
| **MILEAGE BUILD17** | 7/31/2017 | July Mileage | 0.00 | 13.38 |
| | | | $0.00 | **$13.38** |

**Attached documents**

There are no documents attached to this claim.

[ Update ] [ Delete ]

13. Claim Rejection – **Non Permissible Expense**

   a. <mark>If the claim is not a permissible employee expense per District policy, the claim will be rejected</mark>, the claim will have a rejected status, and the employee will get an email explaining the reason for the rejection

   b. Once the claim rejection is explained to the employee, the rejected claim will be removed from the employee's Expense Reports homepage

**Expense reports**

Add a new claim

| Date | Description | Id | Status | Total |
|------|-------------|-----|--------|-------|
| 7/1/2017 - 7/31/2017 | July Mileage | 48 | Rejected | $13.38 |

14. Claim Rejection - Adjustments Required - **Required Documentation / Expense Correction / Links**

   a. <mark>If all the required supporting documentation is not attached to a claim, the initial expense item chosen is incorrect, or the attached documentation for the claim has links, the claim will get rejected</mark>.

   b. If the claim is rejected, the employee will get an email explaining the reason for the rejection

   c. The claim will go back to an entering status

   d. The employee will have to make the necessary corrections

**Expense reports**

Add a new claim

| Date | Description | Id | Status | Total |
|------|-------------|-----|--------|-------|
| 7/1/2017 - 7/31/2017 | July Mileage | 48 | Entering | $13.38 |

15. Claim Updates After Rejection

   a. To adjust a rejected claim, press the claim ID number on the Expense Reports homepage

**Expense reports**

Add a new claim

| Date | Description | Id | Status | Total | |
|------|-------------|-----|--------|-------|---|
| 5/1/2018 - 5/22/2018 | Test | 111 | Entering | $0.54 | copy |

b. Choose Update

**Claim details**
**Claim 111**

**Claim details**

| | |
|---|---|
| Comments | Test |
| Claim type | MILEAGE ONLY - NOT BETWEEN BUILDINGS |
| Status | Entering |
| Department | Business Office |
| Start date | Tuesday, May 1, 2018 |
| End date | Tuesday, May 22, 2018 |
| Destination city | York |
| Destination state | PA |
| Amount claimed | $0.54 |

**Per unit expenses**

| | Date | Comments | Cash advance | Amount claimed |
|---|---|---|---|---|
| MILEAGE 2017 | 5/22/2018 | Test | 0.00 | 0.54 |
| | | | $0.00 | $0.54 |

**Attached documents**

There are no documents attached to this claim.

Update  Delete

c. Expand Unit Expenses

**Expenses and receipts**

| Claim 111 | | Edit details |
|---|---|---|
| Claim type | MILEAGE ONLY - NOT BETWEEN BUILDINGS | |
| Department | Business Office | |
| Description | Test | |
| Event | | |
| Start date | Tuesday, May 1, 2018 | |
| End date | Tuesday, May 22, 2018 | |
| Cash advance | $0.00 | |
| Total amount claimed | $0.54 | |

⊞ Location

⊞ Unit expenses                                                                $0.54

⊞ Attach supporting documents

Review  Save For Later  Cancel

d. Since the actual drop down expense cannot be changed (1), the expense will have to be deleted (2), a correct expense added (3), and the correct expense drop down entered (4)

**Expense information**

| Expense type | MILEAGE 2017 ⌄ ⓘ **1** |
|---|---|
| | 1.00  @ $ 0.535  MILES |
| | = $0.54 |
| Date incurred | 5/22/2018 |
| Comments | Test |

Save expense  Cancel

e. Press Delete for the expense that needs corrected



f. Press Add an expense to correct the rejected/deleted expense



g. Choose correct expense from dropdown, and save the corrected expense

16. Review
    a. Review – Moves claim to last step before submission



17. Submit Claim
    a. Click on consent box – 1
    b. Submit Claim – 2

18. Confirmation

**Confirmation**

✅ Your claim, number 2, was successfully submitted. ⊗

**Claim details**

| | |
|---|---|
| Comments | JULY 2017 Mileage between buildings |
| Claim type | 2017 MILEAGE BETWEEN BUILDINGS |
| Status | Entering |
| Department | Business Office |
| Start date | Saturday, July 1, 2017 |
| End date | Monday, July 31, 2017 |
| Amount claimed | $13.50 |

**Per unit expenses**

| | Date | Comments | Cash advance | Amount claimed |
|---|---|---|---|---|
| **MILEAGE BUILD** | 7/31/2017 | | 0 | 13.50 |
| | | | $0.00 | **$13.50** |

**Attached documents**

JULY MILEAGE