

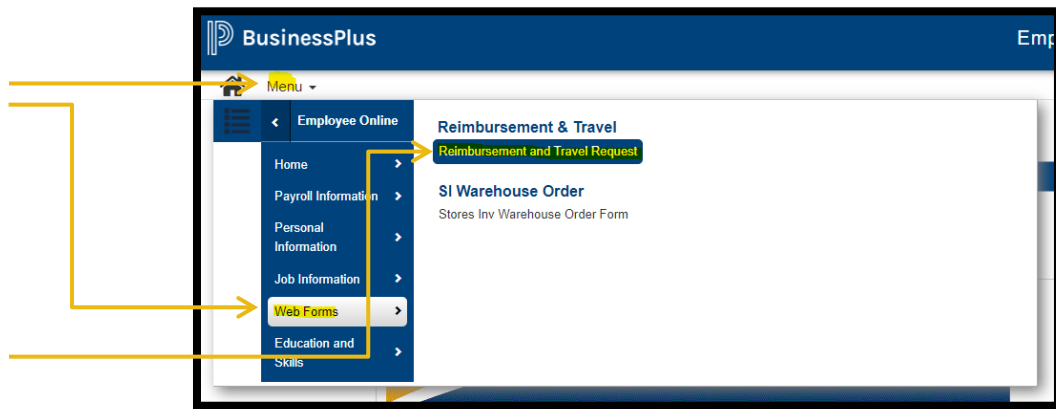
STEP-BY-STEP WEBFORM INSTRUCTIONS

COMPLETING THE POST-TRAVEL EXPENSE REPORT WEBFORM

The *Post-Travel Expense Report* must be completed by the Employee within seven (7) business days of returning from out-of-district travel.

EMPLOYEE ONLINE

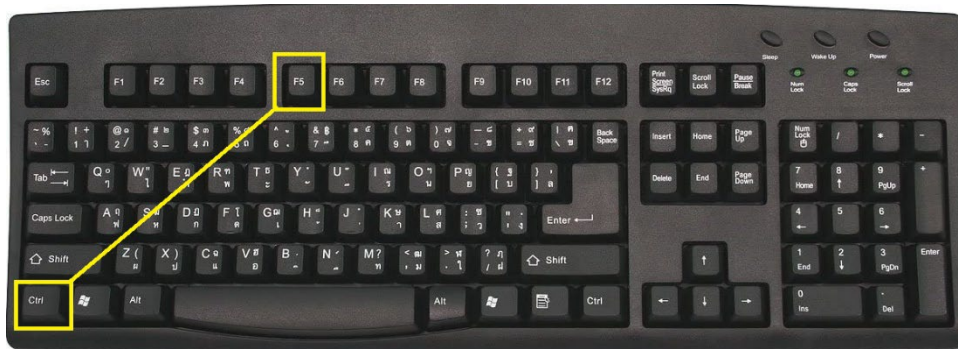
- Log into [Employee Online](#)
- Once logged in, select Menu → Web Forms → *Reimbursement & Travel Request*



- NOTE: Some users may need to log in a second time using the same Employee Online credentials, then the *Reimbursement and Travel Request* form will open

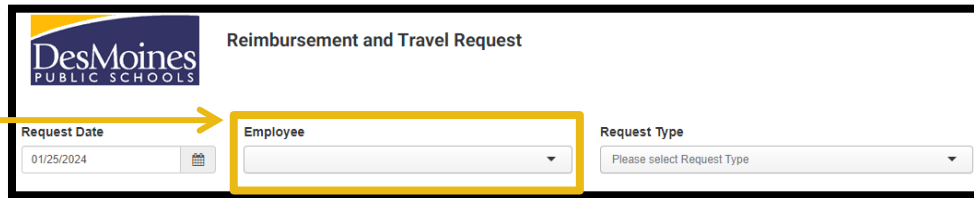
REIMBURSEMENT AND TRAVEL REQUEST FORM

- After opening the web form, **FIRST** hit **Ctrl + F5** before doing **ANYTHING** on the form
 - **Ctrl + F5** means hold down the Control key and then push the F5 key at the same time



BASIC INFORMATION

- **Employee:** Begin typing your name or employee ID number → Select your name



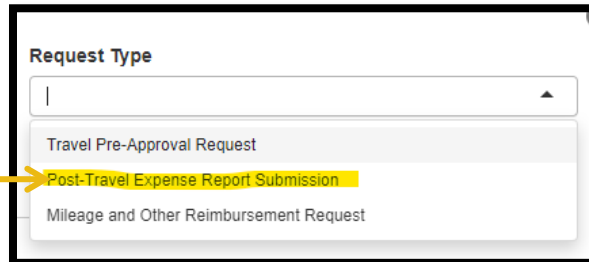
Des Moines PUBLIC SCHOOLS Reimbursement and Travel Request

Request Date: 01/25/2024

Employee: [Dropdown menu]

Request Type: Please select Request Type

- **Request Type:** Select *Post-Travel Expense Report Submission* from the drop down



Request Type

Travel Pre-Approval Request

Post-Travel Expense Report Submission

Mileage and Other Reimbursement Request

- **Trip ID:** Select the appropriate trip from the drop down; the remaining fields will be populated based on the expense estimates submitted for approval



Trip ID

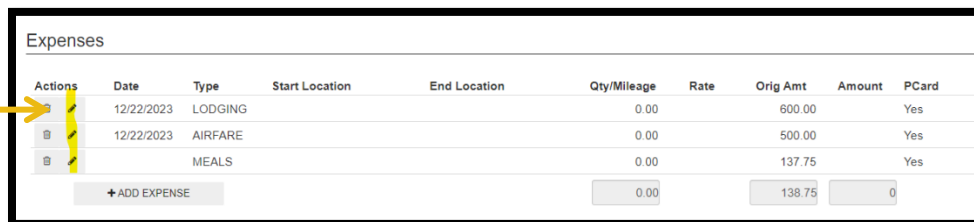
- In **Additional Justification** box, include notes for the reviewer to explain any major changes from the travel estimates-to-actual.
 - Example: Flight cancelled; incurred one additional night of hotel expenses and meals
 - Example: pCard was not working and employee is now requesting reimbursement for hotel expenses paid for with a personal credit card



Additional Justification

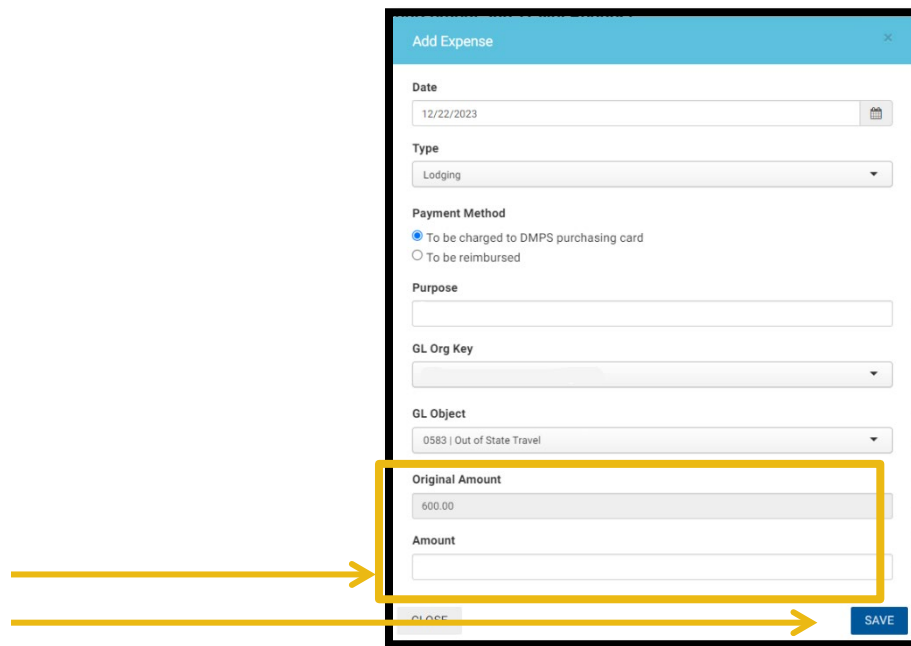
UPDATE EXPENSES

- **Update ALL expenses from the budget estimate to the actual amount.**
- Each pCard transaction + (non-meal) reimbursable expense must be accompanied by an itemized receipt. Failure to submit itemized receipts will result in a denial of reimbursement or a mandatory repayment of the expense.
- If an unallowable expense is incurred, the employee **MUST** repay the amount of the unallowed expense. Employees have two options for repayment:
 - Pay the district online or pay your Office Manager / Bookkeeper / Administrative Assistant + attach the repayment receipt to the expense report
 - Reduce the reimbursement owed (see below)
- Update Non-Meal Expenses
 - Click the **Pencil Icons** to open each anticipated travel expense



| Actions | Date | Type | Start Location | End Location | Qty/Mileage | Rate | Orig Amt | Amount | PCard |
|---------------|------------|---------|----------------|--------------|-------------|------|----------|--------|-------|
| | 12/22/2023 | LODGING | | | 0.00 | | 600.00 | | Yes |
| | 12/22/2023 | AIRFARE | | | 0.00 | | 500.00 | | Yes |
| | | MEALS | | | 0.00 | | 137.75 | | Yes |
| + ADD EXPENSE | | | | | 0.00 | | 138.75 | 0 | |

- Update all estimated costs with actual amount → Click Save



Add Expense

Date: 12/22/2023

Type: Lodging

Payment Method:
 To be charged to DMPS purchasing card
 To be reimbursed

Purpose:

GL Org Key:

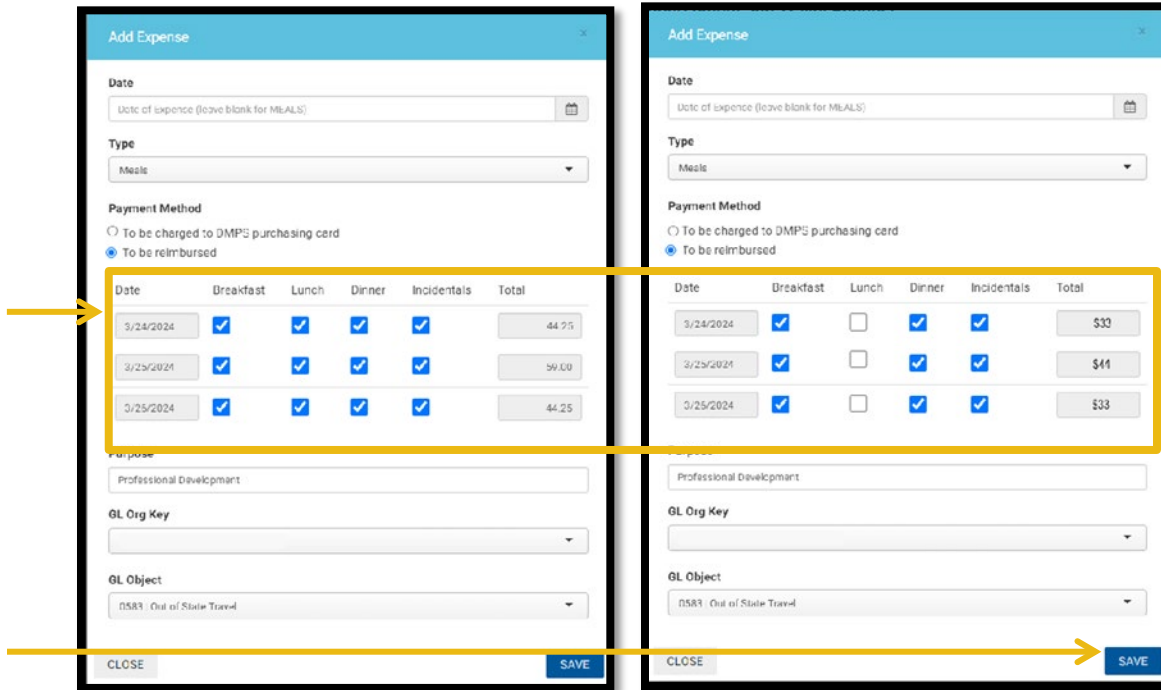
GL Object: 0583 | Out of State Travel

Original Amount: 600.00

Amount:

- All expenses paid for with a pCard + items for reimbursement must have an itemized receipt (which will be attached to the bottom of the expense report)

- Update Meal Expenses
 - Update estimated meals to be provided with actual meal provided → Click Save
 - Example: The traveler did not anticipate any meals provided by the conference. In actuality, lunch was provided all three days. The employee would uncheck the meals provided; the totals update automatically.



- If the approved travel form (incorrectly) requested meals paid for by pCard but personal funds were (correctly) used, update the existing Meal line indicating pCard payment to \$0 by unchecking all days → Click Save. (Then add a NEW expense for reimbursement (see below))

ADDING NEW EXPENSES

- If the approved travel form (incorrectly) requested meals paid for by pCard but personal funds were (correctly) used, add a NEW expense for reimbursement.
 - Click **+Add Expense** and complete a new line → In the pop-up, enter required information, select correct meals for each day, and select reimbursement.
 - Note in the **Additional Justification** box (top of the form) that this was change was made.



- Expense incurred that was not included in the pre-travel approval.
 - Click **+Add Expense** and complete a new line → In the pop-up, enter required information and select the correct method of payment used (p-card or reimbursement).
 - Note in the **Additional Justification** box (top of the form) that this was not included in the original estimate.
 - Example: In the original estimate, the Employee did not include costs for ground transportation, but incurred \$20 of train expenses traveling to/from the airport and paid for the tickets with a pCard. Add a new \$20 expense for ground transportation, select pCard payment. Be sure to include the itemized receipt.
- Unallowable p-card expense was incurred (Allowable Expenses and Expense Limitations/Restrictions are in the [Business & Finance Procedure Manual](#))
 - The employee must pay the district the difference (and attach the repayment receipt) OR The reimbursement owed can be reduced in the amount of the unallowable expense
 - To reduce the reimbursement owed, click **+Add Expense** and complete a negative expense for each required reimbursement → Click Save
 - **Date:** Enter the date completing the expense report
 - **Type:** Select from Dropdown
 - **Payment Method:** Select “To be reimbursed”
 - **Purpose:** Describe unallowed expense (25 characters)
 - **GL Org Key:** Match to original expense
 - **GL Object:** 0583
 - Note in the **Additional Justification** box (top of the form) the reason & repayment.
 - Example: The traveler used a p-Card to check a bag (\$50) and pay for a carry-on bag (\$35). The district will only pay for one luggage expense. The traveler must repay the district for the \$35 carry-on fee.

The screenshot shows the 'Add Expense' form with the following fields and values:

- Date:** 03/04/2024
- Type:** Airfare
- Payment Method:** To be reimbursed
- Purpose:** Unallowed baggage fee
- GL Org Key:** Enter Org Key or Description
- GL Object:** 0583 | Out of State Travel
- Amount:** -35.00

Buttons at the bottom: CLOSE, SAVE, SAVE + ADD ANOTHER

POST-TRAVEL ATTACHMENTS

- Use the **+ Add Attachment** to upload the following attachments:
 - Travel Approval Email (in PDF)
 - Conference Agenda
 - Itemized Receipts for pCard Transactions
 - Conference Registration, Hotel, Airfare, and Car Rental
 - Ground transportation and airport parking, if paid for with pCard
 - Itemized Receipts for Reimbursement
 - Ground transportation and airport parking, if paid for with personal funds
 - Reminder: Receipts are not required for meal per diem reimbursement
 - If needed, attach receipt for repayment of an unallowable expense

Attachments

For Post-Travel Expense Reports the following documents are required:

- 1.) Travel Approval Email in PDF
- 2.) Conference Agenda (if attending)
- 3.) All Pcard Receipts

For Other/Mileage Reimbursements the following documents are required:

- 1.) All Itemized Receipts

| Actions | Description | Document |
|---------|-----------------------|---|
| | Travel Approval Email | Ryan Travel Authorization Letter.pdf |
| | Conference Agenda | Conference Agenda.pdf |
| | P-Card Receipt | Receipt for Hilton Hotel Katy TX.pdf |
| | P-Card Receipt | Ryan United Plane Ticket.pdf |
| | P-Card Receipt | Conference Registration.pdf |
| | Reimbursement Receipt | Ryan Uber Receipt Airport to Hotel (1-22-24).pdf |
| | Reimbursement Receipt | Ryan Uber Receipt Conference to Hotel (1-23-24).pdf |
| | Reimbursement Receipt | Ryan Uber Receipt Networking Event to Hotel (1-23-24).pdf |
| | Reimbursement Receipt | Ryan Uber Receipt Conference to Hotel (1-24-24).pdf |

[+ ADD ATTACHMENT](#)

SUBMISSION

- Verify auto-filled employee direct deposit information
- When all fields are complete, click the **Submit** button

Deposit Account

| Bank | Routing No. | Account No. | Type |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

[SAVE AS DRAFT](#) [RESET](#) [SUBMIT](#)