

# Create Expense Reimbursement

Expense Reimbursements are used to request payment for travel or non-travel expenses. These instructions will provide you with step by step procedures for creating a new Expense Reimbursement form. Creating a new Expense Reimbursement form begins at the Work Queue screen (the first screen displayed after signing in to the CalATERS system).

**Note:** Submitters and Preparers, who will be creating Expense Reimbursement forms for other employees, have separate [Create Expense Reimbursement](#) instructions located on the CalATERS website.

Table of Contents		
Section	Title	Page(s)
<b>I.</b>	<b>Create New Expense Reimbursement</b>	3 - 6
	New Forms List	3
	Expense Reimbursement Screen	4
	Profile Information	5
	Exit and Save Expense Reimbursement Form	6
<b>II.</b>	<b>General Tab</b>	7 – 8
	Specialized Account Code	7 – 8
	Assigning Specialized Account Code	8
<b>III.</b>	<b>Note Log for Comments</b>	9
<b>IV.</b>	<b>Trip Expense Categories Tab</b>	10 - 12
	Creating a Trip or Non-Travel Expense	10 – 11
	Review Items and Exceptions (for the Trip Type)	12
	Adding or Deleting a Trip or Non-Travel Expense	12
<b>V.</b>	<b>Expense Tab</b>	13 – 17
	Selecting an Expense	14
	Completing Expense Fields	15
	Review Items and Exceptions (for individual expenses)	16
	Copying, Changing & Deleting Expenses	17
<b>VI.</b>	<b>Detail Account Codes</b>	18 – 19
	Add a Detail Account Code	18
	Assign an existing Detail Account Code to Expense	19

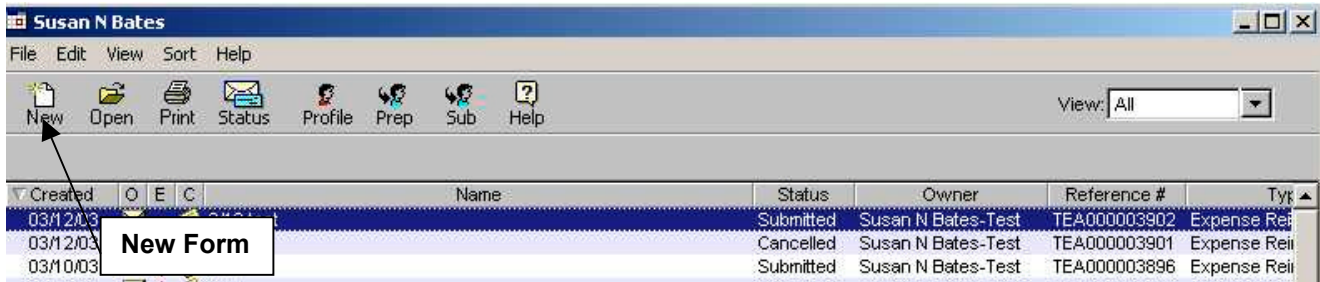
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**Table of Contents** (continued)

<b>Section</b>	<b>Title</b>	<b>Page(s)</b>
<b>VII. Completion Tab</b>		20 – 28
	1) Receipts Tab	20
	2) Review Items Tab	21
	3) Travel Advance Recovery Tab	22
	4) For Accounting Office Only Tab	23
	5) Summary Tab	24
	6) Submission Tab	25 – 28
	Change or Select Alternate Approver	26
	Add Addition Approver	27
	Remove Approver	27
	Submit Expense Reimbursement	28
	Travel Advance Error Message	28
<b>VIII Print Reports</b>		29 -30
<b>IX. Report Samples</b>		31 – 34
	Travel & Expense Account Transmittal Sheet	32
	Travel & Expense Account Summary	33
	Travel & Expense Account Summary & Detail	34

## I. Create New Expense Reimbursement

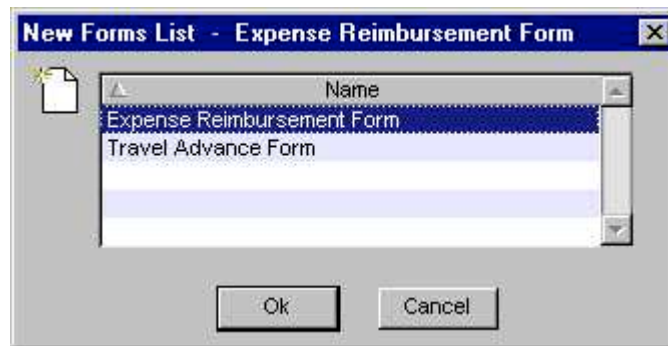
At the top of the Work Queue screen click on the **NEW** icon.



### New Forms List

If your department does not allow Travel Advance requests on CalATERS, this screen will not appear, skip to the next section **Report Name and Claim Type**. If your department allows both Travel Advance and Expense Reimbursement requests on CalATERS, the following selection screen will appear.

Click on **Expense Reimbursement Form**, then click the  button.



Continued on the next page


## I. Create New Expense Reimbursement (continued)


### Expense Reimbursement Screen

Key a name for your Expense Reimbursement form (use naming convention established by your department) in the **Report Name** field. This will be the name that appears on the Work Queue.

Move the cursor to **Claim Type** and click the  button. Click on the type of claim. (For definitions of Claim Types, click on **Definitions** from the CalATERS website).

The **Expense Reimbursement** screen displays key fields from your current **Profile**. Before creating a new Expense Reimbursement verify that your **Profile** information is correct.

**WARNING:** Once the initial step to create an Expense Reimbursement is executed the system will take a “snap shot” image of the **Profile** information which is used to audit the form. If your **Profile** is inaccurate on a submitted form, you may be required to create a new Expense Reimbursement with corrected **Profile** information. If the **Profile** information is not correct, click , which will return you to your Work Queue.

To correct your **Profile** information, click on  at the top of the Work Queue. For information regarding correcting your **Profile**, refer to Update Your Profile instructions located on the CalATERS website.

Click  if all information is correct.

Once the information is updated, it can be viewed or changed by clicking on the  icon.

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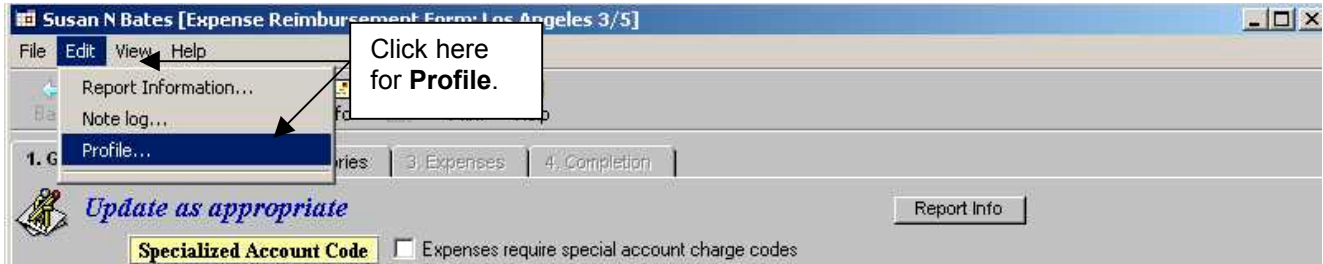
I. **Create New Expense Reimbursement** (continued)

**Profile Information**

Once the **Expense Reimbursement** screen is updated, a “snap shot” image of your current **Profile** is attached to the form. Updates made to your **Profile** will not change the information on this form.

The entire **Profile** information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request.

To access the **Profile**, click **Edit** from the **Menu Bar**, then click **Profile**.



The **Profile** screen will display.

A screenshot of a "Profile Information" form window. The window title is "Profile Information". The form contains the following fields:

- User ID: EMPL140
- Type of Requestor: Employee (dropdown menu)
- Last name: Bates
- First name: Susan
- M: N
- Email address: SBates@sco.ca.gov
- Business Phone: 916-444-4444
- CB Description: R01 Rank/File - Admin/Finan/Staff Svcs (dropdown menu)
- You are enrolled in Direct Deposit: N (dropdown menu)

At the bottom of the form, there are four buttons: "Finished", "Cancel", "Back" (with a left arrow), and "Next" (with a right arrow).

To view other **Profile** screens, click . To exit the **Profile**, click .

I. **Create New Expense Reimbursement** (continued)

**Exit and Save Expense Reimbursement Form**

An Expense Reimbursement form can be saved at any time during the completion of the document. To Exit, from the Menu Bar, click **FILE** then click **Close** or from the top right hand corner, click on the box with the **X** . A Save Confirmation box will appear:



Click on **Yes** to save the changes. This action will take you back to the Work Queue. The Expense Reimbursement will be saved on the Work Queue as a **Draft**, which can be reopened and completed.

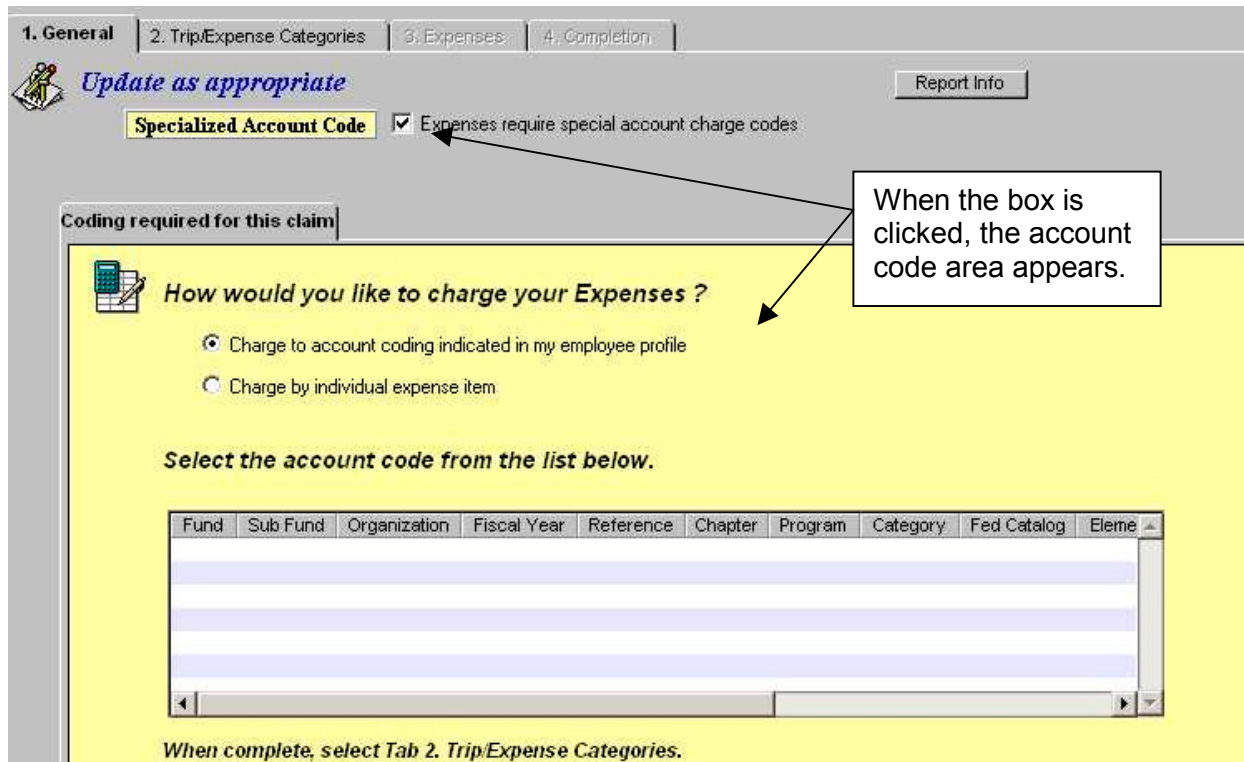
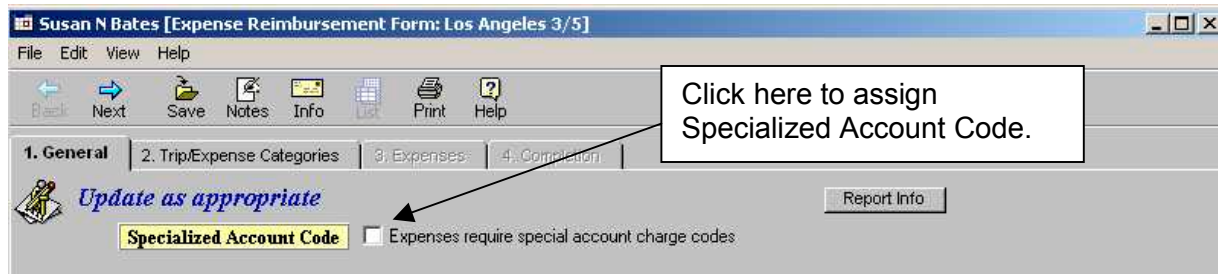
## II. General Tab

You are now on tab **1. General**. Several tabs will display under the icons. The tab with the bold black lettering identifies the screen that is displayed. Tabs that are not highlighted (words are gray) cannot be accessed. Clicking on a tab will make the next tab available for access. In some instances, the next tab can not be accessed until action is taken on the displayed screen.

### Specialized Account Code

By default, your expenses are charged to the account code indicated in your **Profile**. If the expenses are to be charged to the account codes in your **Profile**, skip to section III. **Note Log for Comments**.

If the expenses on this Expense Reimbursement are to be charge to an account code other than the codes in your **Profile**, click the **Specialized Account Code** box.



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## II. General Tab (continued)

### Specialized Account Code (continued)

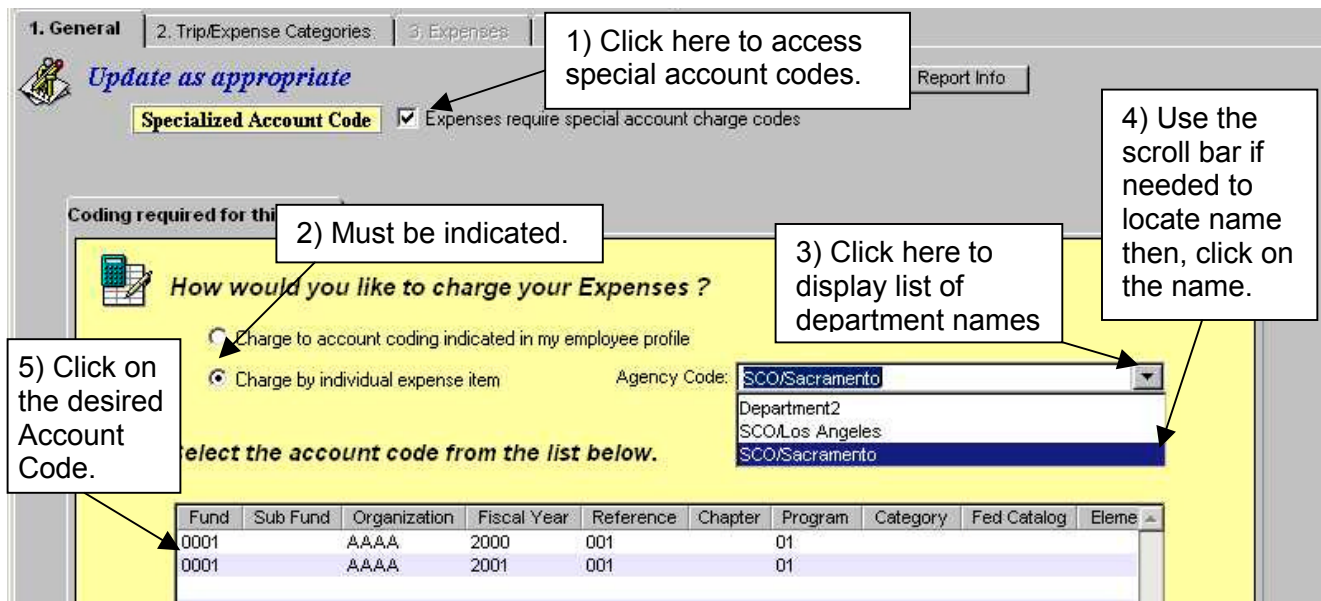
Specialized Account Coding can be selected by the employee when creating the Expense Reimbursement. The code can also be assigned or changed by the Accounting Office.

When the Specialized Account Code box is selected, the system will not use account code information from your **Profile**. Account code information is provided by selecting the High Level account codes from tab **1. General** (instructions below) combined with Detail Account Codes (e.g., Index, PCA, etc.) that are assigned on tab **3. Expenses** (see section **VI. Detail Account Codes**).

#### Assigning Specialized Account Code:

- 1) Click on the field titled **Specialized Account Code**. The **Specialized Account Code** fields will display.
- 2) Click on the button for **Charge by individual expense item**.
- 3) In the **Agency Code** field click on the down arrow . A list of department names will display.
- 4) Using the scroll bar on the right side of the listing, locate the correct department name and click on it. You can select your own or another department from the listing.  
**Note:** Some departments may have more than one name listed.
- 5) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.

Click on tab **3. Trip/Expenses Categories**.



The screenshot shows the 'Specialized Account Code' section of the system interface. It includes a 'Specialized Account Code' checkbox, a 'Charge by individual expense item' radio button, and an 'Agency Code' dropdown menu. A list of department names is displayed below the dropdown, and a table of account codes is shown at the bottom. Callouts provide instructions for each step:

- 1) Click here to access special account codes.
- 2) Must be indicated.
- 3) Click here to display list of department names
- 4) Use the scroll bar if needed to locate name then, click on the name.
- 5) Click on the desired Account Code.


Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Elem
0001		A,A,A,A	2000	001		01			
0001		A,A,A,A	2001	001		01			




### III. Note Log for Comments

The Note Log function is a multi-purpose feature. Notes may be used by employees to provide additional information about the Expense Reimbursement request. Notes can also be used by approvers to provide additional detailed information regarding the reason a form has been adjusted, returned, etc.

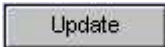


To access the Note Log functions click on the  icon. Notes can be accessed and updated from any screen within the form.


#### To Add a Note:

- 1) Type in the **Subject** (if a change is desired).
- 2) Type in the desired information in the **Comment** area.
- 3) Click on .

#### To Modify a Note (only the creator can modify a Note):

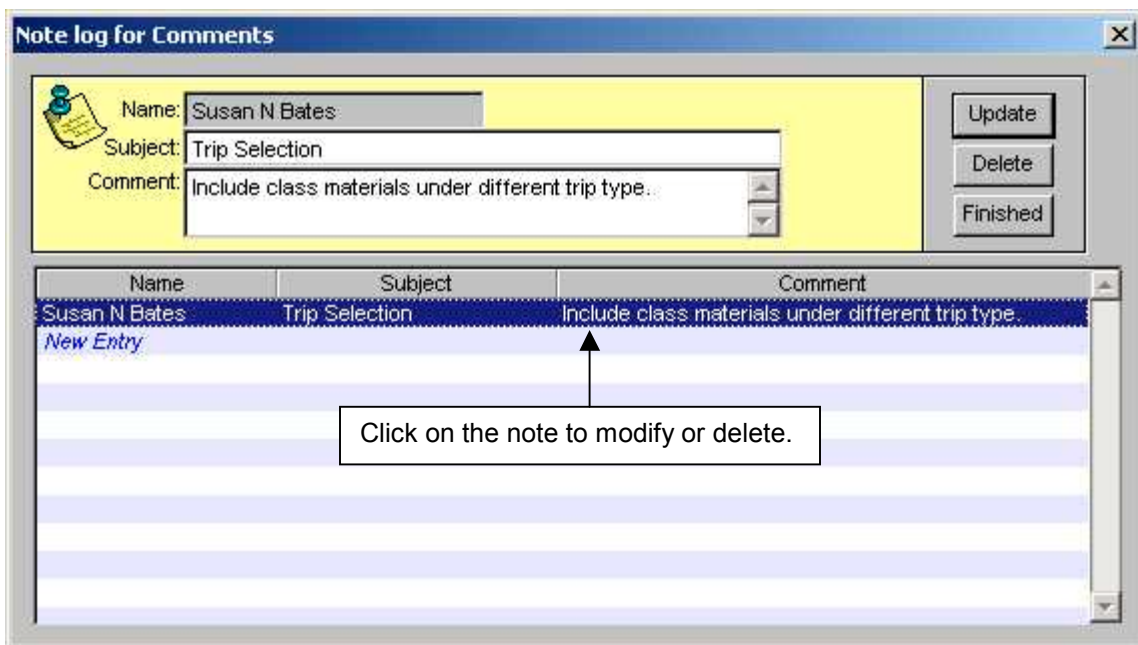
- 1) Click on the note to be modified.
- 2) Type in the corrected information in the **Subject** and/or **Comment** area.
- 3) Click on .

#### To Delete a Note (only the creator can delete a Note):

- 1) Click on the note to be deleted.
- 2) Click on .

When all Notes have been updated/deleted, click on .

Go up to and click on tab **2. Trip Expense Categories**.



## IV. Trip Expense Categories Tab

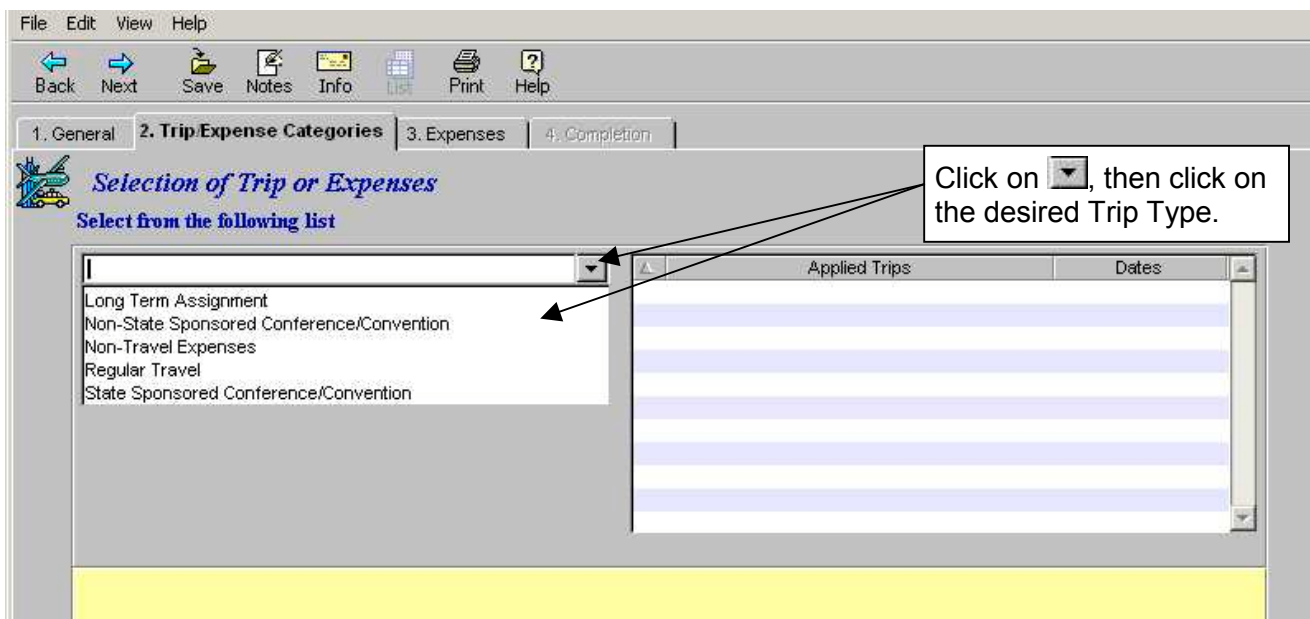
### Creating a Trip or Non-Travel Expense

On tab **2. Trip Expense Categories**, you will select the type of trip(s) being claimed.

Click the down arrow  button and a list of Trip Types will display. (For definitions of Trip Types, click on **Definitions** from the CalATERS website).

Click on the type of trip or non-travel expense being requested.

**Note:** Four trips (same trip types or different trip types) can be applied to one form. If more are required, an additional Expense Reimbursement form must be created and submitted.



File Edit View Help


Back Next Save Notes Info List Print Help

1. General 2. Trip Expense Categories 3. Expenses 4. Completion

*Selection of Trip or Expenses*

Select from the following list

	Applied Trips	Dates
Long Term Assignment		
Non-State Sponsored Conference/Convention		
Non-Travel Expenses		
Regular Travel		
State Sponsored Conference/Convention		

Click on , then click on the desired Trip Type.

Continued on next page

#### IV. Trip Expense Categories Tab (continued)

Complete information in the bottom half of the screen for the displayed fields. Note: fields displayed are based on trip type. Not all fields noted below will display.

First date of Trip: <input type="text" value="// /"/>	<input type="button" value="Calendar"/>	Start Time: <input type="text" value=""/>
Last Date of Trip: <input type="text" value="// /"/>	<input type="button" value="Calendar"/>	End Time: <input type="text" value=""/>

**First Date of Trip** and **Last Date of Trip** key the two-digit month, day and year or click on the calendar button  next to the fields.

When using the calendar button, clicking on the arrows ◀ ▶ next to the calendar month, will display the month before (◀) or after (▶). See example below. Select the month, then click on the calendar date.

For the **Start Time** and **End Time**, key the time using the 24 hour clock (e.g., 9 AM = 0900, 5:45 PM = 1745).

Key applicable fields:

- ◆ Trip Location
- ◆ Trip Purpose
- ◆ Trip Name (name and/or dates)
- ◆ Travel Authorization Document Number
- ◆ Trip Number
- ◆ State Vehicle Used (yes or no)
- ◆ Was Trip > or = 50 miles from Home/ Headquarters? (yes or no)
- ◆ Was a meal provided at the conference/ convention (yes/no)
- ◆ License Number (if private car is use)

When all applicable fields have been completed, click . The Trip Type will be displayed in the **Applied Trips** field or a **Review Items-Exceptions** screen will display (see next page).

Continued on next page

#### IV. Trip Expense Categories Tab (continued)

##### Review Items and Exceptions (for the Trip Type)

The **Review Items-Exceptions** screen will display when additional information is required. At the **Response** field, click the down arrow and select **Yes** or **No**. When **No** is selected, the **Why** field displays, provide a reason, then click . The trip will be added to the list of **Applied Trips/Dates**. A Detail button  will appear. Clicking on this button will reopen the **Review Items-Exceptions** screen and changes can be made if needed. To update and exit the Review-Items screen, click  or to exit click .

The  button states the policy associated with the requested trip.



##### Adding or Deleting a Trip or Non-Travel Expense

**To Add** another trip/non-travel expense, repeat the above step.

**To Delete** a trip/non travel expense added in error, click on the trip/non travel expense in the **Applied Trips/Dates** area, then click on the  button.

Applied Trips	Dates
<input checked="" type="checkbox"/> Non-Travel Expenses	03/05/03 - 03/07/03
<input checked="" type="checkbox"/> Regular Travel	03/05/03 - 03/07/03
<input checked="" type="checkbox"/> Non-State Sponsored Conference/Convention	03/18/03 - 03/19/03

Trip successfully added

Trip Name: LA Convention  
State vehicle used? No  
> or = 50 miles from Home/Headquarters? Yes  
al provided at the conference/convention? Yes  
License Number: a123123

Update  
Remove  
Detail...

**When all trips/non-travel expenses have been listed, click on tab 3. Expenses.**

Continued on next page

## V. Expenses Tab

In tab **3. Expenses** you will find a tab for each of the **Applied Trips** from the previous screen. There are two formats available, **Grid** or **List**. The instructions provided in this section will use the **Grid** format.

**Note:** On the far right side of the grid is the field titled **Totals**. When a ▶ symbol appears, click on the ▶ to access the dates not displayed on the grid.

This screenshot shows the '3. Expenses' tab in the 'Grid' format. The interface includes a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the toolbar are tabs for '1. General', '2. Trip/Expense Categories', '3. Expenses', and '4. Completion'. A sub-tab 'LA' is selected, showing 'Transit Subsidy'. The main area is a calendar grid for March 2003, with columns for days of the week and rows for dates. A callout box points to the 'LA' tab with the text: 'There is a tab for each Applied Trip.' Another callout box points to the left and right arrow symbols on the calendar grid with the text: 'When all dates are not displayed, click the ◀ or ▶ symbol to access the dates that are not displayed.' The 'Totals' column on the far right has a right-pointing arrow symbol.

This screenshot shows the '3. Expenses' tab in the 'List' format. The interface is similar to the first screenshot, but the 'List' button in the toolbar is highlighted. The main area displays a list of expenses with columns: Expense, Date, Amount, Payment, Merchant, City, Charge, Reimbursable, Receipt, and Category. The first row is labeled 'New Entry'. A callout box points to the 'List' button with the text: 'This is the List Format. To change it to the Grid format click here.' At the bottom, there is a yellow section with 'Report Total: 0.00' and 'Reimbursable Amount: 0.00', an 'Expense:' dropdown menu, and 'Enter' and 'Delete' buttons.



## V. Expenses Tab (continued)

### Selecting an Expense

There are two ways to access the list of expenses. Click on the down arrow ▼ on the top left of the grid or on the down arrow ▼ to the right of the **Expense** field, then click on the desired expense. (For definitions of Expenses, click on **Definitions** from the CalATERS website).

The list of expenses display based on the Trip Type requested and your CBID (i.e. bargaining unit).

1) Click here to display expense listing.

2) Then click on desired expense.

1) Click here to display expense listing.

2) Then click on desired expense.

Once an Expense is selected, the required fields will display on the bottom of screen:

Expense: Auto Rental

Date: 03/16/03

Amount: 0.00

Payment type: Cash

Contracted Provider:

Location:

Enter

Delete

New


UCM Object Code: 29701



Continued on next page

## V. Expenses Tab (continued)

### Completing Expense Fields


Once the expense item is selected, fields requiring information will be displayed on the lower half of the screen. Complete the information in the fields. If an incorrect expense is selected, click on the expense list and select the correct expense, the incorrect expense will be removed by the system after accessing another tab.

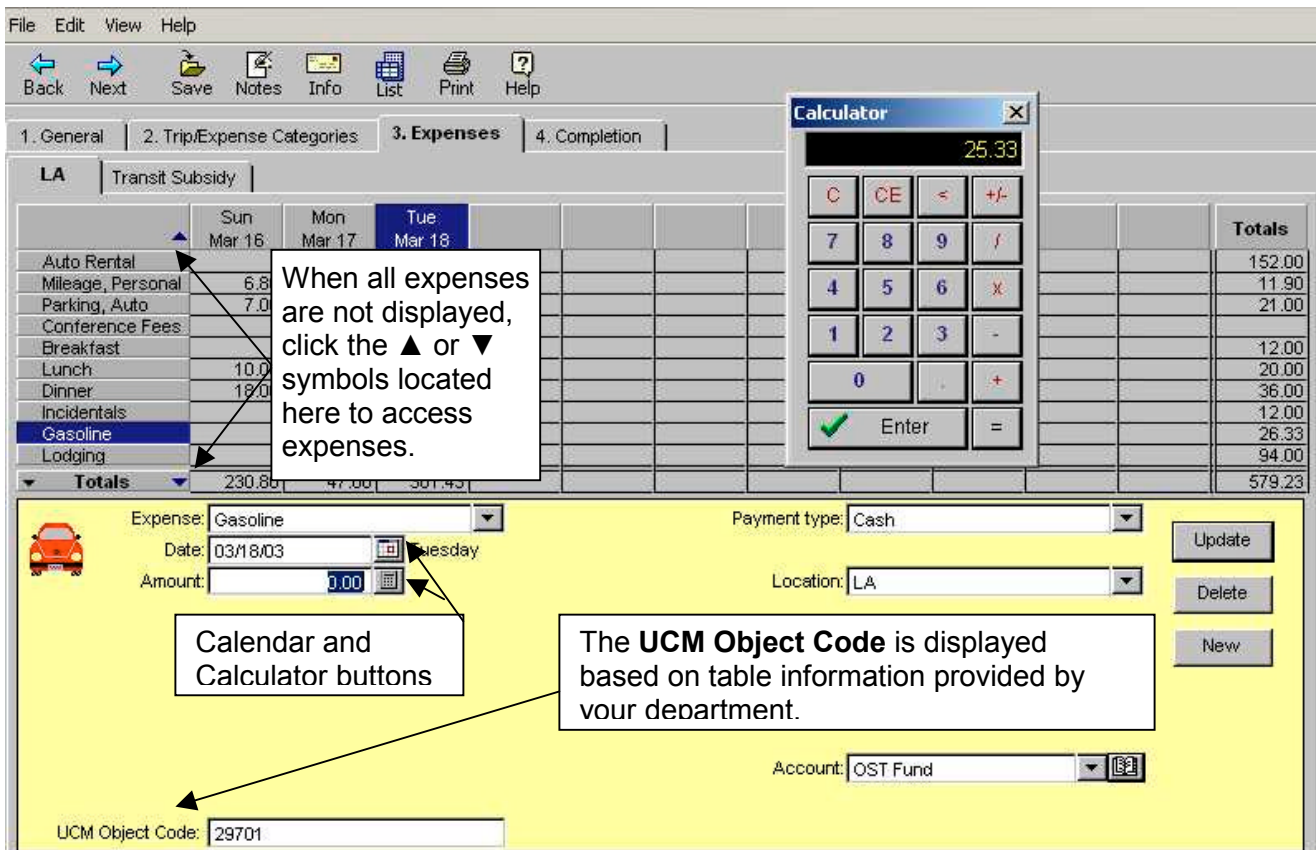
Verify and change the **Date** field, if needed, by keying the date in the field or by using the calendar button .

Key an amount in the **Amount** field or use the calculator button . When clicked, it will display a calculator that can be used to assist you in entering or calculating the amount. Once the amount is determined, click  on the calculator.

**UCM Object Code field** - is automatically displayed based on a table with codes submitted by your department. This field is verified by your accounting office and can be modified.

Information regarding the **Account** field is explained in section VI. **Detail Account Codes.**

When all information for the expense is keyed into the fields, click on the  button. The expense amount will now display on the grid. Select the next row to enter another expense.



The screenshot shows the 'Expenses' tab in a software application. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help, and a tabbed interface with '3. Expenses' selected. A table displays expense categories and amounts for dates Sun Mar 16, Mon Mar 17, and Tue Mar 18. A 'Totals' column is on the right. A 'Calculator' window is open, showing '25.33'. A text box with arrows pointing to the up and down arrow icons in the table says: 'When all expenses are not displayed, click the ▲ or ▼ symbols located here to access expenses.' Below the table, the 'Expense' field is set to 'Gasoline', 'Date' is '03/18/03', 'Amount' is '0.00', 'Payment type' is 'Cash', 'Location' is 'LA', and 'Account' is 'OST Fund'. A text box with an arrow pointing to the calendar icon in the Date field says: 'Calendar and Calculator buttons'. Another text box with an arrow pointing to the 'UCM Object Code' field (containing '29701') says: 'The UCM Object Code is displayed based on table information provided by your department.' Buttons for 'Update', 'Delete', and 'New' are visible on the right.

Continued on next page



## V. Expenses Tab (continued)

### Review Items and Exceptions (for individual expenses)

Some expense items may exceed regular expense limits or require additional information. The **Review Items-Exceptions** screen will appear, displaying review items and/or exceptions. In some cases a reason will be required. Some messages will not allow the form to be completed without clearing the condition (see example of Hard Stop below).

Complete any fields at the bottom of the **Review Items-Exceptions** screen, then click



If the condition can not be resolved (e.g., Hard Stop) by changing the information on the Expense Grid or deleting the expense from the form, exit the form (see instructions in **Exit and Save Expense Reimbursement Form** section) and contact your supervisor or Help Desk for assistance.

The **Policy...** button states the policy associated with the expense.

The screenshot shows the 'Review Items - Exceptions' dialog box. It contains a table with the following data:

Item	Comment	Status
#46a DPA require High cost county. Document of Prior Approval submitted?		Complete
#42 Lodging	Receipt must be provided for this expense (expense 97.00 on 03/07/03).	Hard Stop

Below the table, a red bar highlights the exception for item #42 Lodging: "Exception: Receipt must be provided for this expense (expense 97.00 on 03/07/03)". A callout box points to the 'Hard Stop' status in the table and the exception message, stating: "Hard Stop - The expense will not be processed for the exception noted." At the bottom of the dialog, there are buttons for 'Ok', 'Cancel', and 'Policy...'. The background application window shows a menu bar (File, Edit, View, Help), a toolbar (Back, Next, Save, Notes, Info, List, Print, Help), and a tabbed interface with '3. Expenses' selected. A 'Totals' column on the right lists various categories and amounts, with a total of 721.31. At the bottom of the application window, there are fields for 'Receipt included: No', 'Why: lost', 'Account: Administration', and 'UCM Object Code:'. A 'Detail...' button is also visible.

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V. Expenses Tab (continued)

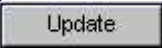
**Copying, Changing and Deleting Expenses**


When the same expense occurs on multiple days (e.g., breakfast), you can copy the information from that expense to other dates without re-keying the information. To **copy** the information:

After entering the expense information, go to the spreadsheet cell where the amount is displayed. In front of the amount is a blue ♦ symbol. Click on the ♦ and hold down the left mouse button; drag and release the mouse button in the cell where you would like the same expense copied.

OR

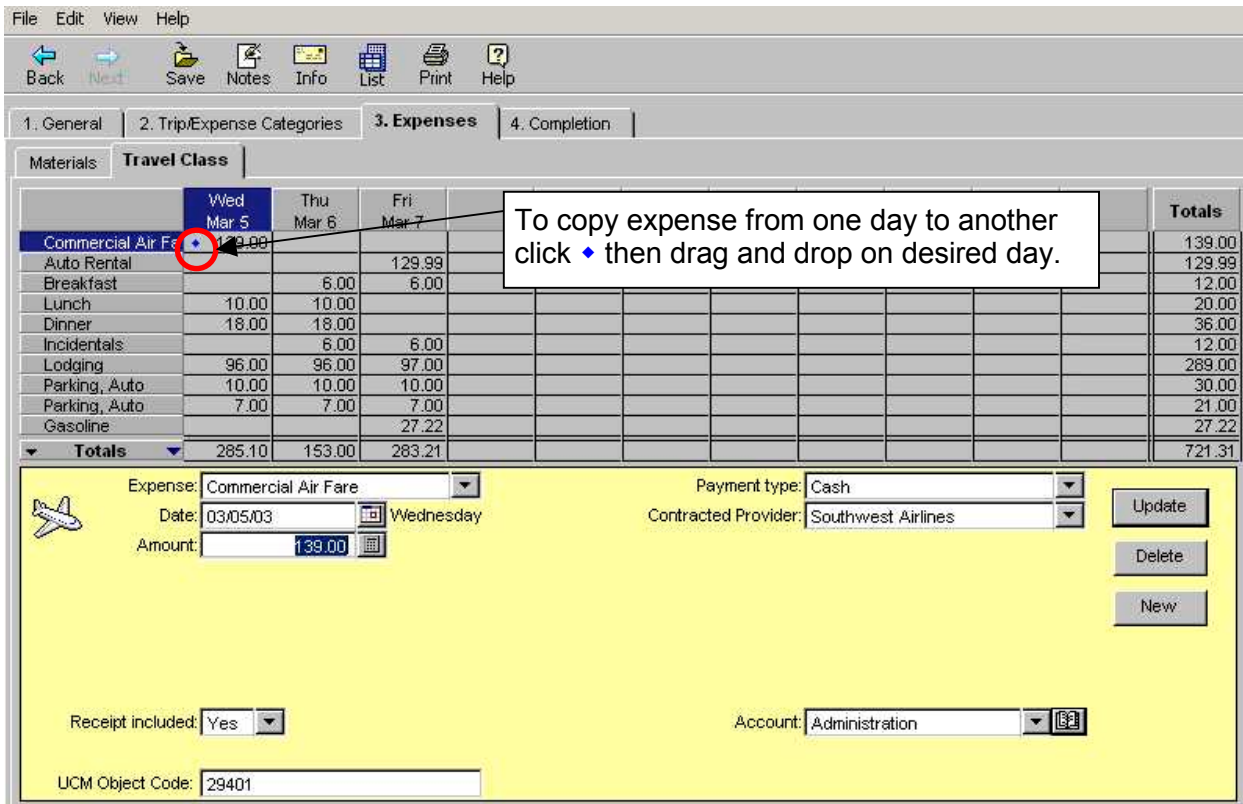
After entering the expense information, click on the spreadsheet cell where the amount is displayed. Right click on your mouse, then click on **Copy**. Click on the date where the expense is to be copied, then right click on your mouse and click **Paste**.

**To Change** information on an existing expense, click on the expense amount displayed in the grid. The fields for that expense will display on the bottom half of the screen. Key the correct information, then click .

**To Delete** an expense, click on the expense amount displayed in the grid, then click the  button.

If Specialized Account Codes are not being used on this form, skip section VI. **Detail Account Codes** and continue on to section VII. **Completion Tab**.

When all trip and expense information has been entered, click tab 4. **Completion**.






The screenshot shows the 'Expenses' tab of a software application. At the top, there is a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the menu is a tabbed interface with four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses (selected), and 4. Completion. The 'Expenses' tab contains a grid with columns for dates (Wed Mar 5, Thu Mar 6, Fri Mar 7) and a 'Totals' column. The grid lists various expense categories such as Commercial Air Fare, Auto Rental, Breakfast, Lunch, Dinner, Incidentals, Lodging, Parking, and Gasoline. A callout box points to the 'Commercial Air Fare' entry on Wednesday, March 5, with the amount 139.00, stating: 'To copy expense from one day to another click ♦ then drag and drop on desired day.' Below the grid is a detailed view for the selected expense. It includes fields for Expense (Commercial Air Fare), Date (03/05/03), Amount (139.00), Payment type (Cash), Contracted Provider (Southwest Airlines), Receipt included (Yes), Account (Administration), and UCM Object Code (29401). There are buttons for Update, Delete, and New.


	Wed Mar 5	Thu Mar 6	Fri Mar 7	Totals
Commercial Air Fare	139.00			139.00
Auto Rental			129.99	129.99
Breakfast		6.00	6.00	12.00
Lunch	10.00	10.00		20.00
Dinner	18.00	18.00		36.00
Incidentals		6.00	6.00	12.00
Lodging	96.00	96.00	97.00	289.00
Parking, Auto	10.00	10.00	10.00	30.00
Parking, Auto	7.00	7.00	7.00	21.00
Gasoline			27.22	27.22
<b>Totals</b>	<b>285.10</b>	<b>153.00</b>	<b>283.21</b>	<b>721.31</b>

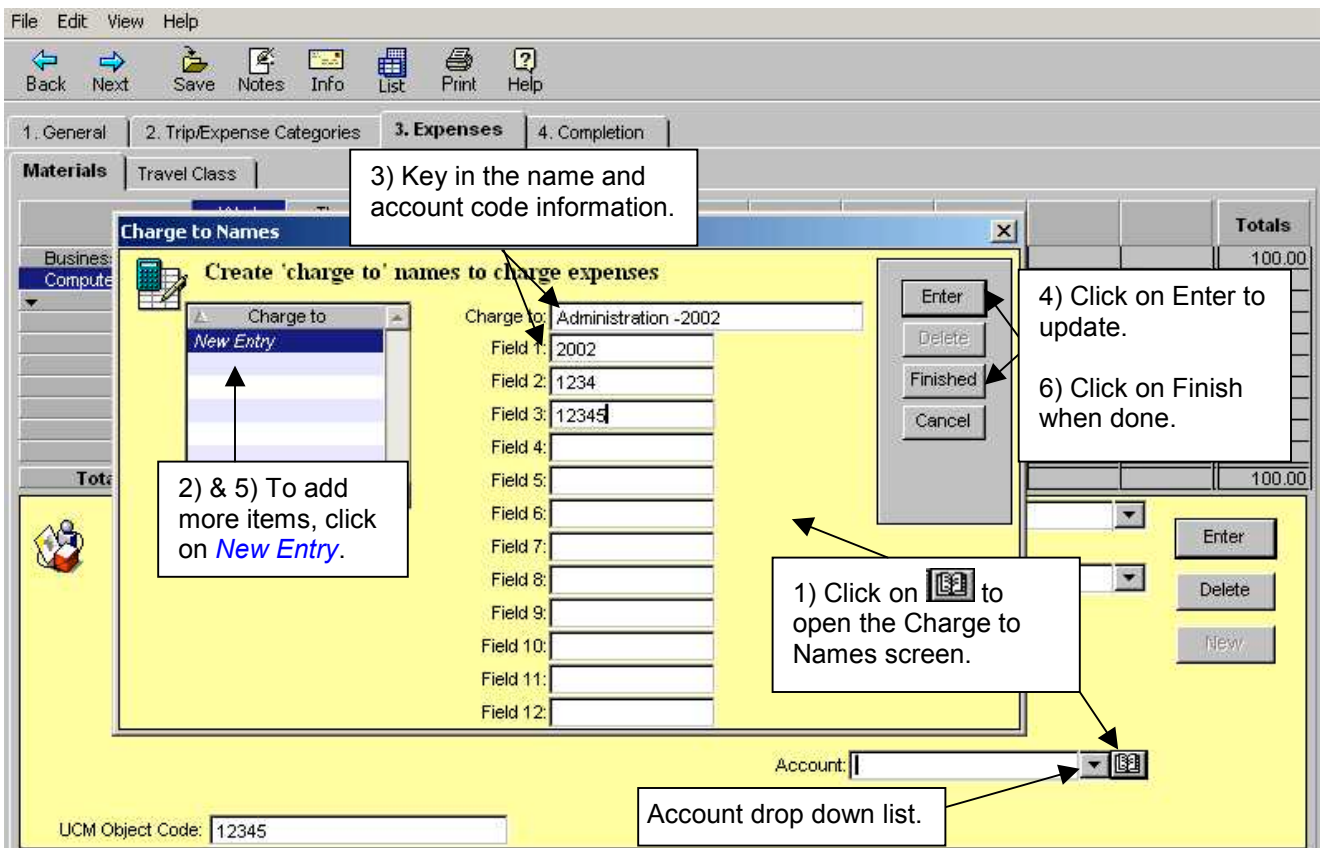
**VI. Detail Account Codes** SKIP IF SPECIALIZED ACCOUNT CODES ARE NOT REQUIRE

To assign Detail Account Codes the **Specialized Account Code** field on tab **1. General** must be designated with a high-level account code. The Detail Account Codes (e.g., Index, PCA, etc.) are assigned to the expenses on the Expense tab. Procedures for adding Detail Account Codes are provided on the following pages.

**ADD New Detail Account Code** If the account code does not exist on the drop down list in the **Account** field:

- 1) In the **Account** field, click on the  button. The **Charge to Names** screen will appear.
- 2) In the listing called **Charge to**, click on **New Entry**
- 3) In the Charge to field, key in a name associated with the account code, then in the following fields key the account code information. There are 12 fields with a maximum of 10 characters in each field. For departments using CALSTARS, by pointing your cursor over the field number, tip text will display identifying the CALSTARS field name.
- 4) When all Detail Account code information is keyed, click on .
- 5) To add more items, click on **New Entry** in the **Charge to** listing and repeat steps 2) through 4).
- 6) Click on  to return to the expenses.

Click on  to update the expense with the Detail Account Code identified in the **Account** field.




When all trip and expense information has been entered, click tab **4. Completion**.

Continued on next page

## VI. Detailed Account Codes (continued)

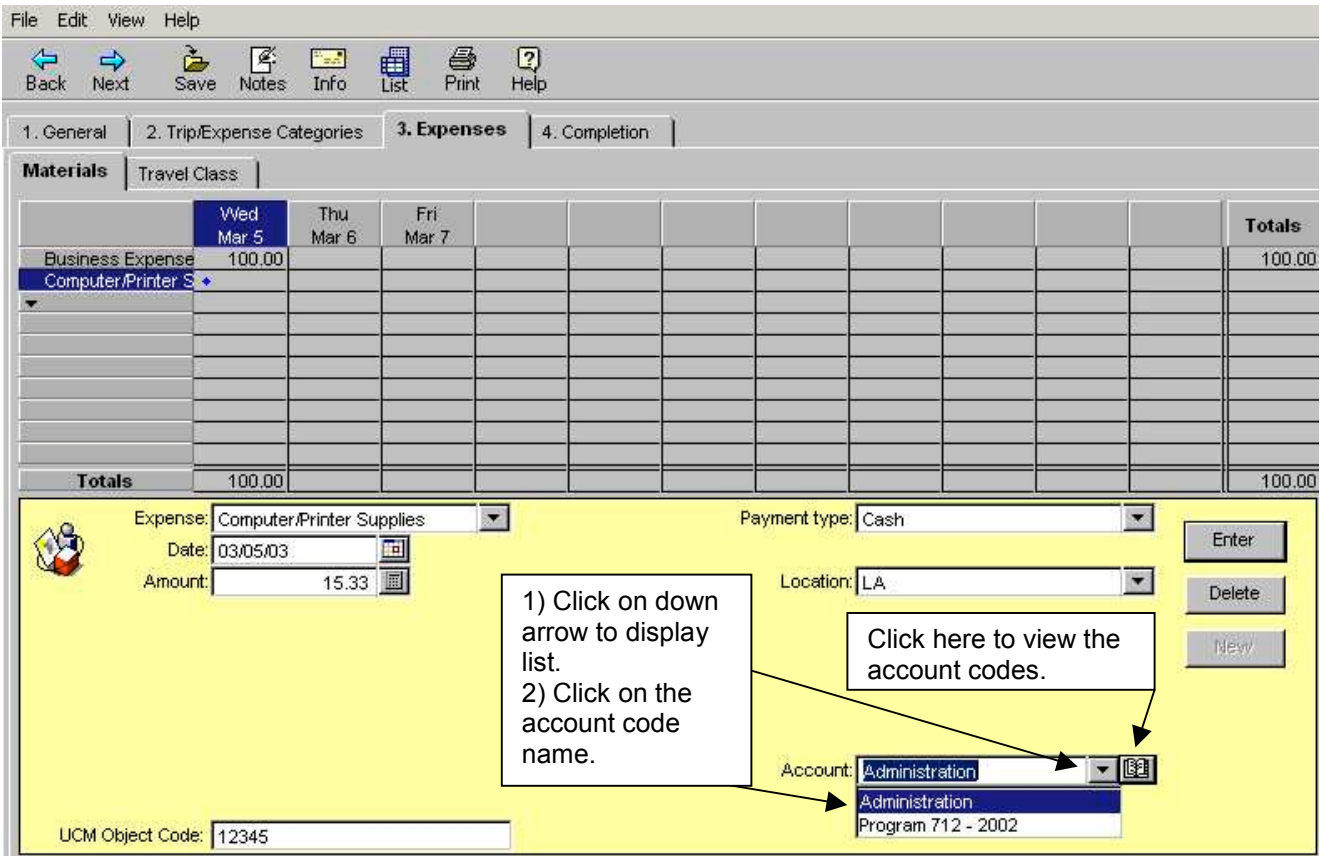
If the account code exists on the drop down list in the **Account** field:

- 1) Click on the down arrow  in the **Account** field.
- 2) Click on one of the displayed "**Charge to**" items.

To view the account codes assigned to the "Charge to" items listed, click on the  button in the **Account** field (see example on previous page).

If the item is not identified on the list, go to the previous page for instructions regarding adding Detail Account Codes to the listing.

- 3) After selecting the desired account code, click on



The screenshot shows a software interface with a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below this are tabs for "1. General", "2. Trip/Expense Categories", "3. Expenses", and "4. Completion". The "3. Expenses" tab is active, showing a table with columns for dates (Wed Mar 5, Thu Mar 6, Fri Mar 7) and a "Totals" column. The table contains a single entry for "Business Expense" with a value of 100.00. Below the table is a form for entering expense details. The "Expense" field is set to "Computer/Printer Supplies", "Date" is "03/05/03", "Amount" is "15.33", "Payment type" is "Cash", and "Location" is "LA". The "Account" field is currently showing "Administration" with a dropdown arrow and an account codes icon. A callout box with the text "1) Click on down arrow to display list. 2) Click on the account code name." points to the dropdown arrow. Another callout box with the text "Click here to view the account codes." points to the account codes icon. The account codes list is visible below the "Account" field, showing "Administration" and "Program 712 - 2002". Buttons for "Enter", "Delete", and "New" are on the right, and "UCM Object Code: 12345" is at the bottom left.

	Wed Mar 5	Thu Mar 6	Fri Mar 7								Totals
Business Expense	100.00										100.00
Computer/Printer S											
Totals	100.00										100.00

Expense: Computer/Printer Supplies  
Date: 03/05/03  
Amount: 15.33  
Payment type: Cash  
Location: LA  
Account: Administration  
Program 712 - 2002  
UCM Object Code: 12345


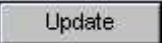
When all trip and expense information has been entered, click tab **4. Completion**.

## VII. Completion Tab

Under tab **4. Completion**, you will find additional tabs.

### 1) Receipts Tab

The **Receipts Items** tab will display only if expenses requiring receipts were keyed on tab **3. Expenses**. This screen lists all expenses requiring receipts. On this screen you may change the **Receipt Submitted** field to **Yes** or **No** with a statement indicating why the receipt was not submitted or previously submitted.

To change the information in the **Receipt Submitted** field click on the down arrow  to select the appropriate receipt information, key any changes or information needed, then click .

After changes are made or if no changes are needed, click on the next tab.

File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses **4. Completion**


**Receipts** Review Items For Accounting Office Only Summary Submission

7 Receipts

Date: 03/05/03  
Amount: 100.00  
Expense: Business Expense - Other  
Receipt submitted: Yes

Update

After correcting information, click on Update button.

Click on , select Yes or No.

Receipt	Date	Amount	Expense
Yes	03/05/03	100.00	Business Expense - Other
Yes	03/05/03	139.00	Commercial Air Fare
Yes	03/07/03	129.99	Auto Rental
Yes	03/05/03	96.00	Lodging
Yes	03/06/03	96.00	Lodging
Yes	03/07/03	97.00	Lodging
Yes	03/07/03	25.55	Gasoline




## VII. Completion Tab (continued)



### 2) Review Items Tab

The **Review Items** tab will display only if approval for the trip was required or if the expense is an exception and may require additional information or the expense requires mandatory review. If the **Status** field shows **Hard Stop**, click on tab **3. Expense**. Locate and correct or delete the expense creating the Hard Stop, then continue on to tab **4. Completion**.

Listed below are fields that may appear on the **Review Items** tab.

**Response** field – If a change is needed to the **Response** information, click the down arrow  to select the desired **Response**. If the response is **No**, type in reason **Why**.

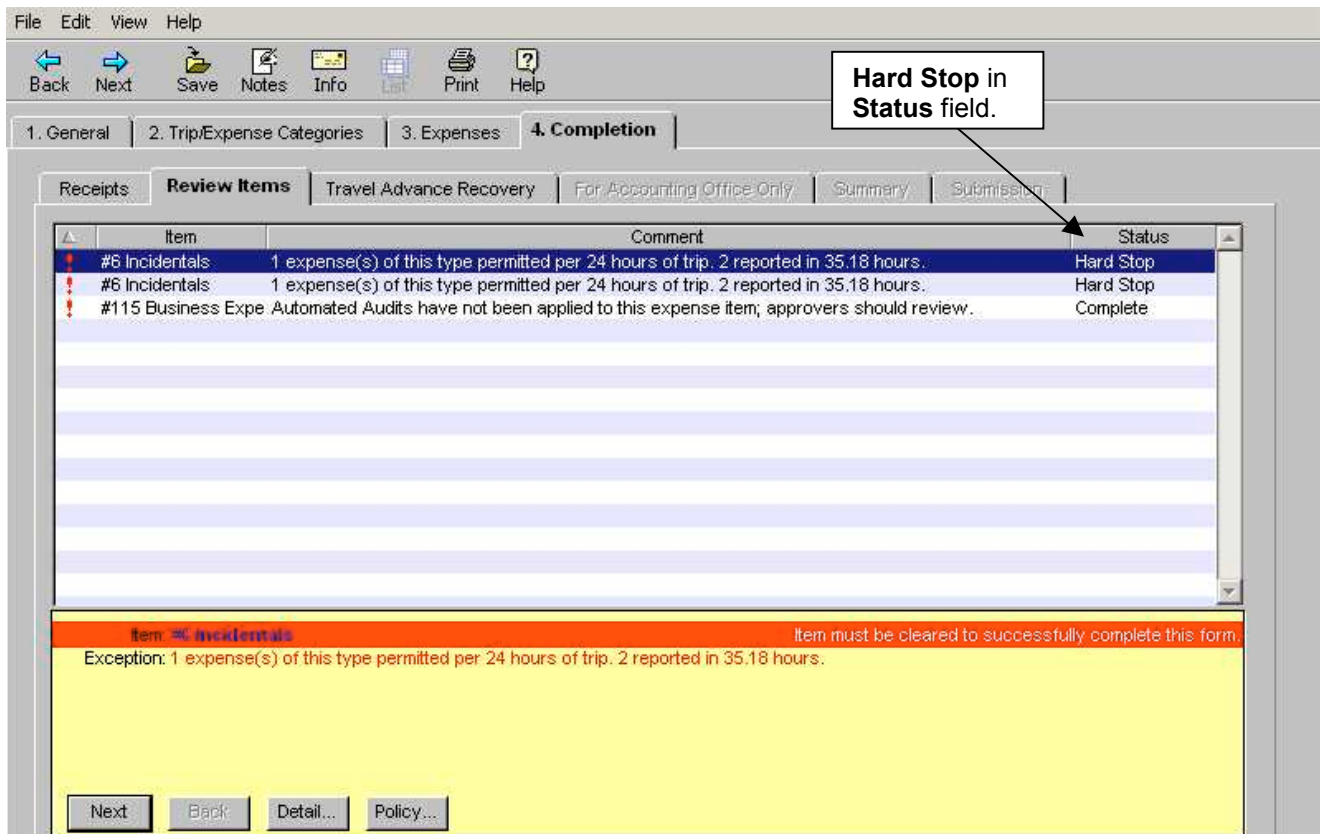
**Reason** field – Will display the reason given for the expense. Changes can be made by clicking in the box and keying in the new information.

At the bottom of the screen are buttons for  and  which will take you to the next or previous review item.

The  button will display the information keyed from the **Expense** screen.

The  button states the policy associated with the expense.

Once all expenses have been reviewed, click on the next tab.



Item	Comment	Status
#6 Incidentals	1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 35.18 hours.	Hard Stop
#6 Incidentals	1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 35.18 hours.	Hard Stop
#115 Business Expe	Automated Audits have not been applied to this expense item; approvers should review.	Complete

Item: #6 Incidentals Item must be cleared to successfully complete this form.  
Exception: 1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 35.18 hours.

Next Back Detail... Policy...

Continued on next page

## VII. Completion Tab (continued)

### 3) Travel Advance Recovery Tab

The **Travel Advance Recovery** screen displays the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from all outstanding Travel Advances. If the amount scheduled for recovery is incorrect, contact the accounting office.

Click on the next tab **For Accounting Office Only**.

The screenshot shows the 'Travel Advance Recovery' screen with the following fields and values:

- TA ID: TAF000002045
- TA Amount Available: 200.00
- TA Amount to be Scheduled: 71.00

An 'Update' button is located below these fields. A callout box points to the 'TA Amount to be Scheduled' field with the text: "Reflects the amount being scheduled for recovery from the Travel Advance (TAF000002045) highlighted below."

Below the input fields is a table titled "Travel Advance Available for Recovery":

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
07/08/03	TAF000002045	200.00	200.00	71.00
07/08/03	TAF000002044	500.00	500.00	500.00

A callout box points to the 'Amount to be Recovered' column in the table with the text: "Will require using the scroll bar to view the Amount to be Recovered field."

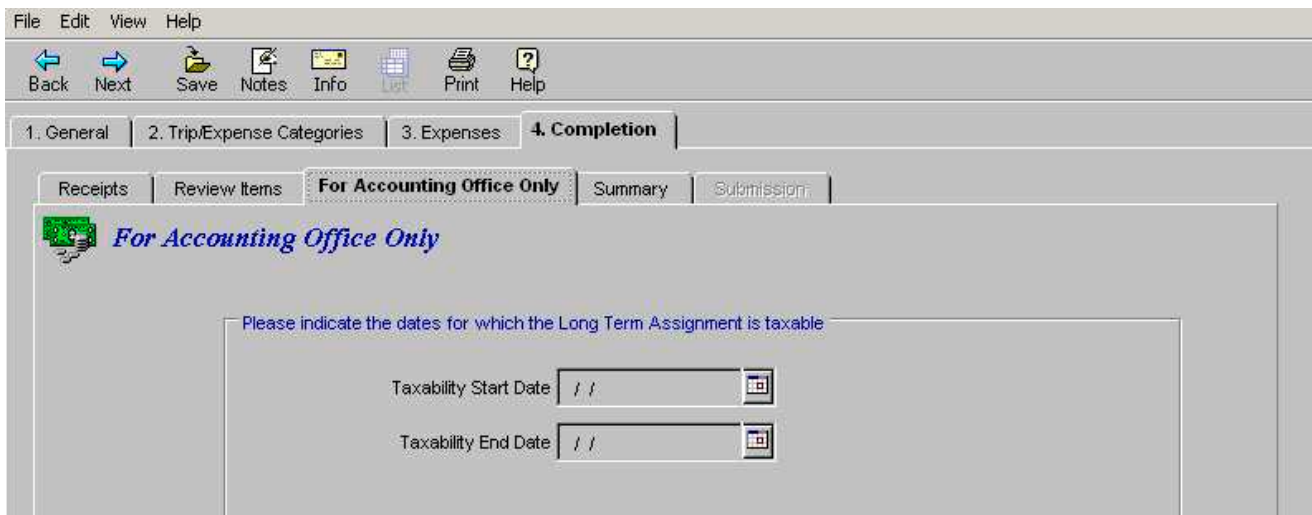
Continued on next page



## VII. Completion Tab (continued)

### 4) For Accounting Office Only

This screen is used only by the Accounting Office. Click on the **Summary** tab.



The screenshot shows a software application window with a menu bar (File, Edit, View, Help) and a toolbar (Back, Next, Save, Notes, Info, List, Print, Help). Below the toolbar is a navigation pane with tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. The '4. Completion' tab is active. Within this tab, there are sub-tabs: Receipts, Review Items, For Accounting Office Only (highlighted), Summary, and Submission. The main content area displays the text 'For Accounting Office Only' in blue. Below this, a prompt reads 'Please indicate the dates for which the Long Term Assignment is taxable'. There are two date input fields: 'Taxability Start Date' and 'Taxability End Date', each with a calendar icon to its right.

Continued on next page

## VII. Completion Tab (continued)

### 5) Summary

This screen reflects the total from the **Expense** listing minus the **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount.

Also included at the bottom of the screen is a **Trip Summary**, which is a total of expense amounts for each trip reimbursement.

If the information is incorrect, you may go back to any screen by clicking on a tab and update information as needed.

If all information is correct, click on the **Submission** tab.

**Summary**

Total Expense Amount	425.33
Travel Advance Recovery	129.00
Direct Charge	125.33
Amount Due Employee	171.00

**Trip(s) Summary**

Trip Name	Amount
Reno convention	425.33

Continued on next page

## VII. Completion Tab (continued)

### 6) Submission Tab

This screen is used to submit the Expense Reimbursement and to identify the person(s) responsible for approving the Expense Reimbursement. If the approver is incorrect, not displayed or requires an alternate approver, procedures are provided on the following pages.

The screenshot shows the 'Submission' tab in a software application. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help, and a series of tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. Under the 'Completion' tab, there are sub-tabs: Receipts, Review Items, Travel Advance Recovery, For Accounting Office Only, Summary, and Submission. The 'Submission' sub-tab is active, displaying a 'Submission' icon and the text 'Next approver is Debie H Nichols'. Below this, there is a text area with a disclaimer: 'I hereby accord... State of... presents a true statement of the travel expenses incurred by me in... Personnel Administration Rules and Regulations in the service of the... vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750 through 0754 pertaining to vehicle usage.' At the bottom, there is a 'Password' field and a 'Submit' button. A callout box points to the text 'Next approver is Debie H Nichols' with the text: 'This is your current approver from your Profile.' Another callout box points to the 'Change Approver' and 'Add Approver' buttons with the text: 'Change Approver Add Approver'.

When Special Account Coding is assigned, an approver must be selected using the instructions on the following page titled **To Change, Assign or Select an Alternate Approver**.

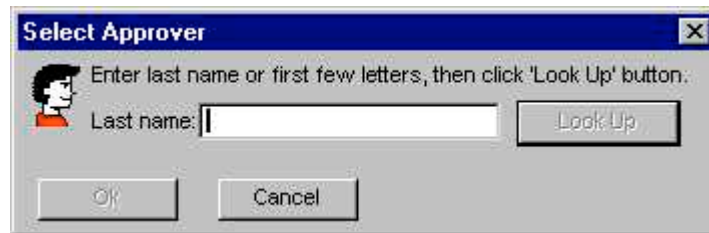
The screenshot shows the 'Submission' tab in a software application, similar to the previous one. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help, and a series of tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. Under the 'Completion' tab, there are sub-tabs: Receipts, Review Items, Travel Advance Recovery, For Accounting Office Only, Summary, and Submission. The 'Submission' sub-tab is active, displaying a 'Submission' icon and the text 'Please select an approver'. Below this, there is a text area with a disclaimer: 'I hereby accord... State of... presents a true statement of the travel expenses incurred by me in... Personnel Administration Rules and Regulations in the service of the... vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750 through 0754 pertaining to vehicle usage.' At the bottom, there is a 'Password' field and a 'Submit' button. A callout box points to the text 'Please select an approver' with the text: 'Need to assign an approver using Change Approver button. See next page for instructions.' Another callout box points to the 'Change Approver' and 'Add Approver' buttons with the text: 'Change Approver Add Approver'.

Continued on next page

## VII. Completion Tab (continued)

### To Change, Assign or Select an Alternate Approver:

- 1) Click on the **Change Approver** button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



- 3) The **Select A Person** screen will display. To change or assign the approver, click on the desired name, and then click the **Ok** button. The Expense Reimbursement will go to the selected approver and a copy of the form will be sent to your default approver.



Name	Email
Nichols, Debie N	DNichols@sco.ca.gov
Nicholson, Natalie N	NNicholson@sco.ca.gov
Nicholson, Ronald N	RNicholson@sco.ca.gov

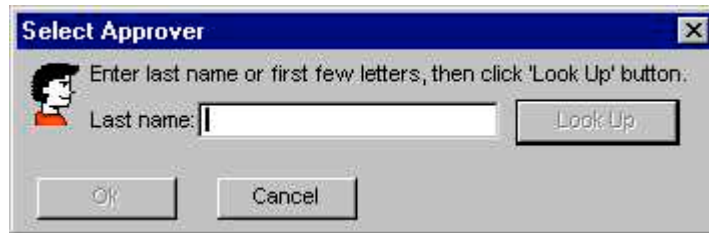
**Note:** If the change to the default approver should apply to all future Travel Advances or Expense Reimbursements, correct the approver on your **Profile**. Specific information regarding the **Profile** can be found in [Update Your Profile](#) instructions on the CalATERS website.

Continued on next page

## VII. Completion Tab (continued)

### To Add an Approver in Addition to Your Current Approver:

- 1) Click on the **Add Approver** button. The **Select Approver** screen will display.
- 2) Key the last name of the approver, then click **Look Up**.



**Select Approver**

Enter last name or first few letters, then click 'Look Up' button:

Last name:  **Look Up**

**Ok** **Cancel**

- 3) The **Select A Person** screen will display. To add the approver, click on the name, then click the **Ok** button. The Expense Reimbursement will first be routed to your default approver then to the added approver.



**Select Person**

Name	Email
Nichols, Debie N	DNichols@sco.ca.gov
Nicholson, Natalie N	NNicholson@sco.ca.gov
Nicholson, Ronald N	RNicholson@sco.ca.gov

**Ok** **Cancel**

### To Remove an Added Approver:

Click on the **Remove Approver** button.

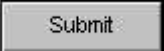
The added approver will be removed.

Continued on next page


## VII. Completion Tab (continued)

### Submit Expense Reimbursement

#### **Read the Submission Statement.**

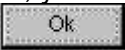
To submit your Expense Reimbursement, key your CalATERS sign in password in the **Password** field, then click the  button.

The Expense Reimbursement will be forwarded to the designated Approver. Once the Expense Reimbursement form is submitted, an e-mail will be sent by the system to the designated Approver to notify him/her that an Expense Reimbursement has been submitted requiring his/her review/approval on CalATERS.

**Note:** The progress of the form can be monitored using the **Form Status**  button available on your Work Queue. Specific information regarding Form Status can be found in the Work Queue instructions on the CalATERS website.

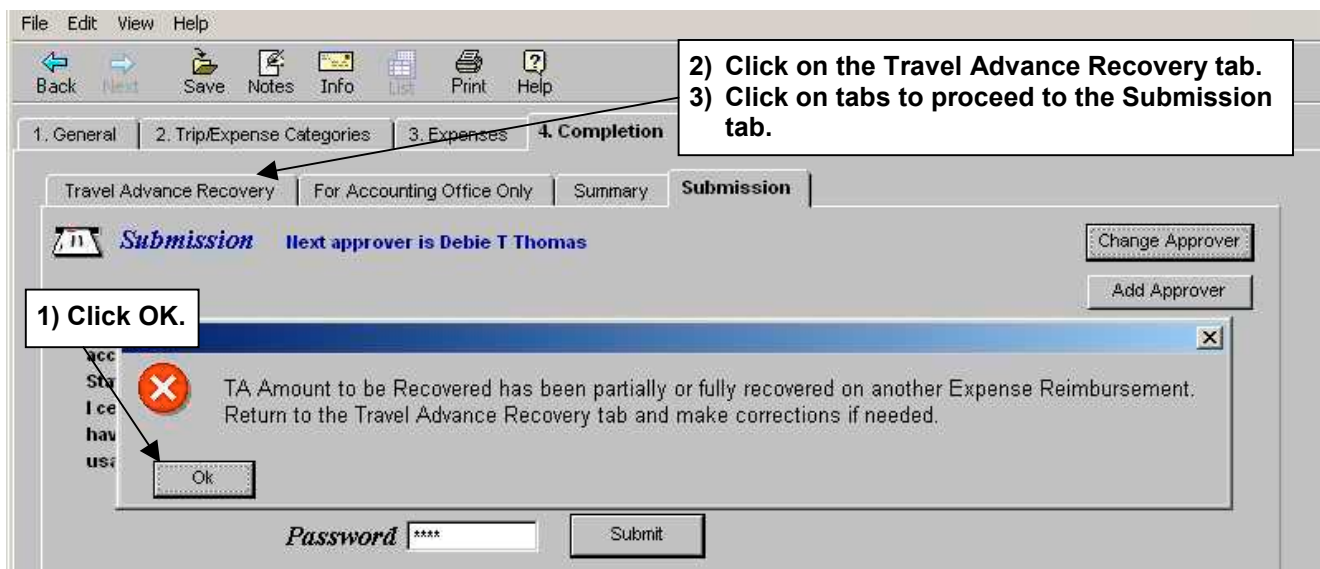
### Travel Advance Error Message

When a Travel Advance is scheduled for recovery and multiple Expense Reimbursement are in progress, you may receive an error message when submitting the form.

Click the  button then click on the **Travel Advance Recovery** tab. No other action is required on your part; the system will automatically recalculate the Travel Advance fields.

Click on the **For Accounting Office Only** tab and proceed to the **Submission** tab.

Change or add approvers as needed. Key in password then click .



The screenshot displays the CalATERS web application interface. At the top, there is a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar is a toolbar with icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'List', 'Print', and 'Help'. The main content area has four tabs: '1. General', '2. Trip/Expense Categories', '3. Expenses', and '4. Completion'. The '4. Completion' tab is active, and it contains three sub-tabs: 'Travel Advance Recovery', 'For Accounting Office Only', and 'Submission'. The 'Submission' sub-tab is selected, showing a 'Submission' status and the text 'Next approver is Debbie T Thomas'. There are 'Change Approver' and 'Add Approver' buttons. A modal error message box is open, displaying a red 'X' icon and the text: 'TA Amount to be Recovered has been partially or fully recovered on another Expense Reimbursement. Return to the Travel Advance Recovery tab and make corrections if needed.' Below the error message is an 'Ok' button. A callout box with the text '1) Click OK.' points to the 'Ok' button. Another callout box with the text '2) Click on the Travel Advance Recovery tab. 3) Click on tabs to proceed to the Submission tab.' points to the 'Travel Advance Recovery' and 'Submission' tabs. At the bottom of the page, there is a 'Password' field with four asterisks and a 'Submit' button.

## VIII. Print Reports

Once the Expense Reimbursement is submitted, the **Select Receipt Address** screen will display. Click on the address where receipts will be sent.

Name	Street	City, State Zip
Central Accounting	300 Capitol Mall Rm 6012	Sacramento, CA 95814
Southern Accounting	123 Broadway Rm 3232	Los Angeles, CA 90001

Continued on next page



## VIII. Print Reports (continued)

The **Attach Receipts/Print Report** screen will display.

### **STOP!**

Do not mail your receipts to the selected address if your department requires approvers to verify receipts and the address is not the location of your approver. Attach your receipts to the transmittal sheet and forward to your approver

**Attach Receipts** to the Transmittal Sheet and place in an EXTERNAL envelope addressed exactly as shown below. If you are unable to print the Transmittal Sheet, attach your receipts to a piece of paper with the TEA #, Authorization form (USMA) number, your name, serial number, total expense amount, last date of expense

Susan N Bates

SCO-Training/LA  
400 Central Avenue  
Los Angeles, CA 90001

Key: TEA000003910

U.S. Postal Service

Change Receipts Address

**Print Report** by selecting a print option.

No Print  
Transmittal Page  
Transmittal Page with Summary  
Transmittal Page with Summary and Details **selected**

Ok Print Preview Cancel

At the bottom of the screen is the **Print Report** screen. See **Report Samples** on following pages.

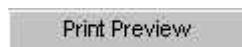
Click on one of the following options:

- **No Print** – none of the reports will be printed.
- **Transmittal Page** – only the Transmittal Page will be printed.
- **Transmittal Page with Summary** – will print both the Transmittal Page and the Travel & Expense Account Summary.
- **Transmittal Page with Summary and Details** – will print the Transmittal Page, the Travel & Expense Account Summary and Travel & Expense Account Summary & Detail.

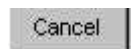
Click on one of the buttons located at the bottom of the screen:



Perform the selected print or no print option.




Will allow you to view the reports selected.



Will exit to the Work Queue without printing.

## IX. Report Samples

The following pages contain samples of Expense Reimbursement reports that can be

printed using the printer icon  Print :

1) **Travel & Expense Account Transmittal Sheet**

This sheet identifies expenses that require a receipt and is used to attach the receipts.

2) **Travel & Expense Account Summary**

This summary is in a chart/grid format. It identifies the Trip/Expense Category (Trip Type), Trip Name reported expenses associated to each Trip Type. It contains the date, name and amount of each expense with subtotals and totals. Also contained on this summary is the "Net Due Employee".

3) **Travel & Expense Account Summary & Detail**

This summary is in a list format and contains the Trip/Expense Category (Trip Type), Trip Name, date, expenses, amounts and Payment Type (i.e., direct charge or cash). Also contained on this summary are Comments added to the Note Log in the Expense Reimbursement form.

<b>Important:</b> Amounts reflected in the above reports may change due to adjustments reducing expense amounts or changes to Travel Advances scheduled for recovery.
---

Continued on next page.

IX. Report Samples (continued)

1) Travel & Expense Account Transmittal Sheet

**Travel & Expense Account Transmittal Sheet**

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances.

After Approval, Mail Receipts To

Employee Name	Coyote, Wiley
Expense Dates	03/05/01-03/07/01
Total Expense Amount	694.73
Amount Due Employee	0.00
Form ID	TEA000000638

**DIRECTIONS FOR SUBMISSION**

Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

<u>Date</u>	<u>Expense Item</u>	<u>Amount</u>	<u>If not submitted - Explain</u>
1) 03/05	Business Expense - Other	100.00	
2) 03/05	Lodging	85.00	
3) 03/06	Lodging	85.00	

2 Forward Transmittal Sheet and attached documentation through your approval process.

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#115 Business Expense - Other	Mandatory review item (expense 100.00 on 03/05/01)	

I have reviewed the following documents.

Approved by: \_\_\_\_\_

**Debie N Nichols**

IX. Report Samples (continued)

2) Travel & Expense Account Summary

Amounts may change due to adjustments, reduced expense amounts or changes to Travel Advances

**Travel & Expense Account Summary**

Employee Name                      Wiley Coyote  
 Expense Dates                    03/05/01-03/07/01  
 Report Name                        Los Angeles 3/5-7

Request Total    \$    694.73  
 Direct Charge Total    -    308.33  
 Travel Advances    -    386.40  
 Net Due Employee    =    0.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	LA Course Fees	100.00
Regular Travel	LA Class	594.73

NOTE: (d)=Direct Charge

DATE	Mon Mar 5	Tue Mar 6	Wed Mar 7							TOTAL
Lunch	10.00	10.00	10.00							30.00
Dinner	18.00	18.00								36.00
Lodging	85.00	85.00								170.00
Mileage, Personal Auto	6.20		6.20							12.40
Commercial Air Fare (d)	182.00									182.00
Breakfast		6.00	5.00							11.00
Incidentals		6.00	6.00							12.00
Gasoline			15.00							15.00
Auto Rental (d)			126.33							126.33
<b>TOTALS \$</b>	<b>301.20</b>	<b>125.00</b>	<b>168.53</b>							<b>594.73</b>

DATE	Mon Mar 5									TOTAL
Business Expense - Other	100.00									100.00
<b>TOTALS \$</b>	<b>100.00</b>									<b>100.00</b>

IX. Report Samples (continued)

3) Travel & Expense Account Summary & Detail

**Travel & Expense Account  
Summary & Detail**

<u>Trip/Expense Category</u>	<u>Trip Name</u>	<u>Date</u>	<u>Expense Item</u>	<u>Amount</u>	<u>Payment Type</u>
Non-Travel Expenses	LA Course Fee	03/05/01	Business Expense - Other	100.00	Corporate Card
Regular Travel	LA Class	03/05/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/05/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/05/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/05/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/05/01	Commercial Air Fare	182.00	Direct Charge
Regular Travel	LA Class	03/06/01	Breakfast	6.00	Cash
Regular Travel	LA Class	03/06/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/06/01	Dinner	18.00	Cash
Regular Travel	LA Class	03/06/01	Lodging	85.00	Corporate Card
Regular Travel	LA Class	03/06/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Breakfast	5.00	Cash
Regular Travel	LA Class	03/07/01	Lunch	10.00	Cash
Regular Travel	LA Class	03/07/01	Incidentals	6.00	Cash
Regular Travel	LA Class	03/07/01	Gasoline	15.00	Cash
Regular Travel	LA Class	03/07/01	Mileage, Personal Auto	6.20	Cash
Regular Travel	LA Class	03/07/01	Auto Rental	126.33	Direct Charge

Comments are entries from the Note Log.

Comments	
Subject	Comment
Trip Selection	Included the class materials under separate Non-Expenses Trip Type.