

Approve Expense Reimbursement

Accounting Office

These instructions contain department accounting office procedures for approving Expense Reimbursement forms created on CalATERS.

When an employee submits an Expense Reimbursement, the form will be forwarded to the first level approver then to additional approvers when assigned. Once all approvers have approved the form, the Expense Reimbursements will be forwarded to your Accounting Office work pool, which is accessed through the Work Queue. Department permission and State Controller's Office authorization is required to access forms in the work pool.

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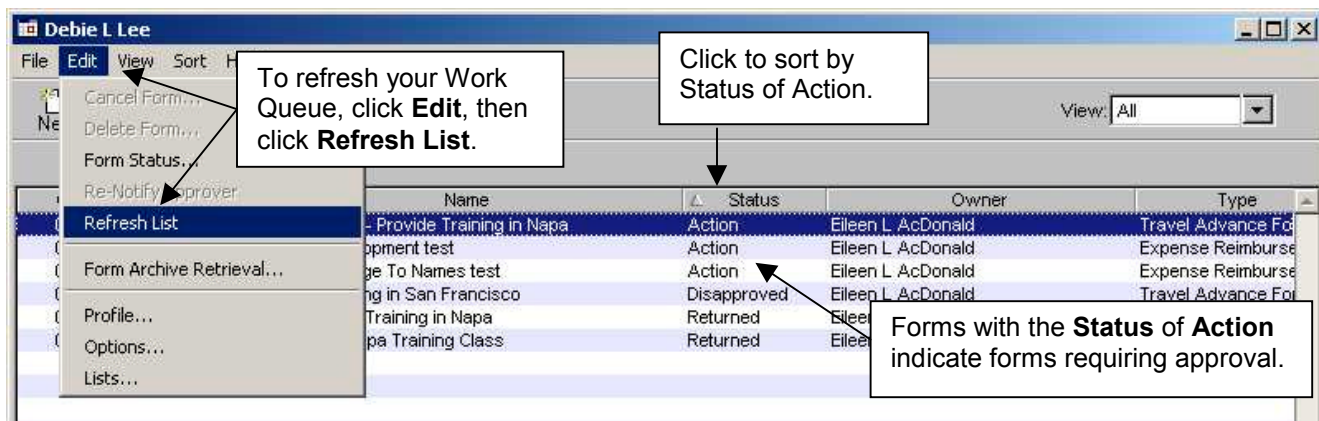
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I. From the Work Queue

Accounting Office Work Pool

After Expense Reimbursements are approved by supervisors/managers, the forms will be forwarded to the Accounting Office “Department Technician Group” (work pool). Your department CalATERS coordinator will submit to the State Controller’s Office a request to authorize access to the work pool.

The work pool Expense Reimbursements will be included on your Work Queue along with forms that you have created. Forms requiring Accounting Office approval are identified with a **Status of Action**.



Refresh Your Work Queue

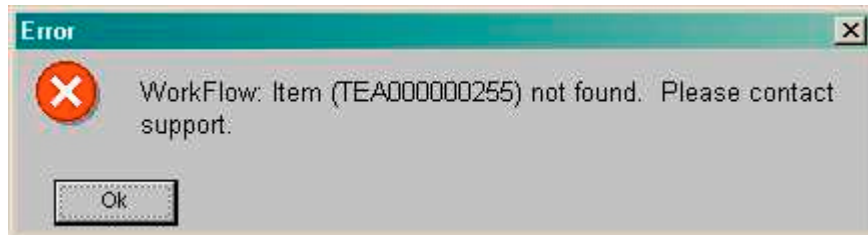
The system does not automatically refresh the **Work Queue** when new forms are submitted or accessed by other accounting staff. Before selecting an Expense Reimbursement refresh your Work Queue. Refreshing your Work Queue will add newly submitted forms and remove forms that are being reviewed by other accounting staff. To refresh the Work Queue, click on **Edit** in the **Menu Bar**, then click **Refresh List** (see example above).

Organizing Your Work Queue

To more easily recognize forms needing your review, sort the listing so that forms with the status of **Action** are listed first. To do this, click on the field name **Status**.

Select Expense Reimbursement

To select the Expense Reimbursement you wish to review, double click on the desired Expense Reimbursement. When a form has been selected by another accounting staff but is still displayed on your Work Queue, you will be unable to update the form. An error message will be displayed. In order to make the form available to other accounting staff follow the instructions in section II. **Exit and Return the Form to the Work Pool.**



IMPORTANT: Always refresh your Work Queue before selecting an Expense Reimbursement.

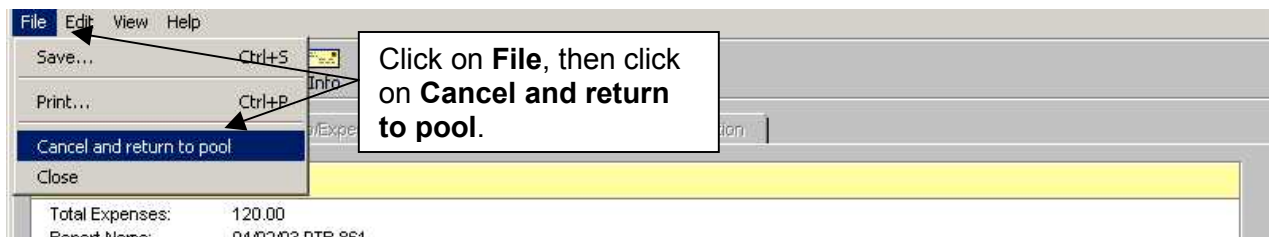
The screenshot shows a software window titled "Debie L Lee" with a menu bar (File, Edit, View, Sort, Help) and a toolbar (New, Open, Print, Status, Profile, Help). Below the toolbar is a table with the following data:

Created	O	E	C	Name	Status	Owner	Type
04/09/03				4/28-30/2003 - Provide Training in Napa	Action	Eileen L. MacDonald	Travel Advance Fo
04/07/03				ca0861 development test	Action	Eileen L. MacDonald	Expense Reimburse
04/04/03				CA0861 Charge To Names test	Action	Eileen L. MacDonald	Expense Reimburse
04/04/03				4/25/03 Training in San Francisco	Disapproved	Eileen L. MacDonald	Travel Advance Fo
04/09/03				4/24-26/2003 Training in Napa	Returned	Eileen L. MacDonald	Travel Advance Fo

II. Exit and Return the Form to the Work Pool

At any point during the review of an Expense Reimbursement you may exit the form. To exit the form and place it back into the work pool, click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.

IMPORTANT: If the form is not exited via the **Cancel and Return to pool** method, the form will not be available for review by other accounting staff.



NOTE: Changes made to the Expense Reimbursement will not be saved. To save changes/information added to the form, follow the steps in the next section titled **Save Changes and Return the Form to the Work Pool.**

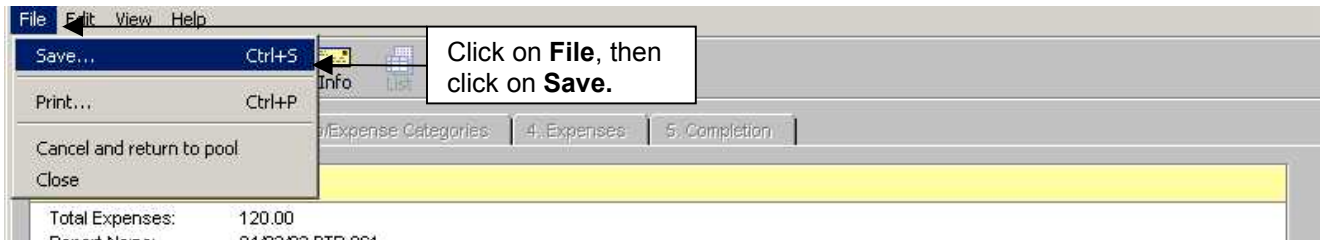
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II. Exit and Return the Form to the Work Pool (continued)

Save Changes and Return Form to Work Pool

If you must exit an Expense Reimbursement and would like to save the information you have added to the form, follow the steps below:

- 1) Click on **File** from the **Menu Bar**, then click on **Save**.

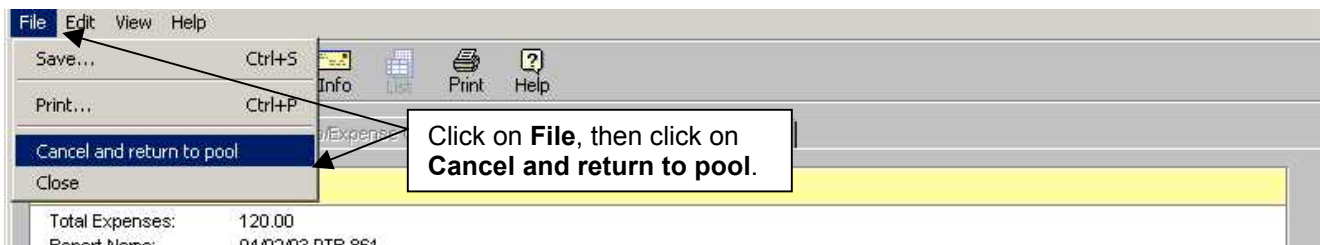


- 2) A Save Confirmation box will appear:



Click **Yes** to save changes.

- 3) Click on **File** from the **Menu Bar**, then click on **Cancel and Return to pool**.



Information you have keyed in the Expense Reimbursement has been saved and the form is accessible to other accounting staff for completion.

III. Profile Information

The employee's Profile information used for this Expense Reimbursement is viewable from any screen within the Expense Reimbursement request. The system will take a "snap shot" image of the employee's Profile at the time the Expense Reimbursement is created. The system uses the information on the "snap shot" image of the employee's Profile to audit the form. Updates to the Profile will not change the "snap shot" image attached to previously created forms.

If Profile information that impacts the auditing of the form is inaccurate, the form must be returned or disapproved and the employee/submitter must correct the Profile, then create a new form.

To access the employee Profile, click on **Edit** from the **Menu Bar**, then click on **Profile**. The employee's Profile screen will display.


Specific information regarding the Profile screens and fields can be found in the [View User Profile](#) instructions on the CalATERS website.



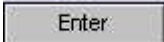
IV. Note Log for Comments

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.

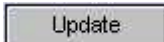


To access the Note Log functions click on the  icon. Notes can be accessed and updated from any screen within the form.


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 .

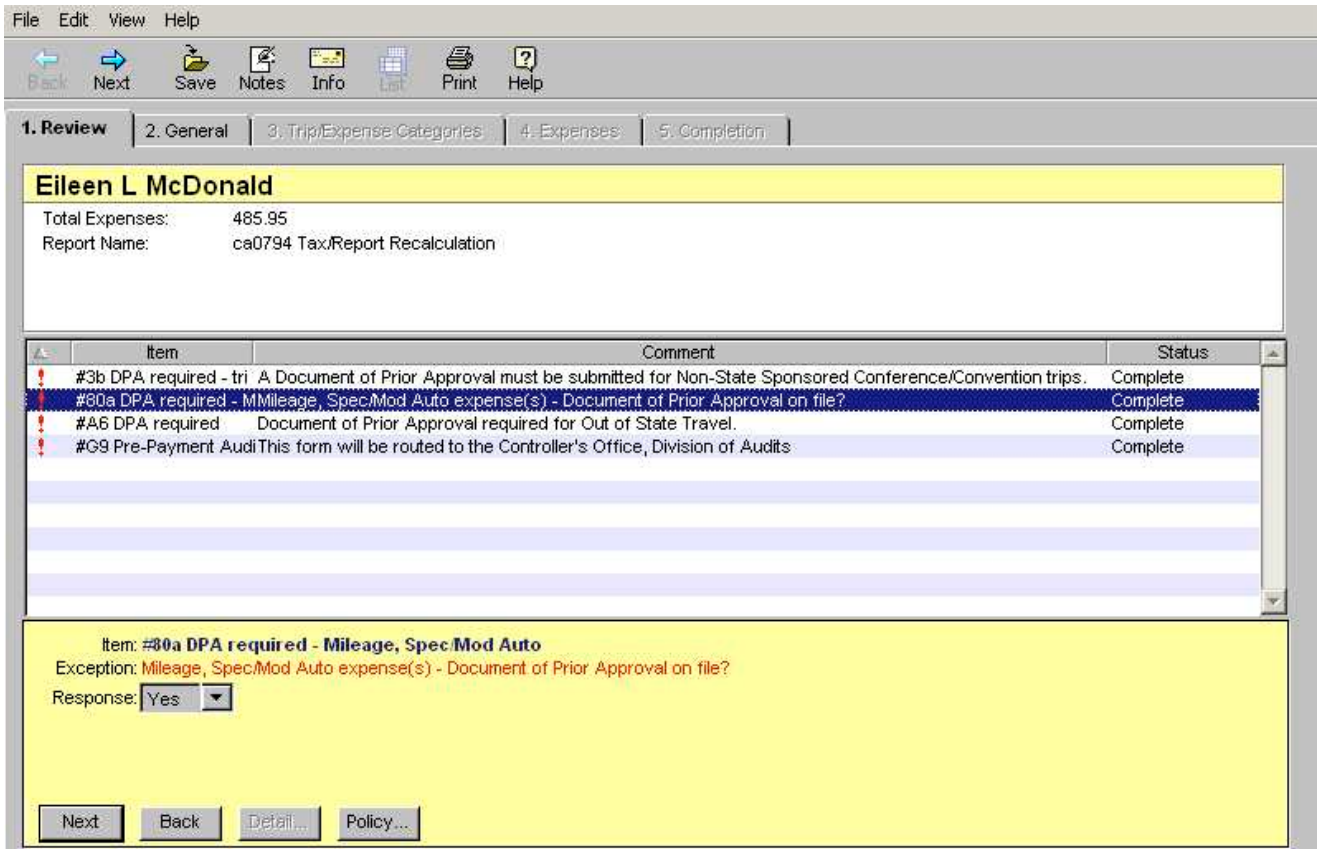
A screenshot of a software window titled 'Note log for Comments'. The window has a yellow header bar. Below the header, there are three input fields: 'Name' (containing 'Susan N Bates'), 'Subject' (containing 'Trip Selection'), and 'Comment' (containing 'Include class materials under different trip type...'). To the right of these fields are three buttons: 'Update', 'Delete', and 'Finished'. Below the input fields is a table with three columns: 'Name', 'Subject', and 'Comment'. The first row of the table contains the same data as the input fields. Below the first row, there is a 'New Entry' link. A callout box with an arrow points to the first row of the table, containing the text 'Click on the note to modify or delete.'

Name	Subject	Comment
Susan N Bates	Trip Selection	Include class materials under different trip type...
New Entry		

V. Review Tab

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.

The **Review** tab will display information regarding items that require prior approval for the trip or expense and exceptions to expenses that may require additional information or substantiation or the expense requires mandatory review. This screen will also display, when applicable, a message identifying that the form was selected for State Controller's Office pre-audit. Items on this tab will require your review.



File Edit View Help

Back Next Save Notes Info List Print Help

1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Eileen L McDonald

Total Expenses: 485.95
Report Name: ca0794 Tax/Report Recalculation

Item	Comment	Status
#3b DPA required - tri	A Document of Prior Approval must be submitted for Non-State Sponsored Conference/Convention trips.	Complete
#80a DPA required - MMileage, Spec/Mod Auto expense(s) -	Document of Prior Approval on file?	Complete
#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Complete
#G9 Pre-Payment Audi	This form will be routed to the Controller's Office, Division of Audits	Complete

Item: #80a DPA required - Mileage, Spec/Mod Auto
Exception: Mileage, Spec/Mod Auto expense(s) - Document of Prior Approval on file?
Response: Yes

Next Back Detail... Policy....

Continued on next page

V. Review Tab (continued)

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

Response field – displays the **Response** information keyed by the employee/submitter. If the response is **No**, a reason **Why** will be displayed.

Reason field – Will display the reason given by the employee for the expense.

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

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

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

Once all expenses have been reviewed, click on the next tab **2. General**.

The screenshot shows a software window titled "File Edit View Help". Below the menu bar is a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. The main window has a tabbed interface with five tabs: "1. Review" (selected), "2. General", "3. Trip/Expense Categories", "4. Expenses", and "5. Completion".

Under the "1. Review" tab, the user's name "Eileen L McDonald" is displayed. Below it, the "Total Expenses" are listed as "485.95" and the "Report Name" is "ca0794 Tax/Report Recalculation".

A table with four columns: "Item", "Comment", and "Status" (with a fourth column for a small icon). The table contains four rows of data:

Item	Comment	Status
#3b DPA required - tri	A Document of Prior Approval must be submitted for Non-State Sponsored Conference/Convention trips.	Complete
#80a DPA required - MMileage, Spec/Mod Auto expense(s)	- Document of Prior Approval on file?	Complete
#A6 DPA required	Document of Prior Approval required for Out of State Travel.	Complete
#G9 Pre-Payment Audi	This form will be routed to the Controller's Office, Division of Audits	Complete

Below the table, a yellow box displays details for the selected item: "Item: #80a DPA required - Mileage, Spec/Mod Auto". It shows the "Exception: Mileage, Spec/Mod Auto expense(s) - Document of Prior Approval on file?" and the "Response: Yes" (selected from a dropdown menu).

At the bottom of the yellow box are four buttons: "Next", "Back", "Detail...", and "Policy...".

VI. General Tab

The **General** tab is used to assign Account Code information. By default, expenses are charged to the Account Codes indicated in the employee's Profile. When expenses are to be charged to a different account code the employee or the Accounting Office may select the Account Code from this screen (see **Assigning a Specialized Account Code** instructions on the following page).

Retroactive Fiscal Year Expense Reimbursement Request

Specialized Account coding is required when the employee's Profile account code information does not match the fiscal year account code required for the expenses requested on the Expense Reimbursement.

EXAMPLE – Employee creates an Expense Reimbursement for June 2001 on August 7, 2001.

Employee's account code information in the Profile was updated on August 1, 2001 with the new fiscal year (2002) information.

When the employee creates the Expense Reimbursement, a snap shot of the Profile will be attached to the form with the 2002 fiscal year account code.

If the employee did not use the **Special Account Coding** instructions to add the prior fiscal year (2001) account code to the expenses, expenses will be charged to the 2002 fiscal year.

If Specialized Account coding is not needed or has been completed correctly by the employee, click on tab **3. Trip/Expenses Categories**. If Specialized Account Code is missing or is not correct go to **Assigning a Specialized Account Code** on the following pages.

Susan N Bates [Expense Reimbursement Form: Los Angeles 3/5]

File Edit View Help

Back Next Save Notes Info Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Complete

Update as appropriate

Specialized Account Code ☐ Expenses require special account charge codes

Report Info

Left blank, expenses will be charged to the Account Code listed in the employee's Profile.

Continued on next page


VI. General Tab (continued)

Specialized Account Code

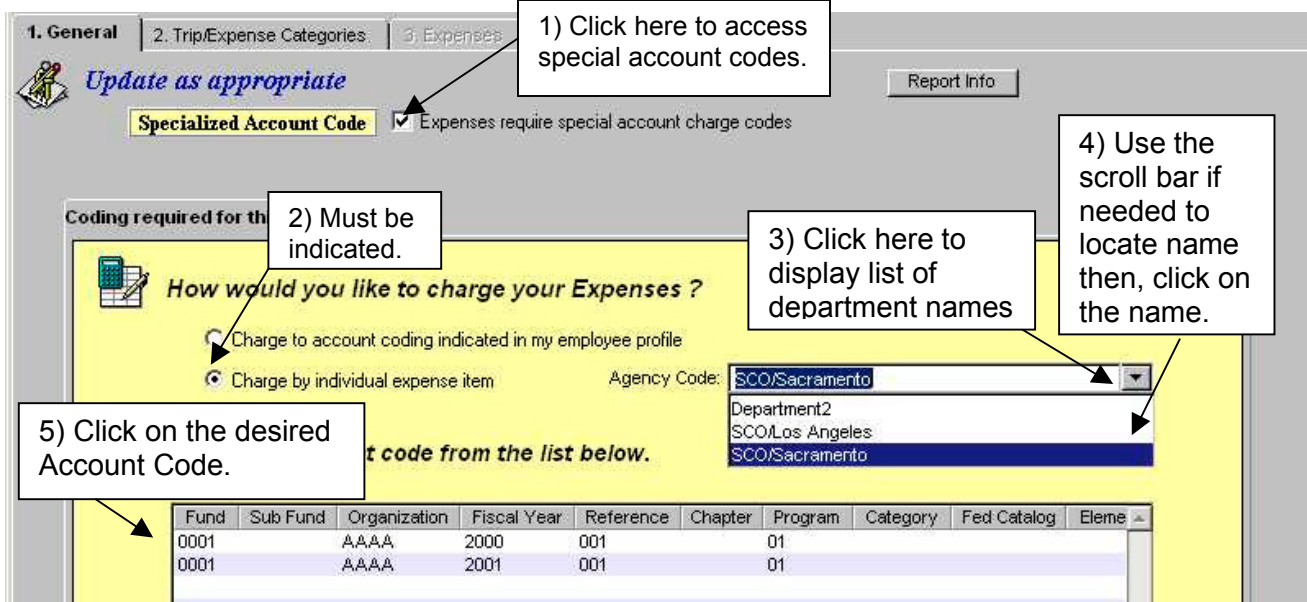
Specialized Account Coding can be selected by the employee when creating the Expense Reimbursement. The code can also be assigned or changed by the Accounting Office.

When Specialized Account Coding is used, the system will not use account code information from the Profile. All account code information must be provided in the High Level account codes selected on tab **2. General** (instructions provided in this section) combined with the Detail Account Codes (e.g., Index, PCA, etc.) assigned on tab **4. Expense** (see section **VIII. Expenses – Assigning Detailed Account Codes**).

Assigning a Specialized Account Code to the Expense Reimbursement:

- 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.
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 the tab **3. Trip/Expenses Categories**.



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.

Update as appropriate

Specialized Account Code ☒ Expenses require special account charge codes

Coding required for this expense

How would you like to charge your Expenses?

☐ Charge to account coding indicated in my employee profile

☒ Charge by individual expense item

Agency Code:

Department2
SCO/Los Angeles
SCO/Sacramento

Account code from the list below.

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

Continued on next page

VI. General Tab (continued)

Assigning a Specialized Account Code (continued)

Removing a Specialized Account Code on the Expense Reimbursement:

If the employee has assigned a Specialized Account Code and should not have done so:

- 1) Click on **Specialized Account Code** box. The Specialized Account Codes will be deactivated and the expenses will be charged to the account codes listed in the employee's Profile. If the system will not allow this, under the question "**How would you like to charge your Expenses?**" click on the option "Charge to the Account Coding indicated in my Employee Profile" (see last example on this page).
- 2) Click on the tab **3. Trip/Expenses Categories**.

File Edit View Help

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1. Review 2. General 3. Trip/Expense Categories 4. Expense Item

Update as appropriate

Specialized Account Code ☒ Expenses require special account charge codes

Report Info

File Edit View Help

Back Next Save Notes Info List Print Help

1. Review 2. General 3. Trip/Expense Categories 4. Expense Item

Update as appropriate

Specialized Account Code ☐ Expenses require special account charge codes

Report Info

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

Update as appropriate

Specialized Account Code ☒ Expenses require special account charge codes

Report Info

Coding required for this claim

How would you like to charge your Expenses ?

☐ Charge to account coding indicated in my employee profile

☒ Charge by individual expense item

Agency Code: Department5

Continued on next page

VI. General Tab (continued)

Assigning a Specialized Account Code (continued)

Correcting a Specialized Account Code on the Expense Reimbursement:

If the employee has assigned a Specialized Account Code that is not correct:

- 1) If the department name selected in the **Agency Code** field is not correct, using the scroll bar, locate the correct department name and click on the name.
Note: Some departments may have more than one name listed.
- 2) A list of department account codes will display. Click on the appropriate Account Code with the applicable fiscal year.
- 3) Click on tab **3. Trip/Expenses Categories**.

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

Update as appropriate Report Info

Specialized Account Code ☒ Expenses require special account charge codes

Coding required for this claim

How would you like to charge your Expenses ?

☐ Charge to account coding indicated in my employee profile

☒ Charge by individual expense item

Agency Code: SCO/Sacramento

Department2
SCO/Los Angeles
SCO/Sacramento

3) Click on the desired Account Code.

1) Use the ▼ to locate department name.

2) Click on the name.

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

VII. Trip/Expenses Categories Tab

Tab **3. Trip/Expense Categories** displays the type of trip(s) being claimed. (For definitions of Trip Types, click on **Definitions** from the CalATERS website). The example below has two trip types 1) Non-Travel Expense and 2) State Sponsored Conference /Convention.

File Edit View Help

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Selection of Trip or Expenses
Select from the following list

When a trip/non-travel expense trip is highlighted in the Applied Trips list, information regarding the trip/ non-travel expense trip will be displayed on the bottom half of the screen

Applied Trips

Applied Trips	Dates
<input checked="" type="checkbox"/> State Sponsored Conference/Convention	03/26/03 - 03/28/03
<input checked="" type="checkbox"/> Non-Travel Expenses	04/01/03 - 04/01/03

Update or Remove the applied trip

State Sponsored Conference/Convention

Conference Name: California Travel Conference

First date of Trip: 03/26/03 Start Time: 0700

Last Date of Trip: 03/28/03 End Time: 1200

Trip Location: LA

Trip Purpose: Attend Conference

Trip Name: LA Conference



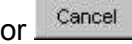

State vehicle used? No

Was Trip > or = 50 miles from Home/Headquarters? Yes

Was a meal provided at the conference/convention? No

License Number: a123123

Update Remove Detail...

A Detail button  may appear on the screen. Clicking on this button will open the **Review Items-Exceptions** screen, which contains information regarding prior approval and/or additional information that can also be found on tab **1. Review**. To exit the screen, click  or . The  button states the policy associated with the expense.

Review Items - Exceptions

Item: #3a DPA required - trip Convention

Exception: A Document of Prior Approval must be submitted for State Sponsored Conference/Convention trips.

Response: Yes

Ok Cancel Policy...

Click on the next tab, **4. Expenses**.

VIII. Expenses Tab

General Information

In tab **4. 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.

File Edit View Help

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

LA Region

When all dates are not displayed, click the ◀ or ▶ symbol to access the dates that are not displayed.

	Tue Jun 12	Wed Jun 13	Thu Jun 14	Fri Jun 15	Sat Jun 16	Sun Jun 17	Mon Jun 18	Tue Jun 19	Wed Jun 20	Thu Jun 21	Fri Jun 22	Totals
Auto Rental												255.00
Breakfast	6.00					6.00	6.00	6.00	6.00	6.00	6.00	72.00
Lunch	10.00					10.00	10.00	10.00	10.00	10.00	10.00	120.00
Dinner	18.00					18.00	18.00	18.00	18.00	18.00	18.00	216.00
Lodging	120.00					120.00	120.00	120.00	120.00	120.00	120.00	1440.00
Incidentals	6.00					6.00	6.00	6.00	6.00	6.00	6.00	72.00
Taxi Fare												5.60
Long Distance Tel												2.00
Emergency Purch		24.36										24.36
Fax		2.00										2.00
Totals	160.00	186.36	160.00	162.00	160.00	160.00	160.00	160.00	160.00	160.00		2357.86

Expense: Fax Payment type: Cash Date: 06/22/01 Friday Enter

File Edit View Help

Back Next Save Notes Info Grid Print Help

1. Review 2. General 3. Trip/Expense Categories 4. Expenses

LA Region

This is the List format. To change to the Grid format, click here.

Use the scroll bars to view additional information.

Q	E	C	Expense	Date	Amount	Payment	Merchant	City	Charge	Reimbursable	Receipt	Cate
59			Breakfast	06/22/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
60			Lunch	06/22/01	10.00	Cash		LAX		Reimbursable	Yes	Adminis
61			Dinner	06/22/01	18.00	Cash		LAX		Reimbursable	Yes	Adminis
62			Lodging	06/22/01	120.00	Cash		LAX		Reimbursable	Yes	Adminis
63			Incidentals	06/22/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
64			Breakfast	06/23/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
65			Lunch	06/23/01	10.00	Cash		LAX		Reimbursable	Yes	Adminis
66			Incidentals	06/23/01	6.00	Cash		LAX		Reimbursable	Yes	Adminis
67			Taxi Fare	06/23/01	5.60	Cash		LAX		Reimbursable	Yes	Adminis

Report Total: 2357.86 Reimbursable Amount: 2357.86

Expense: Breakfast Payment type: Cash Date: 06/22/01 Friday Update

VIII. Expenses Tab (continued)

In the example below there are two **Applied Trips** identified by the two tabs labeled “**Transit Subsidy**” and “**LA Conference**”. When multiple tabs are displayed click on the tab to access the expenses for that **Applied Trip**.

Two tabs for two Trips.

Click on the expense you wish to view. The fields associated with that expense will display on the bottom half of the screen.

	Wed Mar 26	Thu Mar 27	Fri Mar 28		Totals
Breakfast		6.00	6.00		12.00
Lunch	10.00	10.00			20.00
Dinner	18.00	18.00			36.00
Gasoline			25.33		25.33
Auto Rental			152.00		152.00
Commercial Air Fa	123.00				123.00
Lodging		92.00			184.00
Mileage, Personal	5.10		5.10		10.20
Parking, Auto	7.00	7.00	7.00		21.00
Parking, Auto	5.00				5.00
Totals	260.10	139.00	201.43		600.53

Expense: Auto Rental
 Date: 03/28/03 Friday
 Amount: 152.00

Payment type: Direct Charge
 Contracted Provider: Alamo Rent A Car, Inc.
 Location: LAX
 Taxable: No Reportable: No
 Taxable Amount: 0.00
 Reportable Amount: 0.00

UCM Object Code: 29701

Account: OST Fund

The UCM Object Code may be changed, added or blank.

This field is used to assign Detail Account Codes.

Reviewing expenses:


- 1) To verify information keyed for an expense click on the expense amount on the grid. The various fields requiring information will display on the bottom half of the screen (e.g. Receipt Included, Purpose, Location, etc.).
- 2) Fields that are white (not gray) can be modified.
- 3) Amount can be adjusted to a lower amount only. Cannot be adjusted to a higher amount.
- 4) **UCM Object Code field** - is displayed based on a table with codes submitted by your department. If the code is incorrect or blank and should not be blank, key the correct information in the field. If a correction is needed to the UCM Object Code Table, contact the person in your department responsible for requesting CalATERS table updates or the CalATERS System Help Desk.
- 5) Expense amounts can be made taxable and reportable. See instructions in the **Taxable / Reportable Fields** section.

Continued on next page

VIII. Expenses Tab (continued)

Reviewing expenses: (continued)

[illegible]

- 6) When an Expense Reimbursement is designated with Specialized Account Codes on tab **2. General**, detailed account codes must be assigned in the **Account** field. See instructions in **Assigning Detailed Account Codes** section.
- 7) When the expense is a Review Item – Exception, the information regarding a reason of explanation will display when the  button is clicked. (This is the same information provided on tab **1. Review**).

When an expense is modified or adjusted, click the  button.

IMPORTANT: When an amount is adjusted an **Adjustment Reason** screen will appear after updating the **Approve/Return** screen. The **Adjustment Reason** screen allows you to enter a reason limited to 50 characters. If an **Adjustment Reason** screen was previously on the form from a prior adjustment, the information on that screen will be overlayed with the new adjustment reason. To ensure all adjustment reasons are retained, use the **Note Log** function to track and identify all adjustments (see instructions in **Note Log for**

Comments section), click on  **Notes**.

VIII. Expenses Tab (continued)

Taxable / Reportable Fields

Some expenses will be identified by CalATERS as Taxable/Reportable. CalATERS will automatically calculate and generate transactions in the State Controllers Non-Uniformed State Payroll System (Non-USPS). Prior to the use of CalATERS, these transactions were requested on the form STD.676P Non-USPS Adjustment Request –Payments (Fringe Benefit/Employee Business Expense). All expenses identified on CalATERS as taxable are also automatically reported as taxable income.

When the employee keys and updates an expense the system will determine and calculate the **Taxable** and **Reportable Amount** fields based on taxability rules (e.g. meals claimed on trips less than 24 hours or mileage claimed over the maximum stated in contracts or rules, etc.).

Note: The field titled **Reportable** is only used for Mileage, Spec/Mod Auto and Mileage, Personal Auto when the amount exceeds the maximum rate for Personal Auto Mileage reimbursement (e.g. if maximum Mileage, Personal Auto is 34¢, the Taxable and Reportable fields will be automatically calculated). The amount in the Reportable field is included in **Item 12 - Code** on the employee's W-2 form. If an adjustment is made to the expense or manual calculation is required, refer to the following pages.

The screenshot shows the '4. Expenses' tab in the CalATERS system. At the top, there are tabs for '1. Review', '2. General', '3. Trip/Expense Categories', '4. Expenses', and '5. Completion'. Below these is a sub-tab for 'Convention' and 'Seminar'. A table displays expenses for 'Mon Apr 2' and 'Tue Apr 3'. The 'Mileage, Spec/Mod' row is highlighted, with an annotation 'Click on the expense.' pointing to it. Below the table, the 'Expense: Mileage, Spec/Mod Auto' is selected. The 'Date' is '04/02/01' and 'Monday'. The 'Amount' is '11.10'. The 'Miles traveled' is '30.0 @ 0.37 / mile'. The 'Expense Rate' is '0.37'. The 'Origin' is 'Elk Grove' and the 'Destination' is 'Sacramento Airport'. The 'UCM Object Code' is empty. To the right, the 'Taxable' and 'Reportable' fields are shown. The 'Taxable' field is set to 'Yes' and the 'Reportable' field is set to 'Yes'. The 'Taxable Amount' is '1.80' and the 'Reportable Amount' is '9.30'. Annotations explain that the 'Taxable' field calculates the taxable amount and reports the taxable income, and that the 'Reportable' field is used ONLY for Mileage, Spec/Mod Auto or Mileage, Personal Auto when the amount claimed is over the maximum reimbursable mileage rate. Buttons for 'Update', 'Delete', and 'Detail...' are also visible.

	Mon Apr 2	Tue Apr 3	Totals
Commercial Air Fa	89.00		89.00
Auto Rental	99.23		99.23
Parking, Auto	6.00		6.00
Breakfast	5.99	3.98	9.97
Lunch	7.36	8.56	15.92
Dinner	12.36		12.36
Mileage, Spec/Mod	11.10		11.10
Lodging	91.00		91.00
Incidentals		6.00	6.00
Totals	322.04	18.54	340.58

Expense: Mileage, Spec/Mod Auto
Date: 04/02/01 Monday
Amount: 11.10
Miles traveled: 30.0 @ 0.37 / mile
Expense Rate: 0.37
Origin: Elk Grove
Destination: Sacramento Airport
UCM Object Code:

Taxable: Yes Reportable: Yes
Taxable Amount: 1.80
Reportable Amount: 9.30

Buttons: Update, Delete, Detail...

Continued on next page

VIII. Expenses Tab (continued)

Taxable / Reportable Fields (continued)

The formula used by CalATERS for calculating the amounts in the Taxable and Reportable fields for Mileage, Spec/Mod Auto or Mileage, Personal Auto, are as follows:

Taxable Amount Field

The amount displayed in this field is the taxable amount which is used to calculate the taxable gross and is added to the employee's W-2 taxable gross amount. To calculate the amount multiply the amount above the maximum reimbursable rate (e.g. 34¢) by the number of miles.

Example: Employee claims 37¢ for 100 miles. Maximum reimbursement rate is 34¢.

37¢ minus 34¢ = 3¢

3¢ X 100 miles = \$3.00

Taxable Amount = \$3.00

Reportable Amount Field

The amount displayed in this field is the amount reported on the employee's W-2 in **Item 12 – Code**. The amount represents the maximum mileage reimbursable rate multiplied by the number of miles.

Example: Employee claims 37¢ for 100 miles. Maximum reimbursement rate is 34¢.

34¢ X 100 miles = \$34.00

Reportable Amount = \$34.00


VIII. Expenses Tab (continued)

Taxable / Reportable Fields (continued)

Designating Expense Taxable/Reportable

When the **Taxable** field requires updating follow the procedures below:

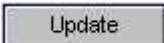
- 1) In the grid area, click on the expense.
- 2) On the bottom half of the screen (right side) you will see the **Taxable** and **Reportable** indicators and fields titled **Taxable Amount** and **Reportable Amount**.

Click on the down arrow , then click **Yes**.

Taxable:	No	Reportable:	No
Taxable Amount:	0.00		
Reportable Amount:	0.00		

Key in the Taxable Amount.

Taxable:	Yes	Reportable:	No
Taxable Amount:	18.00		
Reportable Amount:	0.00		


Click on . The expense will now be reported to the Non-USPS as taxable and reportable.

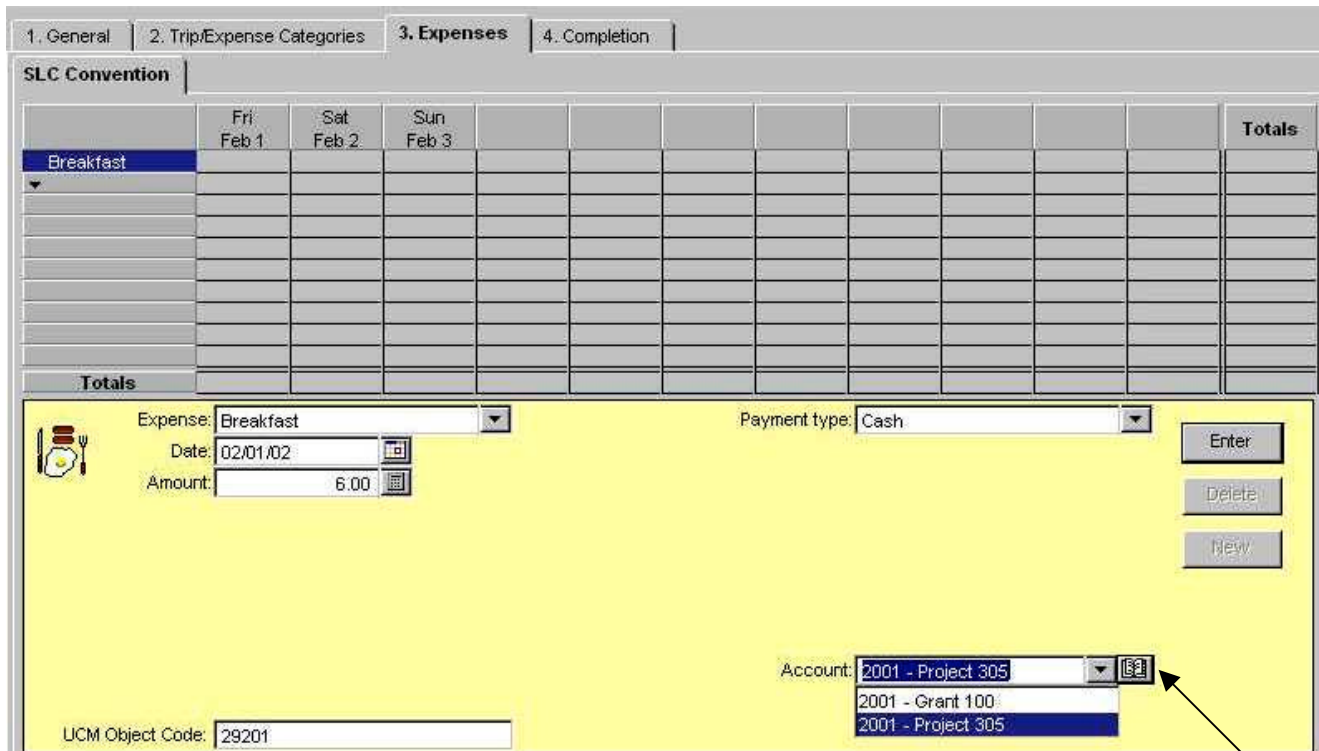
VIII. Expenses Tab (continued)

Assigning Detailed Account Codes


SKIP TO **IX. Completion Tab** IF DETAILED ACCOUNT CODES ARE NOT REQUIRED

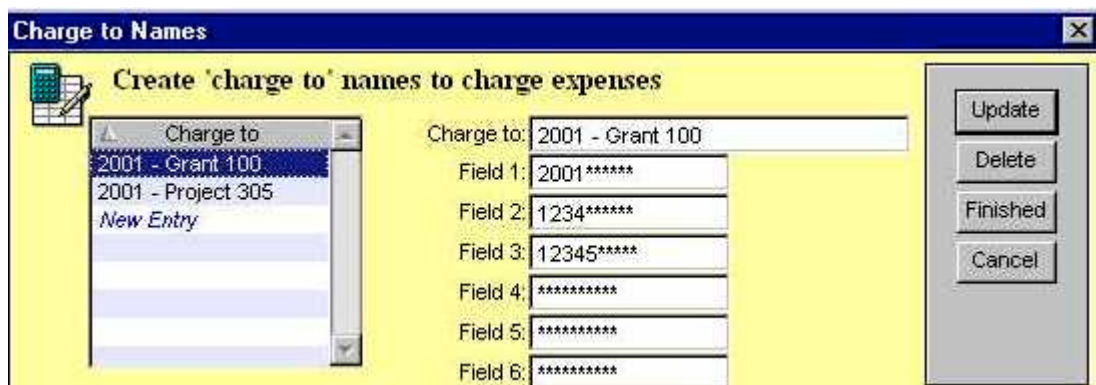
To assign Detailed Account codes the **Specialized Account Code** field on tab **2. General** must be designated with a high-level account code. The Detailed Account Codes are assigned to the expenses on the Expense tab. Procedures for assigning, adding or changing the Detailed Account Codes are provided on the following pages.

At the bottom right corner of the Expense tab screen is the Account field. The  will display Account Names that have been created from other forms.



The screenshot shows the '3. Expenses' tab in a software application. At the top, there are four tabs: '1. General', '2. Trip/Expense Categories', '3. Expenses', and '4. Completion'. Below the tabs is a table with columns for 'SLC Convention', 'Fri Feb 1', 'Sat Feb 2', 'Sun Feb 3', and several empty columns, followed by a 'Totals' column. The 'Expense' field is set to 'Breakfast', the 'Date' is '02/01/02', and the 'Amount' is '6.00'. The 'Payment type' is 'Cash'. The 'Account' field is set to '2001 - Project 305'. A dropdown menu is open, showing three options: '2001 - Grant 100', '2001 - Project 305', and '2001 - Project 305'. An arrow points to the dropdown arrow icon next to the 'Account' field.

If the Account field is blank or you wish to view the account code information click on the  button. The **Charge to Names** screen will display. To add, delete or modify Detail Account Code information see instructions on the following pages.





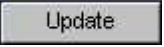
The screenshot shows the 'Charge to Names' screen. It has a title bar 'Charge to Names' and a close button. The main area is yellow and contains the text 'Create 'charge to' names to charge expenses'. On the left, there is a list box with three items: '2001 - Grant 100', '2001 - Project 305', and 'New Entry'. On the right, there is a form with a 'Charge to' field set to '2001 - Grant 100' and six 'Field' labels (Field 1 through Field 6) with corresponding input fields. On the far right, there are four buttons: 'Update', 'Delete', 'Finished', and 'Cancel'.

Continued on next page

VIII. Expenses Tab (continued)

Assigning Detailed Account Codes (continued)

Assign an existing Detail Account Code to an Expense

- 1) Click on the expense to assign a Detail Account Code.
- 2) Click on the down arrow  in the **Account** field.
- 3) Select an account from the list. If the account name is not identified on the list, skip to the next page, which contains instructions for adding account names and codes to the listing. To view the detailed account codes assigned to the account names, click on the  button in the **Account** field (see example of the **Charge to Names** screen on next page).
- 4) When the correct name for the account code is assigned, click on .
- 5) Repeat these steps for each expense.

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

LA Convention

	Tue Jun 26	Wed Jun 27								Totals
Lodging	160.00									160.00
Breakfast	6.00	6.00								12.00
Lunch	10.00	10.00								20.00
Dinner	18.00									18.00
Long Distance Tel	2.20									2.20
Business Expense	25.00									25.00
Parking, Auto	5.00	5.00								10.00
Parking, Auto	7.00	7.00								14.00
Mileage, Spec/Mod	18.50	7.40								25.90
Incidentals		6.00								6.00
Totals	493.70	41.40								535.10

Expense: Mileage, Spec/Mod Auto

Date: 06/27/01 Wednesday

Amount: 7.40

Miles traveled: 20.0 @ 0.37 /

Expense Rate: 0.37

Origin: SMF

Destination: Hq


UCM Object Code: 29601

Taxable: Yes Reportable: Yes

Chargeable Amount: 1.20

Chargeable Amount: 20.00

Account: Program 100 - 2000

Click on  to view the Detailed Account Codes on the Charge to Names screen.

1) Click on the expense.

2) Click on down arrow to display list of names.




3) Click on the account name to charge expense.


Continued on next page

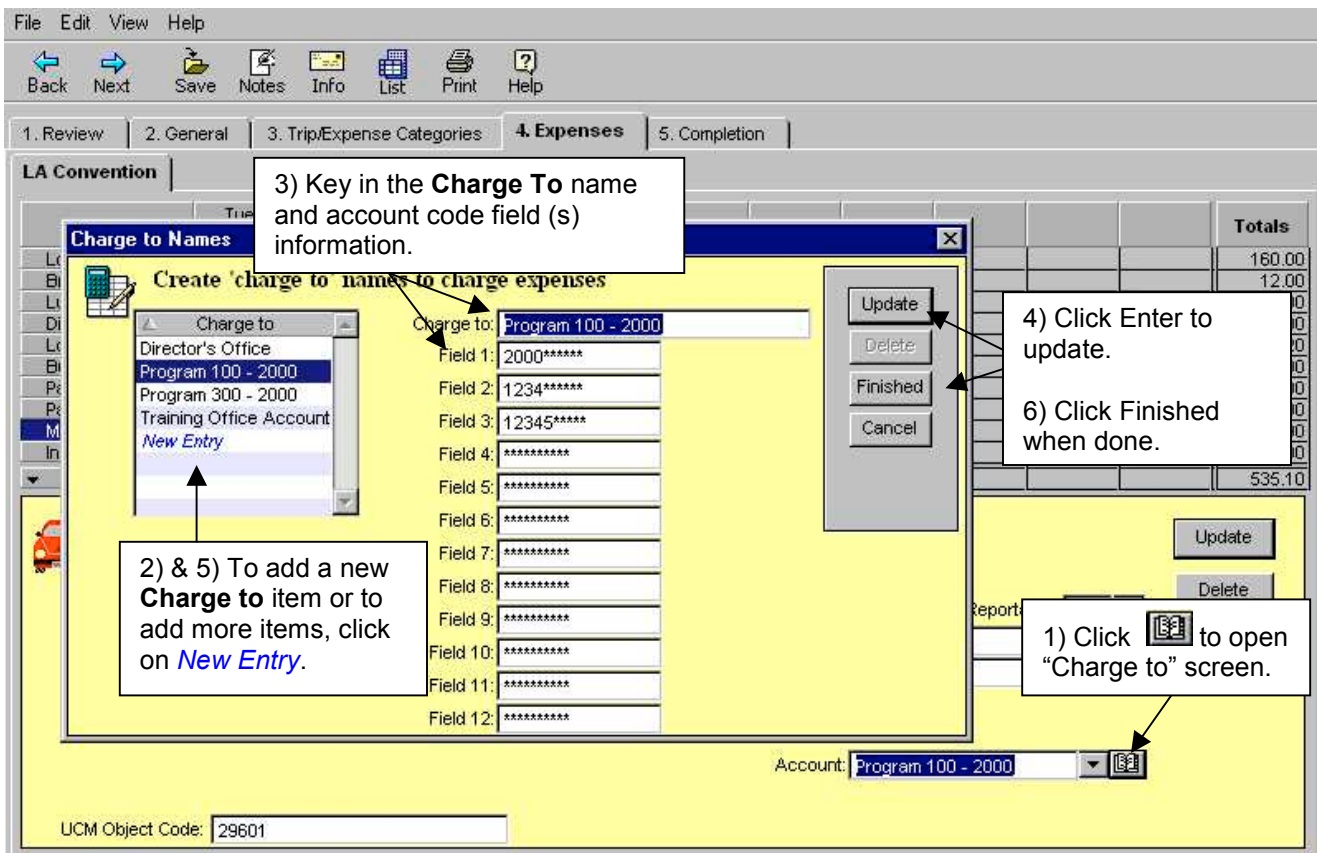
VIII. Expenses Tab (continued)

Assigning Detailed Account Codes (continued)

Add a Detail Account Code

- 1) In the **Account** field, click on the  button. The **Charge to Names** screen will appear.
- 2) In the **Charge to** field click on *New Entry*.
- 3) Key in a name associated with the account code and/or fiscal year. 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 names, tip text will display identifying the CALSTARS field name.
- 4) When all Detailed Account Code information is keyed, click on .
- 5) To add more items, click on *New Entry* in the **Charge to** field and repeat steps 3 and 4
- 6) Click on  to return to the expenses.

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



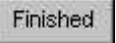



The screenshot shows the 'Charge to Names' window within the '4. Expenses' tab. The window has a title bar 'Charge to Names' and a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu bar are icons for 'Back', 'Next', 'Save', 'Notes', 'Info', 'List', 'Print', and 'Help'. The main area is divided into sections. On the left, there's a 'Charge to' list with items: 'Director's Office', 'Program 100 - 2000', 'Program 300 - 2000', 'Training Office Account', and 'New Entry'. An arrow points to 'New Entry' with callout 2. In the center, there's a 'Charge to:' field with 'Program 100 - 2000' and 12 numbered fields (Field 1 to Field 12) for account code entry. Callout 3 points to this section. On the right, there's a panel with 'Update', 'Delete', 'Finished', and 'Cancel' buttons. Callout 4 points to 'Update', callout 6 points to 'Finished', and callout 5 points to 'New Entry'. At the bottom right, there's a 'Report' button and an 'Account:' field with 'Program 100 - 2000'. Callout 1 points to the 'Account:' field. At the bottom left, there's a 'UCM Object Code:' field with '29601'. A 'Totals' table is visible on the far right.

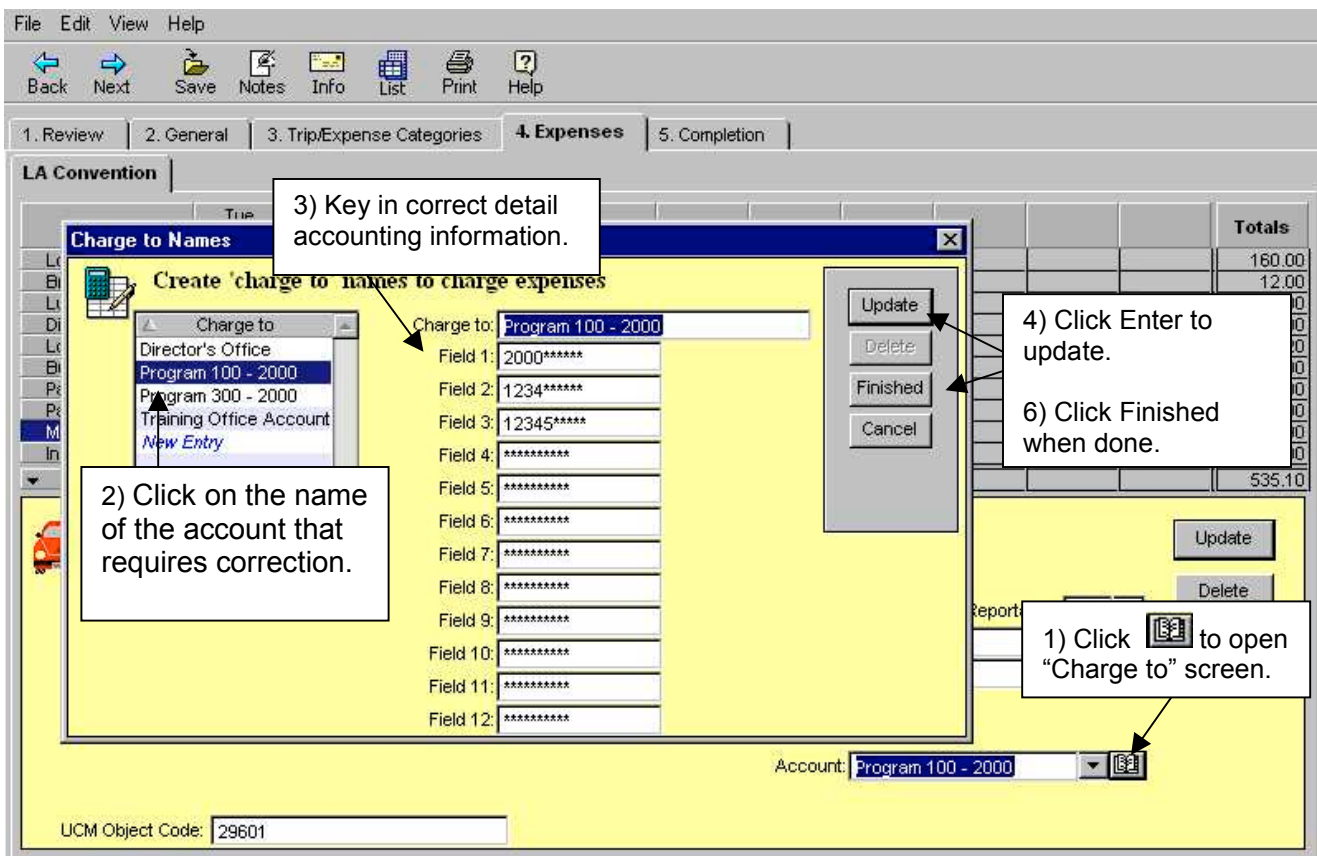
Totals	
	160.00
	12.00
	535.10

Special Account Codes (continued)

Correct a Detail Account Code

- 1) In the **Account** field, click on the  button. The **Charge to Names** screen will appear.
- 2) In the **Charge to** field click on the name of the account that requires correction.
- 3) Key the correct 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 names, tip text will display identifying the CALSTARS field name.
- 4) When all Detailed Account Code information is correct, click on .
- 5) Click on  to return to the expenses.

Click on  to update the expense with the detailed account code identified in the **Account** field.



The screenshot shows the 'Charge to Names' window within the 'LA Convention' application. The window has a title bar 'Charge to Names' and a subtitle 'Create charge to names to charge expenses'. It features a 'Charge to' list on the left with options: 'Director's Office', 'Program 100 - 2000', 'Program 300 - 2000', 'Training Office Account', and 'New Entry'. The 'Program 100 - 2000' option is selected. To the right of this list are 12 input fields labeled 'Field 1' through 'Field 12'. Field 1 contains '2000*****', Field 2 contains '1234*****', and Field 3 contains '12345*****'. Below these fields is a 'Charge to' dropdown menu showing 'Program 100 - 2000'. To the right of the dropdown are 'Update', 'Delete', 'Finished', and 'Cancel' buttons. At the bottom of the window is the 'Account' field, which also shows 'Program 100 - 2000' and a small icon. A 'UCM Object Code' field at the bottom left contains '29601'. On the right side of the window, there is a 'Totals' table with two rows: '160.00' and '12.00'. Below the 'Totals' table are 'Update' and 'Delete' buttons. Numbered callouts point to various elements: 1) points to the icon in the 'Account' field; 2) points to the 'Program 100 - 2000' option in the 'Charge to' list; 3) points to the 'Field 1' input field; 4) points to the 'Update' button in the 'Charge to Names' window; 5) points to the 'Finished' button in the 'Charge to Names' window; 6) points to the 'Finished' button in the 'Charge to Names' window.

After all expenses have been reviewed and updated with corrected information click on tab **5. Completion.**

IX. Completion Tab

Under tab **5. Completion**, you will find additional tabs.

Receipts Tab - will display only if expenses requiring receipts were requested.

This screen lists all expenses that require receipts. On this screen you may view the **Receipt Submitted** field **Yes** or **No** with a statement indicating why the receipt was not submitted or **Previously Submitted**. At the bottom half of the screen click on the expense to view additional information for that expense.

Click on the next tab.

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Receipts Travel Advance Recovery For Accounting Office Only Summary Approve / Return

6 Receipts Date: 04/01/03 Amount: 45.00 Expense: Regional Transit (Subsidy) Receipt submitted: Yes Update

Receipt	Date	Amount	Expense
Yes	04/01/03	45.00	Regional Transit (Subsidy)
Yes	03/27/03	6.00	Breakfast
Yes	03/28/03	6.00	Breakfast
Yes	03/28/03	25.33	Gasoline
Yes	03/27/03	92.00	Lodging
Yes	03/26/03	92.00	Lodging

Click to view.

IX. Completion Tab (continued)

Travel Advance Recovery Tab

General Information

On the **Travel Advance Recovery** screen you can view and adjust the outstanding Travel Advance amount to be recovered from this Expense Reimbursement. CalATERS will deduct the maximum amount from **all** outstanding Travel Advances.

For example: Employee has a Travel Advance issued for a 06/01/03 trip for \$200 and a second Travel Advance of \$300 for 06/15/03 trip. When the Expense Reimbursement is requested for \$300 the system will deduct from the oldest travel advance first 06/01/03 - \$200 then deduct from the next oldest Travel Advance.

If the Travel Advance amount to be recovered is incorrect, the amount can be modified (see **Modifying Travel Advance Amount** on the following pages).

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Receipts **Travel Advance Recovery** For Accounting Office Only Summary Approve/Return

Travel Advance Recovery

Travel Advance Recovery

TA ID: TAF000002046

TA Amount Available 200.00

TA Amount to be Scheduled 200.00

Update

Travel Advance Available for Recovery

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/01/03	TAF000002046	200.00	200.00	200.00
06/15/03	TAF000002047	300.00	300.00	117.00

May require using the scroll bar to view the Amount to be Recovered field.


Continued on next page

IX. Completion Tab (continued)

Travel Advance Recovery Tab (continued)

Modifying Travel Advance Amount


To adjust Travel Advance amount to be recovered:

- Click on the Travel Advance to be adjusted from **Travel Advance Available for Recovery** area.
- Key the adjusted amount (can be zero) in the **TA Amount to be Scheduled** field.
- Click . The field called **Amount to be Recovered** in the **Travel Advance Available for Recovery** listing will reflect the adjusted amount that will be taken from the Expense Reimbursement.

NOTE: The total amount to be recovered cannot be more then the total amount of the Expense Reimbursement minus Direct Charge expenses.

When multiple Travel Advances are listed, you may adjust the amount for each of the Travel Advances.

To provide a detailed description/reason for adjusting the Travel Advance amounts add a note

to the **Note Log**, click on  (see instructions in section IV. **Note Log for Comments**).

Continued on next page

IX. Completion Tab (continued)

Modifying Travel Advance Amount (continued)

In the example below and Expense Reimbursement is submitted for \$317.00. Two Travel Advances were issued for the employee. TAF000002046 was issued 06/01/03 and is scheduled for \$200 recovery and TAF000002047 was issued 06/15/03 and is scheduled for \$117.


TAF000002047 was issued for the trip identified on this form. We would like to collect all of this travel advance from this Expense Reimbursement.

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

- TA ID: TAF000002046
- TA Amount Available: 200.00
- TA Amount to be Scheduled: 200.00
- Update button

Below the form is a table titled 'Travel Advance Available for Recovery':

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/01/03	TAF000002046	200.00	200.00	200.00
06/15/03	TAF000002047	300.00	300.00	117.00

- 1) Click on TAF000002047.
- 2) In the "TA Amount to be Scheduled" field key 300, then click .
- 3) "Amount to be Recovered" will display 300.00.

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

- TA ID: TAF000002047
- TA Amount Available: 300.00
- TA Amount to be Scheduled: 300.00
- Update button

Below the form is a table titled 'Travel Advance Available for Recovery':

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
06/01/03	TAF000002046	200.00	200.00	200.00
06/15/03	TAF000002047	300.00	300.00	300.00

Annotations:

- Key 300, then click Update.
- After the Update button is clicked, the "Amount to be Recovered" field will display 300.00.

In the above scenario the amount for TAF000002046 must also be reduced using the Update procedures.

Once changes are made, click on the next tab **For Accounting Office Only**.

IX. Completion Tab (continued)

For Accounting Office Only

Long Term Assignment (LTA)

This screen is used to indicate LTA taxability for expenses incurred during the designated period. Key the Start and End Dates for which the LTA is taxable.

Click on the **Summary** tab.

The screenshot shows a software interface with a menu bar (File, Edit, View, Help) and a toolbar (Back, Next, Save, Notes, Info, List, Print, Help). Below the toolbar are tabs: 1. Review, 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion. Under the '5. Completion' tab, there are sub-tabs: Receipts, Travel Advance Recovery, For Accounting Office Only (selected), Summary, and Approve/Return. The 'For Accounting Office Only' sub-tab contains a green icon and the text 'For Accounting Office Only'. Below this, a message reads: 'Please indicate the dates for which the Long Term Assignment is taxable'. There are two input fields: 'Taxability Start Date' and 'Taxability End Date', each with a date picker icon. A callout box with arrows pointing to both date pickers contains the text: 'Enter start and end dates for Long Term Assignments that are one year or longer.'

IX. Completion Tab (continued)

Summary Tab

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, click on a previously viewed/updated tab to view the information.

If all information is correct, click on the **Approve/Return** tab.

Summary	
Total Expense Amount	665.18
Travel Advance Recovery	358.00
Direct Charge	196.36
Amount Due Employee	110.82

Trip(s) Summary	
Trip Name	Amount
Conference Fees	200.00
LA Travel	465.18

IX. Completion Tab (continued)

Approve/Return Tab

This screen is used to Approve, Return or Disapprove an Expense Reimbursement. This screen can also be used to assign an additional approver, see procedures for assigning an additional approver on the following page.

The screenshot shows a software application window with 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 is a tabbed interface with five tabs: 1. Review, 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion. The '5. Completion' tab is active. Within this tab, there are sub-tabs: Receipts, Travel Advance Recovery, For Accounting Office Only, Summary, and Approve / Return. The 'Approve / Return' sub-tab is selected. The main content area displays a large text block with a legal certification statement. To the right of this text is an 'Add Approver' button. At the bottom of the window, there is a 'Password' field and three buttons: 'Approve' (with a green checkmark icon), 'Return for more information' (with a red X icon), and 'Disapprove' (with a red X icon).

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1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Receipts Travel Advance Recovery For Accounting Office Only Summary Approve / Return

Approve / Return

Add Approver

I hereby certify under penalty of perjury that I am a duly appointed, qualified, and acting officer of the herein named State agency, department, board, commission, office, or institution; that this request is in all respects true, correct, and in accordance with the law; that the services mentioned herein were actually rendered and supplies delivered to the State agency in accordance with the contract and law; that the authorizations for purchases have been duly obtained wherever required and that amounts claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimant named herein is entitled to the amounts specified and will be paid as allowed when the warrant is received by the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the items of expense mentioned in the claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken subscribed, and filed the oath set forth in Section 3103 of the Government Code.

Password

Approve Return for more information Disapprove

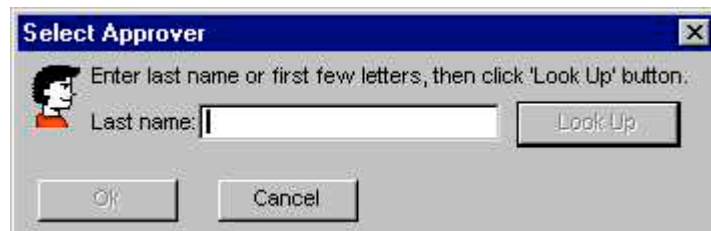
Continued on next page

IX. Completion Tab (continued)

Approve/Return Tab (continued)

To Add an 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**.



The 'Select Approver' dialog box has a title bar with a close button. It contains a cartoon character icon, a text prompt 'Enter last name or first few letters, then click 'Look Up' button:', a text input field labeled 'Last name:', a 'Look Up' button, and 'Ok' and 'Cancel' buttons at the bottom.

- 3) The **Select A Person** screen will display. To add the approver, click on the desired name and click the **Ok** button. The Expense Reimbursement will be routed to the selected approver.



The 'Select Person' dialog box has a title bar with a close button. It contains a cartoon character icon, a table with two columns: 'Name' and 'Email', and 'Ok' and 'Cancel' buttons at the bottom.

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

To Remove an Added Approver:

Click on the **Remove Approver** button.

The added approver will be removed.

IX. Completion Tab (continued)

Approve/Return Tab (continued)

Approving an Expense Reimbursement

File Edit View Help

Back Next Save Notes Info List Print Help

1. Review 2. General 3. Trip/Expense Categories 4. Expenses 5. Completion

Receipts Travel Advance Recovery For Accounting Office Only Summary **Approve / Return**

Approve / Return

Add Approver

I hereby certify under penalty of perjury that I am a duly appointed, qualified, and acting officer of the herein named State agency, department, board, commission, office, or institution; that this request is in all respects true, correct, and in accordance with the law; that the services mentioned herein were actually rendered and supplies delivered to the State agency in accordance with the contract and law; that the authorizations for purchases have been duly obtained wherever required and that amounts claimed and articles delivered comply therewith; that the amounts of any refunds to claimants indicated herein were received from such claimants by the herein named agency in excess of that legally due it under the law, or otherwise lawfully due such claimants; that all of the expenditures herein set forth are in accordance with the current budget allotments and provisions as approved by the State Department of Finance, and that none of the expenditures are in excess thereof; that there has been full compliance with all provisions or restrictions in the budget act or any other appropriation relating to expenditures herein; that the claimant named herein is entitled to the amounts specified and will be paid as allowed when the warrant is received by the State Controller; that I have not violated any of the provisions of Sections 1090 to 1096, inclusive, of the Government Code, in incurring the items of expense mentioned in the claim, or in any other way; that any disaster service worker for whom compensation or reimbursement for expenses incurred is claimed herein has, if required by law, taken subscribed, and filed the oath set forth in Section 3103 of the Government Code.

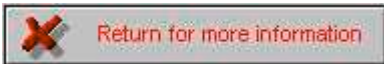
Password

Approve Return for more information Disapprove

It is important that you **read the Submission Statement.** Click in the **Password** field, enter your password, then click one of the following buttons:



Will approve the Expense Reimbursement and will move it to an added approver or when applicable (see section **V. Review Tab**) to the State Controller's Office for pre-auditing or will submit the form for payment.



Will not approve the Expense Reimbursement. This option will allow you to return the form to the creator or a previous approver for corrections or additional information. Follow instructions in **Returning an Expense Reimbursement.**



Click this button to disapprove an Expense Reimbursement. Follow instructions in **Disapproving an Expense Reimbursement.**

Note: Information on a disapproved Expense Reimbursement cannot be modified/corrected for resubmission.

Continued on next page


IX. Completion Tab (continued)

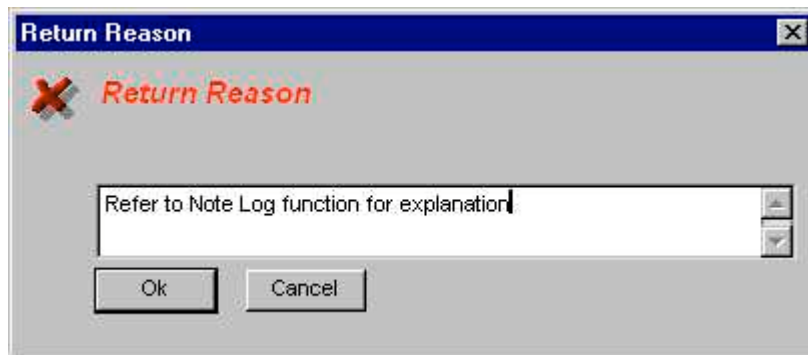
Returning an Expense Reimbursement

To provide a detailed description/reason for returning the Expense Reimbursement add a Note using the **Notes Log** function (see instructions in section IV. **Note Log for Comments**).


Click on the  button.


When an Expense Reimbursement is being returned, the Return Reason screen will display.

- 1) Key a return reason (limited to 100 characters) or when a Note is added, refer the person to the **Note Log** for the detailed reason for return.
- 2) Click the  button.



The 'Return Reason' dialog box has a title bar with a close button. Inside, there is a red 'X' icon and the text 'Return Reason'. Below this is a text input field containing the text 'Refer to Note Log function for explanation'. At the bottom are 'Ok' and 'Cancel' buttons.

- 3) The **Select a Person** screen will display. Click on the name to whom the form will be returned, then click the  button.



The 'Select Person' dialog box has a title bar with a close button. It features a list box with a yellow book icon on the left. The list box contains three entries: 'Nichols, Debie N' with email 'DNichols@sco.ca.gov', 'Nicholson, Natalie N' with email 'NNicholson@sco.ca.gov', and 'Nicholson, Ronald N' with email 'RNicholson@sco.ca.gov'. The first entry is selected. At the bottom are 'Ok' and 'Cancel' buttons.


Displays:
Employee –
Nichols, Debie N
1st Approver –
Nicholson, Natalie N
2nd Approver –
Nicholson, Ronald N

The Expense Reimbursement form is sent back to the **Work Queue** of the person selected on the **Select a Person** list. The system will generate an email to notify the selected person of the returned form. Specific information regarding working with a returned Expense Reimbursement can be found in the [Miscellaneous Actions Expense Reimbursement](#) instructions on the CalATERS website.

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IX. Completion Tab (continued)



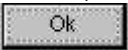
Disapproving an Expense Reimbursement

A disapproved Expense Reimbursement cannot be modified/corrected for resubmission. If the information requires changes, use the  button.

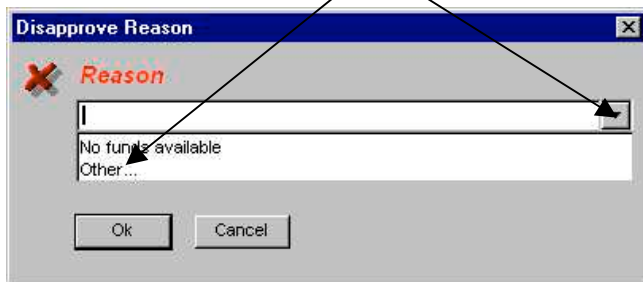
To provide a detailed reason for disapproving the Expense Reimbursement add a Note using the **Notes Log** function (see instructions in section IV. **Note Log for Comments**).

Click on the  button. The **Disapprove Reason** screen will display.

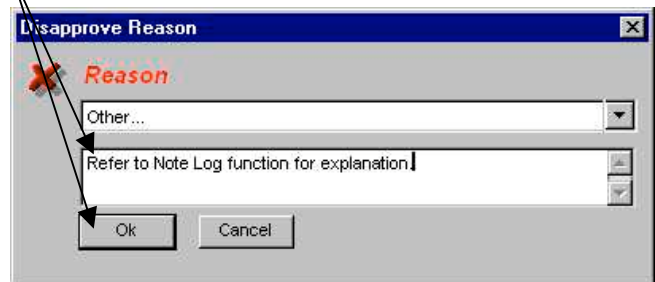
On the **Disapprove Reason** screen:

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 100 characters) or when the **Note Log** function is used, refer the person to the **Note Log** for the detailed reason.
- 3) Click the  button.

Click on the down arrow to display options, then click on the desired option.



Key in the reason when **Other** is selected, then click on OK.






The Expense Reimbursement form is sent back to the **Work Queue** of the employee/submitter. The system will generate an email to notify the person of the disapproved form.

IX. Completion Tab (continued)

Approve/Return Tab (continued)

Adjustment Reason Screen

When an adjustment is made on tab **4. Expenses** or to tab **5. Completion - TA Recovery** tab the **Adjust Reason** screen will display. This screen may also display if an expense was adjusted, then changed back to the original amount. If this is the case, select **Other** and indicate "No adjustments made".

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 50 characters) or when the **Note Log** function is used (see instructions in section **IV. Note Log for Comments**), refer the person to the Note Log for the detailed reason.
- 3) Click the  button.

Click on the down arrow to display options, then click on the desired option.



Key in the reason when **Other** is selected, then click on OK.



Once the Adjustment screen is complete, the action requested for the Expense Reimbursement (i.e., approved, returned or disapproved) will be performed and an email notification will be sent to the employee/submitter regarding the adjustment.

IX. Completion Tab (continued)


Approve/Return Tab (continued)

Messages

Prior to approving, returning or disapproving an Expense Reimbursement, a message may display. This section contains examples of messages.

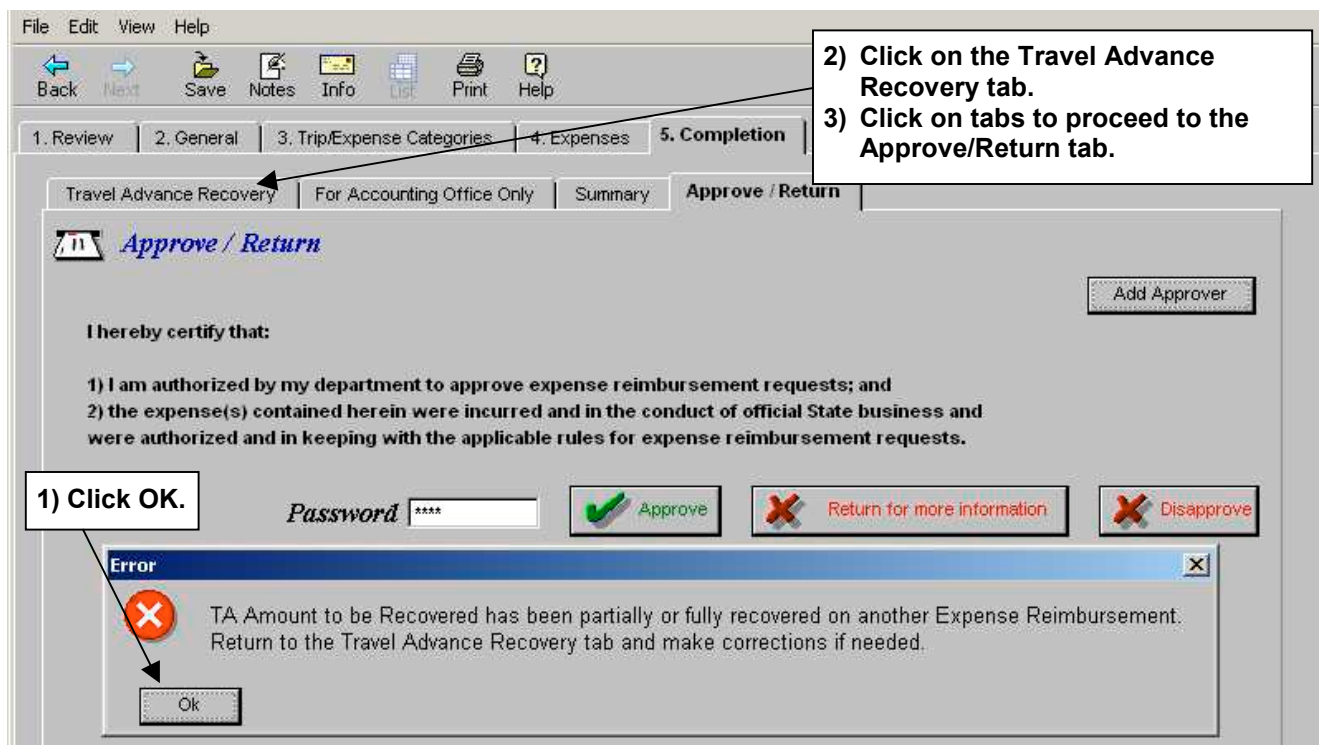
Travel Advance Error Message

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

Click the  button then click on the **Travel Advance Recovery** tab. In most cases, no other action will be required on your part; the system will automatically recalculate the Travel Advance fields. **Note:** In cases where you have updated the “Amount to be Recovered” field, you will need to recalculate and update the amount again to reflect no more than is displayed in the “TA Amount Available” field.

Click on the **For Accounting Office Only** tab and proceed to the **Approve/Return** tab.

Add an additional approver if needed. Key in password then click one of the buttons to Approve, Return for more information or Disapprove the form.



The screenshot displays the 'Approve / Return' window of the Expense Reimbursement system. The window has 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. Review, 2. General, 3. Trip/Expense Categories, 4. Expenses, and 5. Completion. The 'Approve / Return' tab is active, showing sub-tabs: Travel Advance Recovery, For Accounting Office Only, Summary, and Approve / Return. The main content area is titled 'Approve / Return' and contains a certification statement: 'I hereby certify that: 1) I am authorized by my department to approve expense reimbursement requests; and 2) the expense(s) contained herein were incurred and in the conduct of official State business and were authorized and in keeping with the applicable rules for expense reimbursement requests.' Below this is a password field labeled 'Password' with four asterisks. To the right are three buttons: 'Approve' (green checkmark), 'Return for more information' (red X), and 'Disapprove' (red X). An 'Add Approver' button is also present. An error message box is open, stating: '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.' The error box has an 'Ok' button. Annotations with arrows point to the 'Ok' button in the error box (labeled '1) Click OK.'), the 'Travel Advance Recovery' tab (labeled '2) Click on the Travel Advance Recovery tab.'), and the 'Approve/Return' tab (labeled '3) Click on tabs to proceed to the Approve/Return tab.').

1) Click OK.

2) Click on the Travel Advance Recovery tab.

3) Click on tabs to proceed to the Approve/Return tab.

Error

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.


Ok

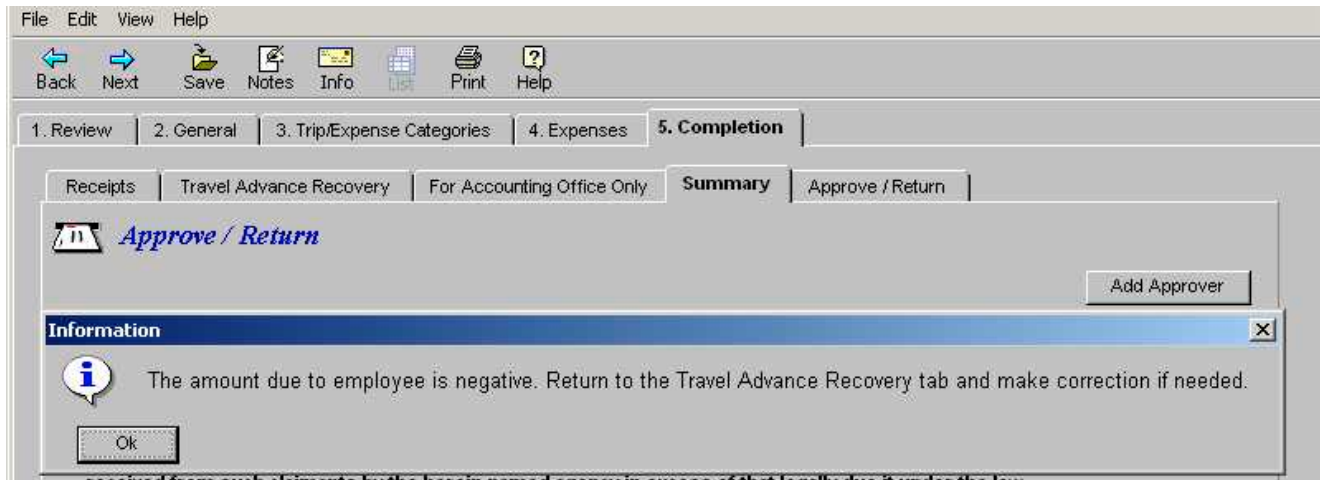
IX. Completion Tab (continued)

Approve/Return Tab - Messages (continued)

Travel Advance Information Message

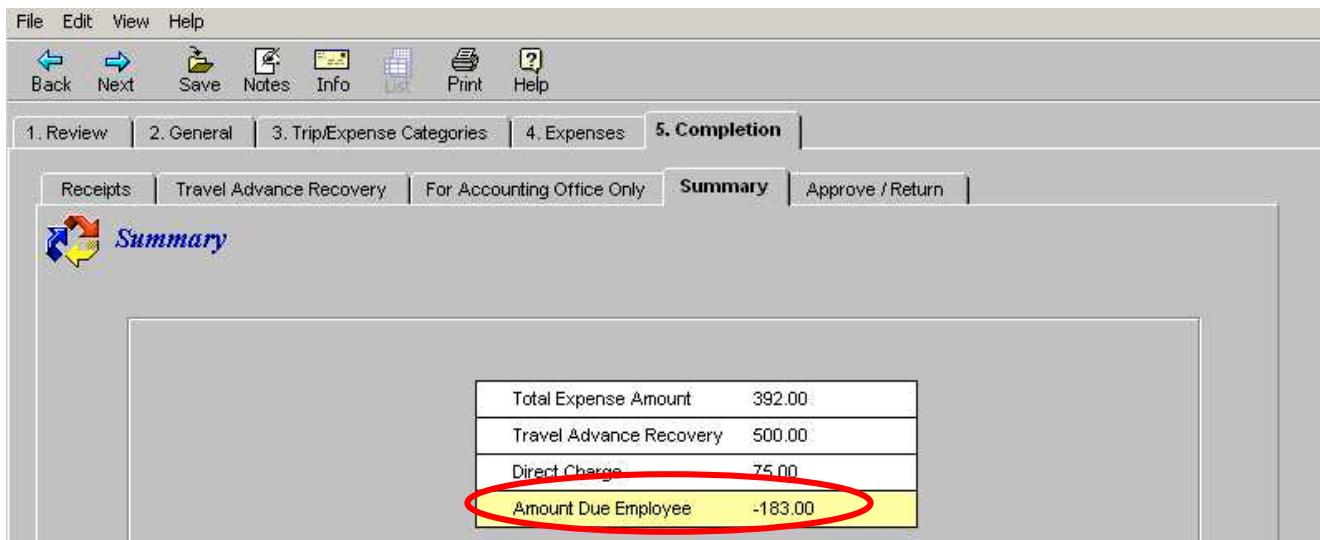
This message will display when the amount updated in the “Amount to be Recovered” field is more than the amount of the expenses being reimbursed.

Click the  button then click on the **Travel Advance Recovery** tab. Adjust the “Amount to be Recovered”.



The screenshot shows the software interface with the '5. Completion' tab selected. Within this tab, the 'Summary' sub-tab is active. An information message box is displayed, stating: 'The amount due to employee is negative. Return to the Travel Advance Recovery tab and make correction if needed.' The message box has an 'Ok' button at the bottom left. The background interface shows tabs for 'Receipts', 'Travel Advance Recovery', 'For Accounting Office Only', 'Summary', and 'Approve / Return'. The 'Summary' tab is currently selected.

After adjustments are made to the “Amount to be Recovered” fields, click on the **For Accounting Office Only** tab, then click on the **Summary** tab. The “Amount Due Employee” should not be a negative amount, must be 0.00 or greater.



The screenshot shows the software interface with the '5. Completion' tab selected. Within this tab, the 'Summary' sub-tab is active. A table is displayed showing the following values:

Total Expense Amount	392.00
Travel Advance Recovery	500.00
Direct Charge	75.00
Amount Due Employee	-183.00

The 'Amount Due Employee' row is highlighted in yellow and circled in red, indicating the negative value.

Proceed to the **Approve/Return** tab. Add an additional approver if needed. Key in password then click one of the buttons to Approve, Return for more information or Disapprove the form.



IX. Completion Tab (continued)

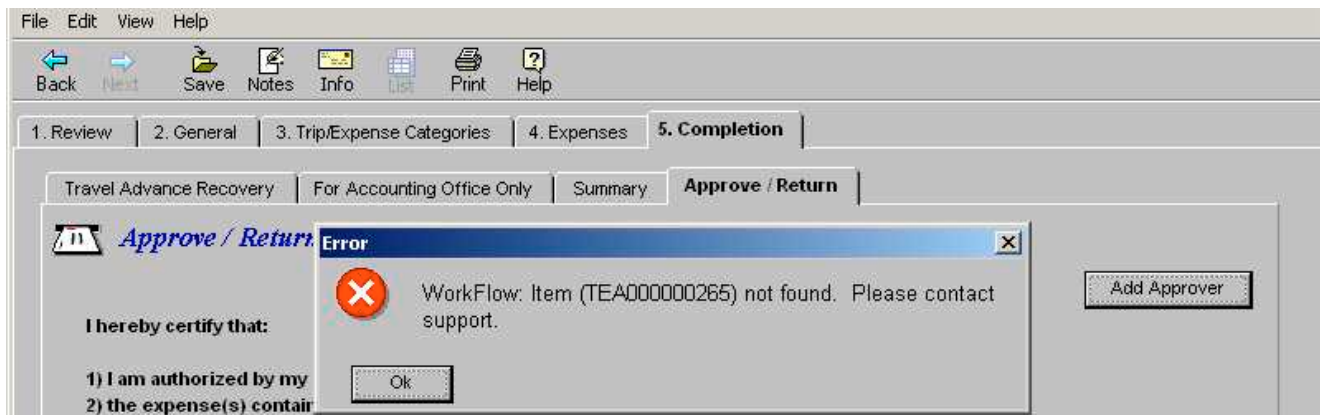
Approve/Return Tab – Messages (continued)

Work Flow Message

This message will display in two instances. Message will appear when:

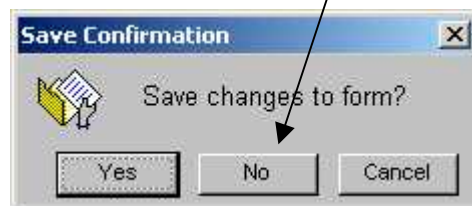
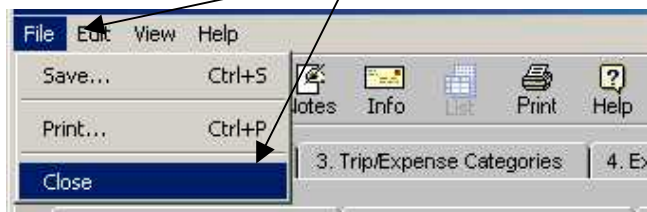
- 1) The Expense Reimbursement is “Cancelled” by the employee while attempting to approve, return or disapprove the form.
- 2) If your Work Queue was not refreshed and you open a form that is already opened by another accounting staff in the work pool.

Click  then exit the form by clicking **File** on the Menu Bar, then click **Close**. When the Save Confirmation screen appears, click  which will take you back to your Work Queue. If the form was cancelled by the employee, it will no longer appear on your Work Queue. If form displays on your Work Queue, from the Menu Bar, click **Edit**, then **Refresh List** to view the status of form.



Click **File** on the Menu Bar, then click **Close**.

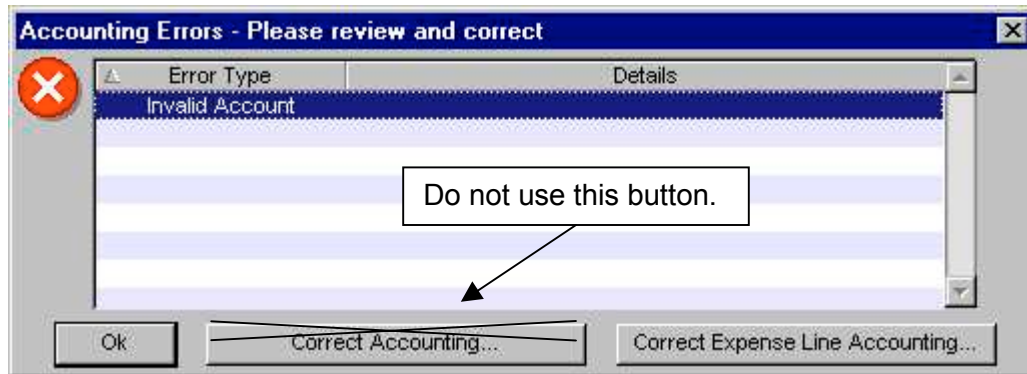
Click the “No” option to return to your Work Queue.



IX. Completion Tab (continued)

Accounting Errors Screen (only appears when Specialized Account Codes are requested)

When the account code selected by the employee on tab **2. General** is changed by the Accounting Office, and the combined accounting information selected on tabs **2. General** and **4. Expenses** (in the Detailed Account Codes) are not valid, the following screen will appear. The “Charge to” (i.e., the Detailed Account Code) must be corrected on tab **4. Expenses** (see instructions in **Assigning Detailed Account Codes** section).



Clicking on the **Correct Expense Line Accounting...** button will allow you to view all expenses keyed on the Expense tab with the corresponding “Charge to” name. To correct the **Charge to** information, click on tab **4. Expenses** follow instructions for working with Detail Account codes in the **Assigning Detailed Account Codes** section.

Accounting - Review / Change account allocations

Expense	Date	Amount	US \$	Charge to
Breakfast	03/02/02	6.00	6.00	Grant 555
Breakfast	03/03/02	6.00	6.00	Program 200
Lunch	03/03/02	10.00	10.00	Program 200
Lunch	03/02/02	10.00	10.00	Grant 555
Lunch	03/01/02	10.00	10.00	Grant 555
Dinner	03/01/02	15.00	15.00	Grant 555
Dinner	03/02/02	15.00	15.00	Grant 555
Lodging	03/02/02	99.00	99.00	Grant 555
Lodging	03/01/02	99.00	99.00	Grant 555
Commercial Air Fare	03/01/02	189.00	189.00	Grant 555
Incidentals	03/02/02	6.00	6.00	Grant 555
Incidentals	03/03/02	6.00	6.00	Grant 555
Auto Rental	03/03/02	126.00	126.00	Program 200
Gasoline	03/03/02	15.00	15.00	Grant 555

Charge to	US \$	%
Grant 555	470.00	76.80
Program 200	142.00	23.20

These screens are used for inquiry only and cannot be used to fix or change information.