

Expense Reimbursement Process

This document provides Help Desk staff an overview of the Expense Reimbursement process. Forms processing and tasks specific to the Employee/Submitter, Approver and Accounting Office are explained.

NOTE: Throughout these instructions there are references to other sets of instructions (e.g., [Update Your Profile](#)). To access these instructions, go to the CalATERS website, click [Travel Advance & Expense Reimbursement](#), then select a role (e.g., [Employee](#), [Preparer](#), [Submitter](#), [Approver](#), [Accounting](#) or [Help Desk](#)). Then select the specific instructions.

Help Desk staff can use the Logon As privilege (if authorized) to access Expense Reimbursement forms that need problem resolution. The Logon As privilege is provided by SCO and is requested by your department. Refer to instructions for [Sign In and Access Problems](#).

Table of Contents		
Section	Title	Page(s)
I.	Overview of Icons	3 – 5
II.	From Draft to Submission – Employee to First Approver	6 – 17
	Profile Information	6
	1. General Tab	7 – 8
	2. Trip/Expense Categories Tab	9 – 10
	3. Expenses Tab	11 – 12
	4. Completion Tab	13 – 17
	Submission Routing	17
III.	Review Form - Approver to Accounting Office	18 – 22
	View Profile Information	18
	1. Review Tab	18
	2. General Tab	19
	3. Trip/Expense Categories Tab	19
	4. Expenses Tab	20
	5. Completion Tab	21
	Approve/Return Tab	21
	Approve, Return for More Information, and Disapprove Routing	21
	Adjustment Screen	22

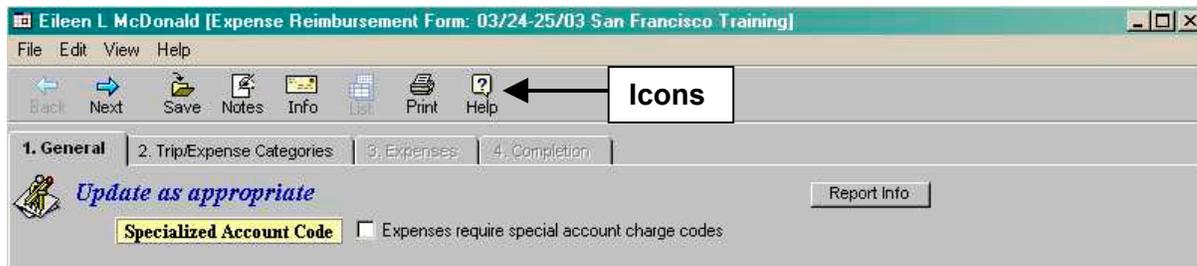
Table of Contents

Section	Title	Page(s)
IV.	Review Form - Accounting Office to Final Approval	23 – 30
	Accounting Staff Work Pool	23
	Cancel and Return to Pool	23
	View Profile Information	24
	1. Review Items Tab	24
	2. General Tab	25
	3. Trip/Expense Categories Tab	25
	4. Expenses Tab	26
	Taxable and Reportable fields	26
	UCM Object Code field	27
	Account field	27
	5. Completion Tab	28 – 30
	Approve/Return Tab	29
	Approve, Return for More Information, and Disapprove Routing	29 – 30
	Adjustment Screen	30

Continued on next page.

I. Overview of Icons

Icons are available on most screens within CalATERS. The following section explains the purpose and use of icons available on the Expense Reimbursement form.

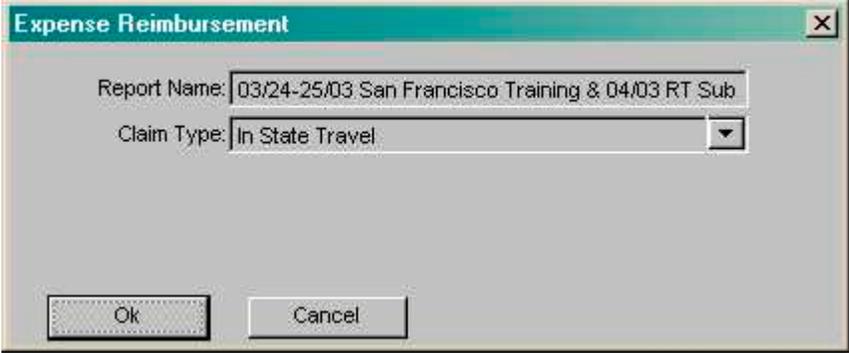


ICONS - Are used to perform the following functions:	
	Moves backward to the previous tab.
	Moves forward to the next tab.
	Saves the form.
	<p>Opens the Note Log. Displays any Notes that were added by the employee/submitter, approver(s), or the accounting office. Notes can be added during the processing of the form. Also, the system will automatically generate a note in the Note Log with information regarding the reason a form was returned or disapproved by an approver.</p> <div data-bbox="521 1318 1430 1829" data-label="Image"> </div>

Continued on next page.

I. Overview of Icons (continued)

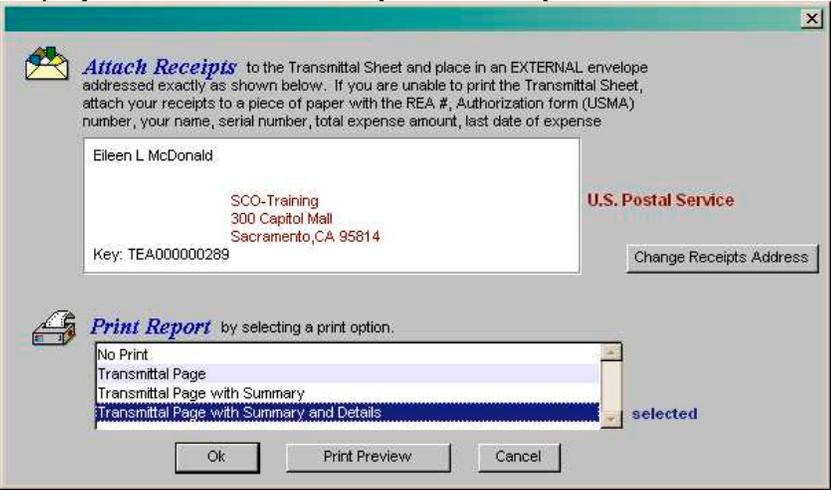
ICONS - Are used to perform the following functions:

 <p>Info</p>	<p>Displays the Report Name and Claim Type.</p> 
 <p>Grid</p>	<p>Displays the expenses on the Expense tab on a Grid format.</p>  <div data-bbox="1219 852 1442 978" style="border: 1px solid black; padding: 5px;"> <p>Icon changes from Grid to List .</p> </div>

Continued on next page.

I. Overview of Icons (continued)

ICONS - Are used to perform the following functions:

	<p>Displays the expenses on the Expense tab in a List format.</p>  <table border="1" data-bbox="548 594 1276 905"> <thead> <tr> <th></th> <th>Q</th> <th>E</th> <th>C</th> <th>Expense</th> <th>Date</th> <th>Amount</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td>Auto Rental</td> <td>03/24/03</td> <td>29.00</td> <td>Cash</td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td>Breakfast</td> <td>03/24/03</td> <td>6.00</td> <td>Cash</td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td>Lunch</td> <td>03/24/03</td> <td>10.00</td> <td>Cash</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td>Dinner</td> <td>03/24/03</td> <td>18.00</td> <td>Cash</td> </tr> <tr> <td>5</td> <td></td> <td></td> <td></td> <td>Incidentals</td> <td>03/24/03</td> <td>6.00</td> <td>Cash</td> </tr> <tr> <td>6</td> <td></td> <td></td> <td></td> <td>Lodging</td> <td>03/24/03</td> <td>102.00</td> <td>Cash</td> </tr> <tr> <td>7</td> <td></td> <td></td> <td></td> <td>Auto Rental</td> <td>03/25/03</td> <td>29.00</td> <td>Cash</td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> <td>Breakfast</td> <td>03/25/03</td> <td>6.00</td> <td>Cash</td> </tr> <tr> <td>9</td> <td></td> <td></td> <td></td> <td>Lunch</td> <td>03/25/03</td> <td>10.00</td> <td>Cash</td> </tr> <tr> <td>10</td> <td></td> <td></td> <td></td> <td>Dinner</td> <td>03/25/03</td> <td>18.00</td> <td>Cash</td> </tr> </tbody> </table>		Q	E	C	Expense	Date	Amount	Payment	1				Auto Rental	03/24/03	29.00	Cash	2				Breakfast	03/24/03	6.00	Cash	3				Lunch	03/24/03	10.00	Cash	4				Dinner	03/24/03	18.00	Cash	5				Incidentals	03/24/03	6.00	Cash	6				Lodging	03/24/03	102.00	Cash	7				Auto Rental	03/25/03	29.00	Cash	8				Breakfast	03/25/03	6.00	Cash	9				Lunch	03/25/03	10.00	Cash	10				Dinner	03/25/03	18.00	Cash
	Q	E	C	Expense	Date	Amount	Payment																																																																																		
1				Auto Rental	03/24/03	29.00	Cash																																																																																		
2				Breakfast	03/24/03	6.00	Cash																																																																																		
3				Lunch	03/24/03	10.00	Cash																																																																																		
4				Dinner	03/24/03	18.00	Cash																																																																																		
5				Incidentals	03/24/03	6.00	Cash																																																																																		
6				Lodging	03/24/03	102.00	Cash																																																																																		
7				Auto Rental	03/25/03	29.00	Cash																																																																																		
8				Breakfast	03/25/03	6.00	Cash																																																																																		
9				Lunch	03/25/03	10.00	Cash																																																																																		
10				Dinner	03/25/03	18.00	Cash																																																																																		
	<p>Displays the Attached Receipts/Print Report screen.</p>  <p>The employee/submitter can change a receipt address and can select from a number of different Print options for their transmittal and summary sheets.</p> <p>Note: Department's receipt policies vary, your department may require receipts be forwarded directly to the employee's first level approver.</p>																																																																																								
	<p>Provides help information and access to other areas within the CalATERS website, such as Definitions, Instructions, etc.</p>																																																																																								

II. From Draft to Submission – Employee to Approver

Refer to [Create Expense Reimbursement](#), [Special Account Coding](#), or [Long Term Assignment](#) instructions for detailed or quick path information on how to complete Expense Reimbursement forms.

The following pages outline issues the employee/submitter may encounter when processing Expense Reimbursement forms from draft to submission.

Profile Information

Before creating a new Expense Reimbursement the employee should verify that their **Profile** information has not changed. When a submitter or preparer is creating a form for an employee, they should verify with the employee that Profile information is correct. Changes may include appointment to a new classification, changing your approver, appointed to supervisory from rank & file, name or address change, etc. Refer to [Update Your Profile](#) instructions.

Profile information used for a specific Expense Reimbursement is viewable from any screen within the Expense Reimbursement request. The system will take a “snap shot” image of the Profile at the time the Expense Reimbursement is created. The system uses the information on the “snap shot” image to audit the form. Updates to the Profile will not change the “snap shot” image attached to the form.

If Profile information that impacts the auditing of the form is inaccurate, the form should be returned or disapproved. The Profile must be corrected then a new form must be created.

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

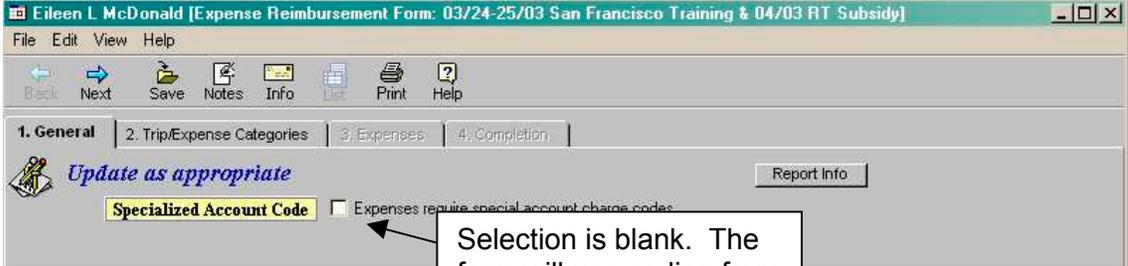


Continued on next page.

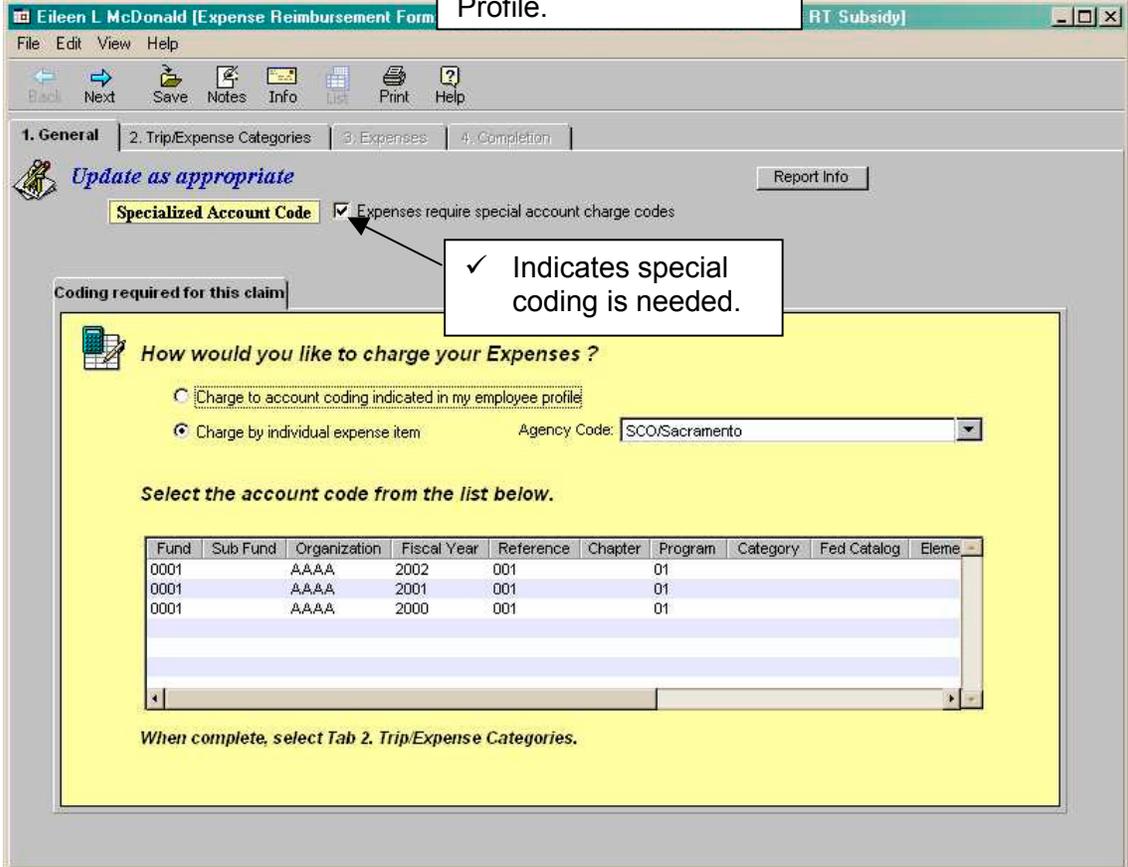
II. From Draft to Submission – Employee to Approver

1. General Tab

The **General** tab can be used to select Specialized Account Coding. If no special coding is required, or if employees/submitters of the department do not specify this coding, the selection should be left blank. **Note:** *Once Trip Types are added to tab 2. Trip/Expense Categories, the employee/submitter cannot go back to tab 1. General and select specialized account coding, except when the form is submitted and subsequently returned to the employee/submitter. Only the Accounting Office can modify the General tab after trips have been added.*



The screenshot shows the 'General' tab of the Expense Reimbursement Form. The 'Specialized Account Code' checkbox is unchecked. A callout box points to the checkbox with the text: "Selection is blank. The form will use coding from Profile."



The second screenshot shows the 'Specialized Account Code' checkbox checked. A callout box points to the checked checkbox with the text: "Indicates special coding is needed." Below this, a pop-up window titled "Coding required for this claim" is displayed. It asks "How would you like to charge your Expenses?" and has two radio button options: "Charge to account coding indicated in my employee profile" (unchecked) and "Charge by individual expense item" (checked). The "Agency Code" is set to "SCO/Sacramento". Below the options, it says "Select the account code from the list below." and shows a table with account codes.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Elem
0001		AAAA	2002	001		01			
0001		AAAA	2001	001		01			
0001		AAAA	2000	001		01			

When complete, select Tab 2. Trip/Expense Categories.

Continued on next page.

II. From Draft to Submission – Employee to Approver (continued)

1. General Tab (continued)

If Specialized Account Coding is selected, the employee/submitter/preparer has the option to charge individual expense items to an account code other than the one indicated in the Profile. Refer to the Special Account Coding instructions on the CalATERS website.

The screenshot shows a software window titled "Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". 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. The "1. General" tab is active, showing a "Report Info" button and a checked option for "Specialized Account Code" with the label "Expenses require special account charge codes".

A dialog box titled "Coding required for this claim" is open, asking "How would you like to charge your Expenses?". It has two radio buttons: "Charge to account coding indicated in my employee profile" (unselected) and "Charge by individual expense item" (selected). The "Agency Code:" dropdown is set to "SCO/Sacramento". Below this is a table with the instruction "Select the account code from the list below.".

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Program	Category	Fed Catalog	Elem
0001		AAAA	2002	001		01			
0001		AAAA	2001	001		01			
0001		AAAA	2000	001		01			

When complete, select Tab 2. Trip/Expense Categories.

Continued on next page.

II. From Draft to Submission – Employee to Approver (continued)

2. Trip/Expense Categories Tab

The **Trip/Expense Categories** tab is used to select the type of trip or non-travel expenses. The fields available/displayed on the bottom half of the screen depend upon the trip type selected/highlighted in the Applied Trip area.

The screenshot shows the 'Expense Reimbursement Form' for Eileen L. McDonald. The '2. Trip/Expense Categories' tab is active. A list of trip types is shown on the left, with 'Regular Travel' selected. The 'Applied Trips' table on the right shows two entries: 'Regular Travel' (03/24/03 - 03/25/03) and 'Non-Travel Expenses' (04/01/03 - 04/01/03). A callout box points to the 'Regular Travel' entry with the text: 'Highlighted Trip Type fields display on bottom half of screen.' Below this, the 'Regular Travel' section is highlighted in yellow and contains the following fields:

Update or Remove the applied trip	
First date of Trip:	03/24/03
Last Date of Trip:	03/25/03
Trip Location:	San Francisco
Trip Purpose:	Training
Start Time:	0600
End Time:	1900
Trip Name:	SF Training
State vehicle used?	No
Was Trip > or = 50 miles from Home/Headquarters?	Yes
License Number:	abc123

Selection of trip(s) or non-travel expenses:

Limit on trips

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.

Continued on next page.

II. **From Draft to Submission – Employee to Approver** (continued)

2. Trip/Expense Categories Tab (continued)

Review Items and Exceptions

A Review Items and Exceptions screen will display when Non-State or State Sponsored Conference/Convention trips are requested.



Continued on next page.

II. From Draft to Submission – Employee to Approver (continued)

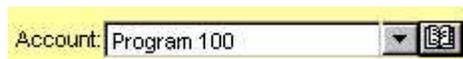
3. Expenses Tab (continued)

Selection of expenses:

Incidentals – the system will allow one incidental per 24-hour period. If the employee claims the Incidental expense on the first day and your office does not allow this, return the form back to the employee/submitter with instruction to delete the first day Incidental and add the Incidental to the last day of the trip. These instructions can be added using the **Notes** feature.

Account field

This field is used to further define account coding information associated with the expense, for instance, it can be used when an expense needs to be charged to a specific grant or program. Accounting staff can modify this field. Refer to the Special Account Coding instructions on the CalATERS website.



Long Term Assignment

For Long Term Assignments (LTA), the employee's Profile must indicate LTA start and end dates and LTA address. For retroactive LTA claims where the LTA information has been removed from the Profile, the Profile should be updated to reflect the LTA dates at the time the expenses occurred. Once the Expense Reimbursement is created, the Profile should be updated to reflect current information. Refer to Update Your Profile and Long Term Assignment instructions.

Review Items and Exceptions

Messages are generated when approval is required, the expense requires reviewing, or the rules criteria have been transgressed. When a transgression occurs and an Exception Message is generated, the employee may be asked to provide additional substantiation regarding the expense or the system may consider the expense a "Hard Stop" which will not allow the employee/submitter to update the expense. Hard Stop messages may also be encountered on the Review Items screen. The employee/submitter cannot update the Expense Reimbursement until all Hard Stops are resolved or the expense is deleted.



II. From Draft to Submission – Employee to Approver (continued)

4. Completion Tab

Receipts

The receipts tab will display only if expenses requiring receipts were listed for any trip on tab 3. Expenses.

The screenshot shows the 'Receipts' tab in the '4. Completion' section of the Expense Reimbursement Form. The form title is 'Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]'. The 'Receipts' tab is active, showing a summary for 4 receipts with a total amount of 29.00 for 'Auto Rental'. The 'Receipt submitted' field is set to 'Yes'. Below the summary is a table of receipts:

Receipt	Date	Amount	Expense
Yes	03/24/03	29.00	Auto Rental
Yes	03/25/03	29.00	Auto Rental
Yes	03/24/03	102.00	Lodging
Yes	04/01/03	45.00	Regional Transit (Subsidy)

Review Items

The Review Items tab will display only if prior approval was required or if an expense requires additional information or the expense is an exception to a rule. If the Status field shows **Hard Stop**, the form cannot be processed until the expense is revised or removed.

The screenshot shows the 'Review Items' tab in the '4. Completion' section of the Expense Reimbursement Form. The form title is 'Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]'. The 'Review Items' tab is active, displaying a table of review items:

Item	Comment	Status
#115 Regional Transi Automated Audits have not been applied to this expense item; approvers should review.		Complete
#5 Incidentals 1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 37.00 hours.		Hard Stop
#6 Incidentals 1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 37.00 hours.		Hard Stop

Below the table, a red banner highlights the exception for item #5: 'Exception: 1 expense(s) of this type permitted per 24 hours of trip. 2 reported in 37.00 hours.' At the bottom, there are buttons for 'Next', 'Back', 'Detail...', and 'Policy...'.

Continued on next page.

II. From Draft to Submission – Employee to Approver (continued)

4. Completion Tab (continued)

Travel Advance Recovery

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. Only the accounting office has the capability to adjust the amounts scheduled for recovery.

On the **Travel Advance Recovery** screen, the employee/submitter and approver(s) can view, but not adjust, any outstanding Travel Advance amounts to be recovered from the Expense Reimbursement. The Accounting Office will have the capability to reduce or schedule the maximum amount available for recovery for outstanding Travel Advances.

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
03/20/03	TAF000000322	200.00	200.00	200.00

Continued on next page.

II. From Draft to Submission – Employee to Approver (continued)

4. Completion Tab (continued)

For Accounting Use Only

This screen is used by the Accounting Office to enter the Start and End dates for taxability while on a Long Term Assignment of one year or longer.

The screenshot shows a web browser window with the title "Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". The browser's address bar and menu bar are visible. The main content area has a navigation bar with tabs: "1. General", "2. Trip/Expense Categories", "3. Expenses", and "4. Completion". Under "4. Completion", there are sub-tabs: "Receipts", "Review Items", "Travel Advance Recovery", "For Accounting Office Only" (which is highlighted), "Summary", and "Submission". The "For Accounting Office Only" sub-tab contains a heading "For Accounting Office Only" and a text prompt: "Please indicate the dates for which the Long Term Assignment is taxable". Below this prompt are two input fields: "Taxability Start Date" and "Taxability End Date", each with a date selection icon.

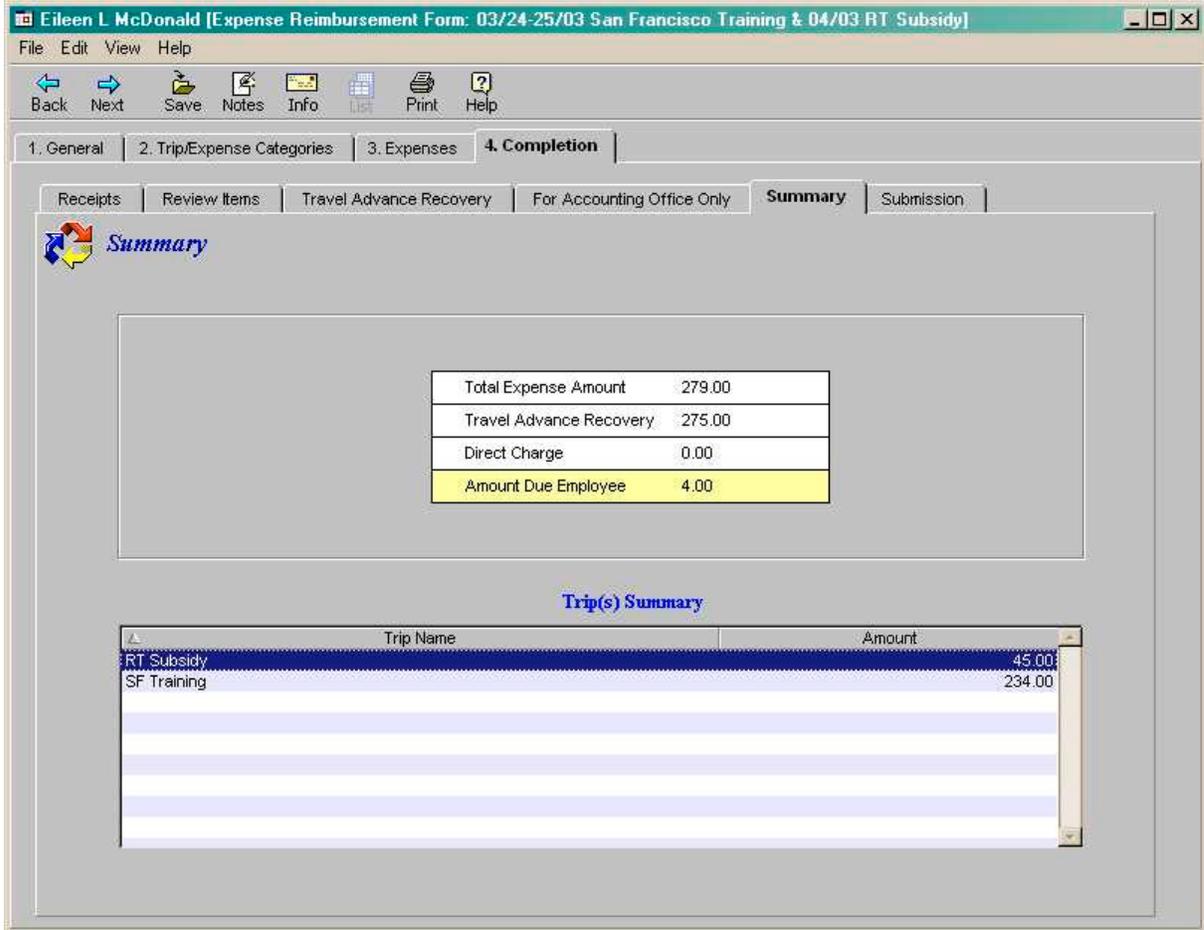
Continued on next page.

II. From Draft to Submission – Employee to Approver (continued)

4. Completion Tab (continued)

Summary

This screen reflects the total from the **Expense** listing minus **Travel Advance Recovery** and **Direct Charge** amounts. The **Amount Due Employee** represents the reimbursable amount (including Cash and Corporate Card payment types).



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

Receipts | Review Items | Travel Advance Recovery | For Accounting Office Only | **Summary** | Submission

Summary

Total Expense Amount	279.00
Travel Advance Recovery	275.00
Direct Charge	0.00
Amount Due Employee	4.00

Trip(s) Summary

Trip Name	Amount
RT Subsidy	45.00
SF Training	234.00

Continued on next page.

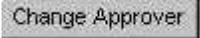
II. From Draft to Submission – Employee to Approver (continued)

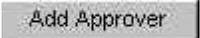
4. Completion Tab (continued)

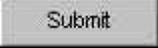
Submission

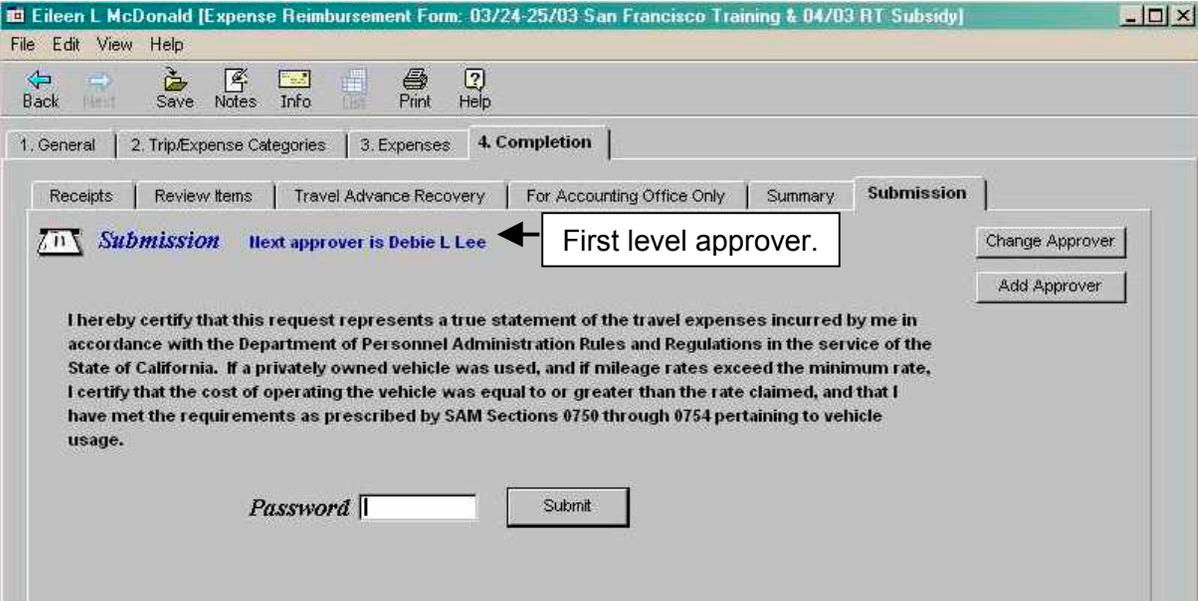
The submission tab displays on draft forms, prior to being submitted by the employee /submitter.

The name of the employee's first level approver is displayed. The first level approver (default approver) is specified in the employee's Profile. Refer to [Update Your Profile](#) instructions.

The  button is used by employees/submitters to select an alternate approver (other than the Default Approver) or to assign a first level approver when an approver is not displayed.

The  button is used to add another level of approval. To submit the form, the employee/submitter enters their password and clicks the

 button. An e-mail is sent to the first level approver.



Submission Routing

When the form is submitted, it will go to the employee's first level approver (default approver) or an alternate approver (with a copy to the default approver) if the employee/submitter changed the approver. An e-mail notification will be sent to the approver and the form will be available for review in the approver's Work Queue with a status of **Action**. The form has a status of **Submitted** on the employee/submitter's Work Queue.

Note: When a submitter submits the form, a copy will be sent to the employee.

III. Review Form – Approver to Accounting Office

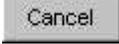


To check the status of a form after it has been submitted, use the Form Status button from the Work Queue.

Refer to Approve Expense Reimbursement from the Approver role for detailed instructions on approving an Expense Reimbursement.

View Profile Information

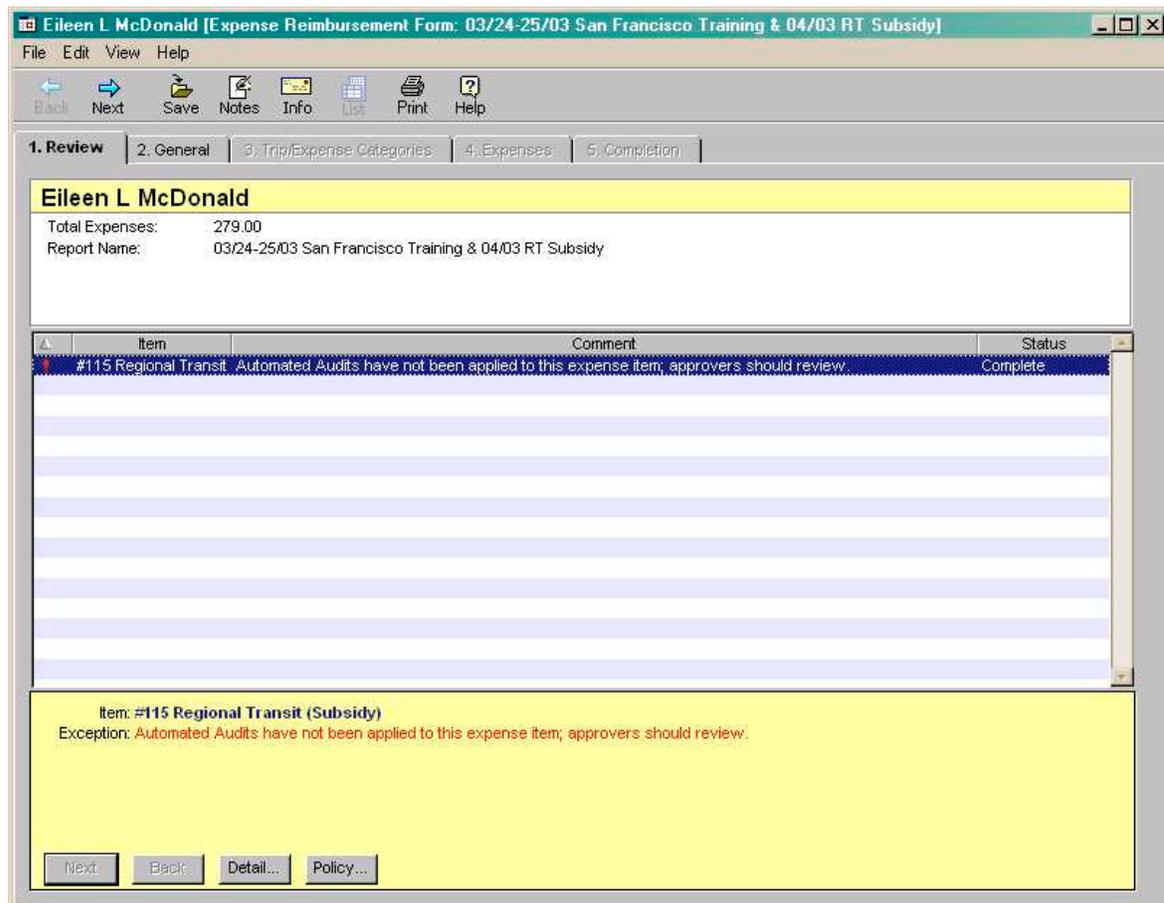
When the form is opened, the approver can view the employee's Profile that is associated with the Expense Reimbursement request by clicking **Edit**, then **Profile**.

The Profile screen will display. To exit the Profile, click the  button or the .

Note: The Profile can be accessed from any tab within the Expense Reimbursement form.
For more information, refer to View User's Profile instructions.

1. Review Tab

For the approver, the view of the form is arranged slightly different from the employee/submitter's view of the form. The first tab that appears is the **Review** tab. This lists any exceptions or mandatory review items.



Continued on next page.

III. Review Form – Approver to Accounting Office (continued)

2. General Tab

This tab is the same as tab 1. **General** for the employee/submitter. This tab is used to indicate Specialized Account Coding. If no special coding is required, or if employees/submitters of the department do not specify this coding, the selection will be left blank. The approver cannot change information on this screen.

3. Trip/Expense Categories Tab

This tab is the same as tab 2. **Trip/Expense Categories** for the employee/submitter. If detailed information is not displayed, click on an **Applied Trip** to view detail. The approver cannot modify information on this screen.

Applied Trips	Dates
<input checked="" type="checkbox"/> Non-Travel Expenses	04/01/03 - 04/01/03
<input checked="" type="checkbox"/> Regular Travel	03/24/03 - 03/25/03

Regular Travel

First date of Trip: 03/24/03 Start Time: 0600
Last Date of Trip: 03/25/03 End Time: 1900
Trip Location: San Francisco
Trip Purpose: Training

Trip Name: SF Training
State vehicle used?: No
Was Trip > or = 50 miles from Home/Headquarters?: Yes
License Number: abc123

Update Remove

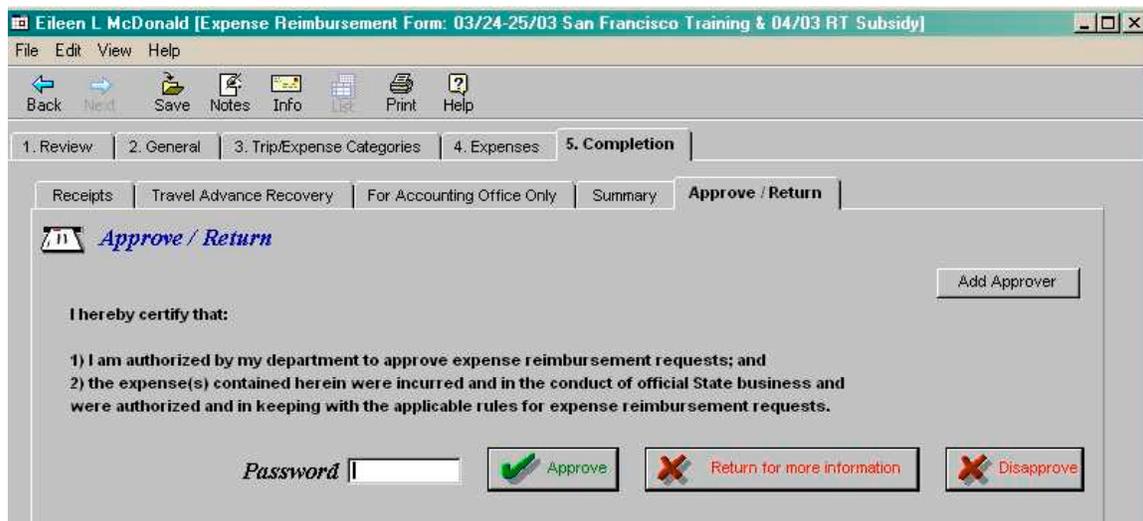
Continued on next page.

III. Review Form – Approver to Accounting Office (continued)

5. Completion Tab

This tab is the same as tab **4. Completion** for the employee/submitter. The **Receipts**, **Travel Advance Recovery**, **For Accounting Office Only** and **Summary** tabs function the same as for the employee/submitter.

The **Approve/Return** tab only displays for approvers and accounting office staff. This tab is used to Approve, Return for More Information, or Disapprove a form and can be used to add an additional approver.



The screenshot shows a web browser window titled "Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". The browser's address bar and menu bar are visible. The main content area shows a series of 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", "Summary", and "Approve / Return". The "Approve / Return" sub-tab is active and displays a form with the following elements:

- A header "Approve / Return" with a small icon.
- An "Add Approver" button.
- A section titled "I hereby certify that:" followed by two numbered items:
 - 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.
- A "Password" field with a text input box.
- Three buttons: "Approve" (with a green checkmark icon), "Return for more information" (with a red X icon), and "Disapprove" (with a red X icon).

Approve

If the form is approved, it will go to any additional approvers or to the Accounting Office. When the form is approved, the approver's Work Queue will display a status of **Approved**, while the employee/submitter's Work Queue will continue to display a status of **Submitted**, until the Accounting Office approves the form. The form will display in the next approver's Work Queue, or the Accounting Office's pooled Work Queue, with a status of **Action**.

Returned for More Information

A form can be returned to the employee/submitter or any approver who approved the form. A reason for return will be required. When a form is returned to the employee/submitter the status of the form on the Approver's Work Queue and employee/submitter's Work Queue will display **Returned**. Once the form is corrected, it can be resubmitted for pay and the status will change to **Submitted** for the employee/submitter and **Action** for the approver.

Disapprove

When a form is disapproved it will be returned to the employee/submitter's Work Queue with a Status of **Disapproved**. Approver's Work Queue will also display a Status of **Disapproved**. Disapproved forms cannot be resubmitted.

Continued on next page

III. Review Form – Approver to Accounting Office (continued)

Adjustment Screen

If an approver has made an adjustment to an expense or amount to be collected on the Travel Advance Recovery tab, the Adjustment screen will appear after the form is Approved, Returned for More Information or Disapproved.

The Adjustment screen may also display if an expense was adjusted, then changed back to the original amount. If this is the case, **Other** may be selected and “No adjustments made” can be indicated.

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 50 characters).
- 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 e-mail notification will be sent to the employee/submitter regarding the adjustment.

To check the status of a form after it has been approved, use the Form Status  button from the Work Queue.

Continued on next page.

IV. Review Form - Accounting Office to Final Approval

Refer to [Approve Expense Reimbursement](#) instructions from the Accounting role for detailed information on how to approve an Expense Reimbursement.

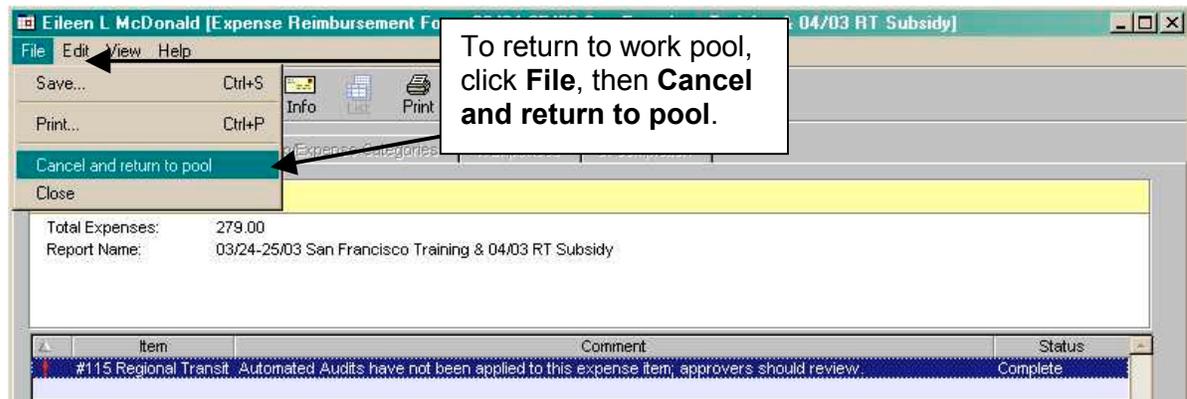
Accounting Staff Work Pool

After an Expense Reimbursement is approved by supervisors/managers, the form will be forwarded to the "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.

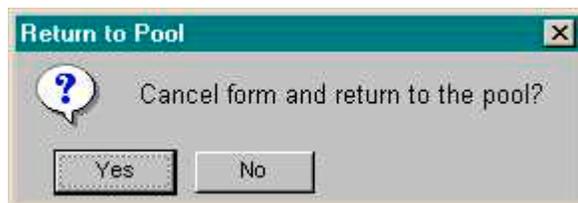
All "work pool" forms will be included on the accounting staff's Work Queue along with any forms that they have created/submitted. Forms requiring accounting office approval are identified with a **Status of Action**.

IMPORTANT: When accounting staff open an Expense Reimbursement form for review, they must either act on the form or return the form to the work pool using the **Cancel and return to pool** function. 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.

Cancel and return to pool



The **Return to Pool** confirmation box appears, click **Yes**.



Continued on next page.

IV. Review Form - Accounting Office to Final Approval (continued)

When accounting staff open an Expense Reimbursement form for review (**Status of Action**), their view of the form is similar to that of the approvers.

View Profile Information

When the form is opened the accounting office can view the employee's Profile that is associated with the Expense Reimbursement request by clicking **Edit**, then **Profile**.

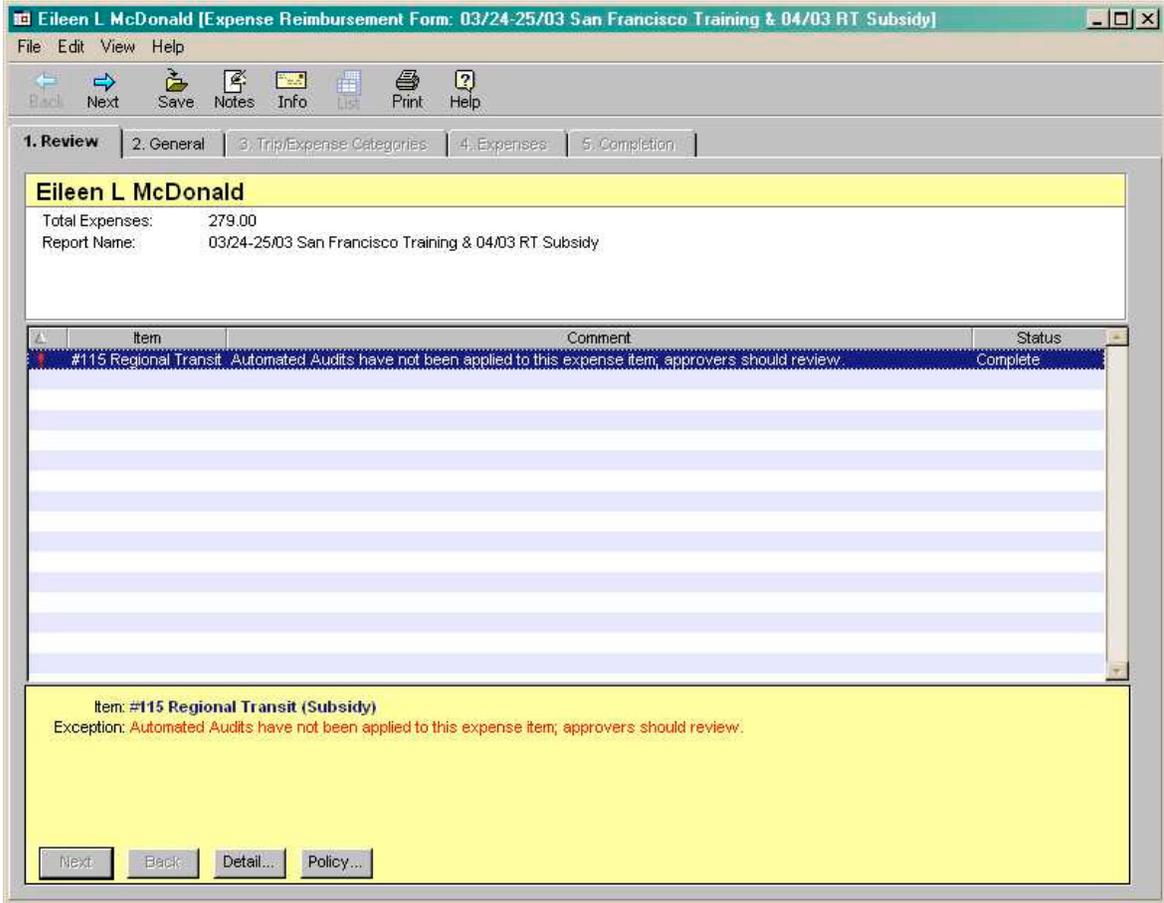
The Profile screen will display. To exit the Profile, click the  button or the .

Note: The Profile can be accessed from any tab within the Expense Reimbursement form.

For more information, refer to View User's Profile.

1. Review Tab

The first tab that appears is the **Review** tab. This lists any exceptions or mandatory review items.



The screenshot shows a software window titled "Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". 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 five tabs: "1. Review", "2. General", "3. Trip/Expense Categories", "4. Expenses", and "5. Completion". The "Review" tab is active and displays the following information:

Eileen L. McDonald
Total Expenses: 279.00
Report Name: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy

Item	Comment	Status
#115 Regional Transit	Automated Audits have not been applied to this expense item; approvers should review.	Complete

Below the table, there is a yellow box with the following text:

Item: #115 Regional Transit (Subsidy)
Exception: Automated Audits have not been applied to this expense item; approvers should review.

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

Continued on next page.

IV. Review Form - Accounting Office to Final Approval (continued)

2. General Tab

This tab is the same as tab 1. **General** for the employee/submitter. This tab is used to indicate Specialized Account Coding. If no special coding is required, or if employee/submitters of the department do not specify this coding, the selection will be left blank. The Accounting Office can add or modify this information.

3. Trip/Expense Categories Tab

This tab is the same as tab 2. **Trip/Expense Categories** for the employee/submitter. If detailed information is not displayed, click on an **Applied Trip** to view detail.

The accounting office can update or remove information on the Trip/Expense Categories tab.

The screenshot shows a software window titled "Eileen L. McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". 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. The main area has five tabs: 1. Review, 2. General, 3. Trip/Expense Categories (selected), 4. Expenses, and 5. Completion. The selected tab is titled "Selection of Trip or Expenses" and contains a section "Select from the following list" with a dropdown menu. Below this is a table of Applied Trips:

Applied Trips	Dates
<input checked="" type="checkbox"/> Non-Travel Expenses	04/01/03 - 04/01/03
<input checked="" type="checkbox"/> Regular Travel	03/24/03 - 03/25/03

An arrow points from a text box to the "Regular Travel" row. The text box contains the instruction: "Click on an **Applied Trip** to display detail." Below the table is a section titled "Update or Remove the applied trip" with a yellow background. It features a "Regular Travel" icon and the following fields:

- First date of Trip: 03/24/03 (calendar icon)
- Last Date of Trip: 03/25/03 (calendar icon)
- Trip Location: San Francisco
- Trip Purpose: Training
- Start Time: 0600
- End Time: 1900
- Trip Name: SF Training
- State vehicle used?: No (dropdown)
- Was Trip > or = 50 miles from Home/Headquarters?: Yes (dropdown)
- License Number: abc123

Buttons for "Update" and "Remove" are located on the right side of the yellow section.

Continued on next page.

IV. Review Form - Accounting Office to Final Approval (continued)

5. Completion Tab

This tab is the same as tab **4. Completion** for the employee/submitter. The **Receipts**, **Travel Advance Recovery**, **For Accounting Office Only** and **Summary** tabs function the same as for the employee/submitter.

For Accounting Use Only

This screen is used by the Accounting Office to enter the Start and End dates for taxability while on a Long Term Assignment of one year or longer.

The screenshot shows a web browser window titled "Eileen L McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". The browser's address bar and menu bar are visible. The main content area has a navigation bar with 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" (which is selected), "Summary", and "Approve / Return". The "For Accounting Office Only" sub-tab contains a heading "For Accounting Office Only" and a text box with the instruction "Please indicate the dates for which the Long Term Assignment is taxable". Below this instruction are two date input fields: "Taxability Start Date" and "Taxability End Date", each with a calendar icon to its right.

Continued on next page

IV. Review Form - Accounting Office to Final Approval (continued)

5. Completion Tab (continued)

The **Approve/Return** tab only displays for approvers and accounting staff. This tab is used to Approve, Return for More Information, or Disapprove a form and can be used to add an additional approver.

The screenshot shows a web browser window titled "Eileen L McDonald [Expense Reimbursement Form: 03/24-25/03 San Francisco Training & 04/03 RT Subsidy]". 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 navigation 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, Summary, and Approve / Return. The main content area is titled "Approve / Return" and contains a large block of text: "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." Below the text 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). There is also an "Add Approver" button in the top right corner of the main content area.

Approve

If the form is approved, it will be forwarded to any additional approvers or when applicable, to the State Controller's Office for pre-auditing and then to "final approval" and payment. When the form is approved, the accounting office's pooled Work Queue will display a status of **Approved**. The approver's Work Queue will continue to display a status of **Approved**. The employee/submitter's Work Queue will continue to display a status of **Submitted**, until payment is issued, then the status will change to **Completed**.

Return for more information

A form can be returned to the employee/submitter or any approver who approved the form. A reason for return will be required. When a form is returned to the employee/submitter the status of the form on the Accounting Office Work Queue and Employee/Submitter's Work Queue will display **Returned**. **Note:** The Approver's Work Queue will not change to **Returned**. Once the form is corrected, it can be resubmitted for approval.

Continued on next page

IV. Review Form - Accounting Office to Final Approval (continued)

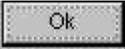
Disapprove

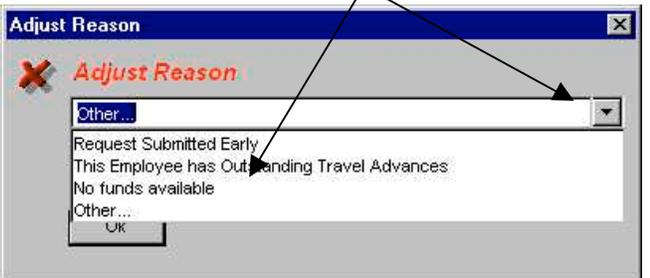
When a form is disapproved it will be returned to the employee/submitter's Work Queue with a Status of **Disapproved**. Approver's Work Queue will also display a Status of **Disapproved**. Disapproved forms cannot be resubmitted.

Adjustment Screen

If an approver has made an adjustment to an expense or amount to be collected on the Travel Advance Recovery tab, the Adjustment screen will appear after the form is Approved, Returned for More Information or Disapproved.

The Adjustment screen may also display if an expense was adjusted, then changed back to the original amount. If this is the case, **Other** may be selected and "No adjustments made" can be indicated.

- 1) Click the down arrow . Click on one of the options, then click .
- 2) When **Other** is selected key reason (limited to 50 characters).
- 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 e-mail notification will be sent to the employee/submitter regarding the adjustment.

To check the status of a form after it has been approved, use the Form Status  button from the Work Queue.