



# Create Expense Reimbursement - Preparer

Instructions for creating Expense Reimbursement (no Specialized Account Coding).

Step 1



From the CalATERS web site at

[www.calaters.ca.gov](http://www.calaters.ca.gov), click

**CalATERS**

Step 2

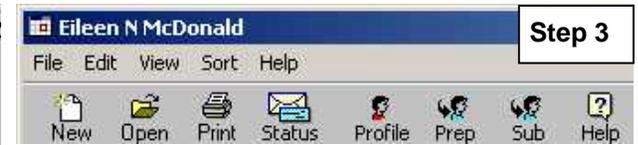


Key User ID and Password.

Click

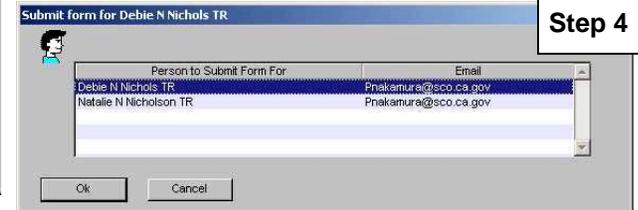
Sign In

Step 3



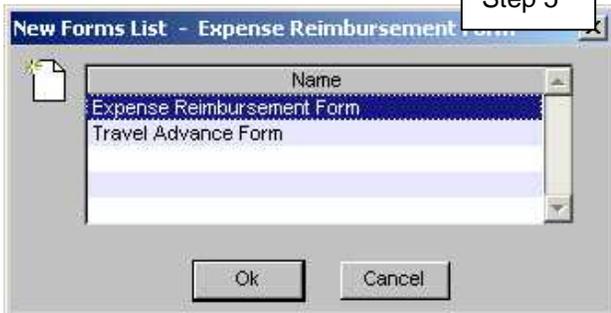
From the Work Queue, click on the Prep icon.

Step 4



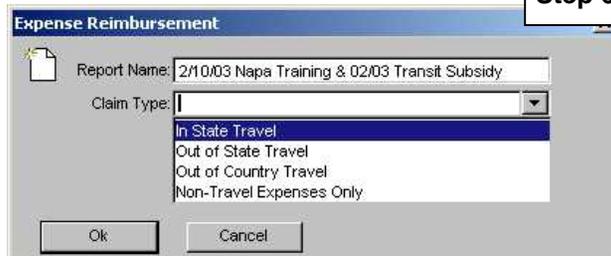
Click on the employee for whom you are preparing the form.

Step 5



Select "Expense Reimbursement Form" and click **Ok**.

Step 6



Key the report name (based on department policy) and select a claim type – In State Travel, Out of State Travel, Out of Country Travel or Non-Travel Expenses Only.

Click **Ok**.

Step 7 Information



If you need to exit the form before completion, click **Save**, then File, Close. The form will be saved as a draft.



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Click on next tab, 2. Trip/Expense Categories.

**Step 8**

Selection of Trip or Expenses

Select from the following list

Applied Trips	Dates
Regular Travel	02/07/03 - 02/10/03

Regular Travel

First date of Trip: 02/07/03 Start Time: 0900 Trip Name: Napa  
 Last Date of Trip: 02/10/03 End Time: 1700 State vehicle used? No  
 Trip Location: Napa Visa Trip > or = 50 miles from Home/Headquarters? Yes  
 Trip Purpose: Personal training in Napa. License Number: 91234

Click , select the Trip Type and complete fields. Click . Up to four trips can be added to one form. Click tab 3. Expenses.

**Step 11**

Submission

I hereby certify that:

- I am authorized by my department to prepare expense reimbursement requests on behalf of the herein named employee; and
- The information contained with this expense reimbursement request is consistent with the expense reimbursement information received from the herein named employee.

Submit

Key your password and click . The form will be sent to the employee for review. After reviewing the form the employee will submit the form to their approver.

**Step 9**

	Fri Feb 7	Sat Feb 8	Sun Feb 9	Mon Feb 10	Totals
Breakfast	8.00	8.00	8.00	8.00	32.00
Lunch	10.00	10.00	10.00	10.00	40.00
Dinner	18.00	18.00	18.00	18.00	72.00
Lodging	94.00	94.00	94.00	94.00	376.00
Auto Rental	152.00	9.00	9.00	9.00	179.00
<b>Totals</b>	<b>274.00</b>	<b>134.00</b>	<b>134.00</b>	<b>12.00</b>	<b>554.00</b>

Expense: Auto Rental Date: 02/07/03 Amount: 152.00  
 Payment type: Direct Charge Contracted Provider: Avis Rent A Car System, Inc. Location: Sacramento

A tab will display for each trip that was added. Click the  in left column, select and key expenses for all trips. Click tab 4. Completion.

**Step 12**

Select Receipts Address

Select Receipt Address from the following list:

Name	Street	City, State Zip
SCO-Training	300 Capitol Mall	Sacramento, CA 95814
SCO-TrainingLA	400 Central Avenue	Los Angeles, CA 90001

Ok Cancel

Select a Receipt Address. Click .

**Step 10**

Summary

Total Expense Amount	599.00
Travel Advance Recovery	0.00
Direct Charge	152.00
Amount Due Employee	447.00

Trip Name	Amount
Transit Subsidy	45.00
Napa	554.00

Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary, then click Submission tab.

**Step 13**

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

Eileen N McDonald TR

SCO-Training  
300 Capitol Mall  
Sacramento, CA 95814

Key: TEA000000279

U.S. Postal Service

Change Receipts Address

Print Report by selecting a print option.

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

Ok Print Preview Cancel

Click to select print options to print reports then click . If employee provides receipts, attach them to the Travel and Expense Transmittal sheet and return them to the employee.