# EXPENSE REIMBURSEMENT PROCESS

March 2019

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## 1. General Information

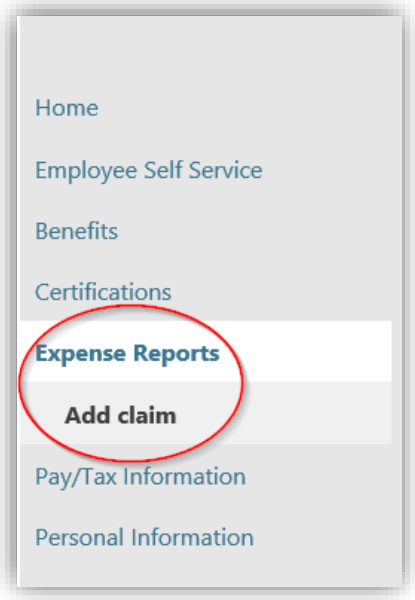
*Refer to the **School District U-46 Travel Guidelines** prior to completing an Expense Reimbursement. It is the responsibility of the employee to follow these rules and guidelines. The Travel guidelines can be found by click on the link below.*

*https://www.u-46.org/cms/lib/IL01804616/Centricity/Domain/6449/Travel%20Policy%2009.2016.pdf*

## 2. Logging into Munis Employee Self Service

***Munis Employee Self Service or ESS Link -*** *https://selfservice.u-.org/MSS/default.aspx*

- Log into Munis ESS using your Munis 6 digit user ID and Password
  - If you have forgotten your password, please contact the Help Desk @ 4295 or
  - If you use the ***forgot your user name/password link*** an email will be sent to you with your user name or a link will be sent to generate a new password
- Select Expense Reports and then Add claim from the right menu bar
- Follow the instructions below given for each Claim Type



## 3. Expense/Claim Types

- ***Travel/Conference Expenses Estimated – Over 100 Miles***
  - *Use for Conferences or Travel over 100 Miles*
  - *All Conferences must have approval **30 days prior to the event***
  - *The approval is based on an estimated claim amount*
  - *The estimate should include fees, travel and lodging expenses, per diems, and any other known amounts.*
- ***DUEA License***
  - *Use for DUEA license expense reimbursements only*
- ***Food Service Shoe Reimbursement***
  - *Use for Food Service shoe reimbursement only*
- ***Mileage (Current or Prior Year)***
  - *Use for standalone mileage expenses **not related** to a Travel/conference expense*
  - *Use for mileage incurred to and from schools, meeting, or events*
- ***Other***
  - *Use for all other types of expenses not listed*
  - *Food purchased for meetings*
  - *Materials purchased for events*
- ***Per Diem Meals - Cabinet***
  - *Use for Cabinet members only for per diem meal expenses*
- ***Supplies***
  - *Use for reimbursement of supplies, books, flyers, forms etc.*

## 4. Conference/Travel Expenses Estimated

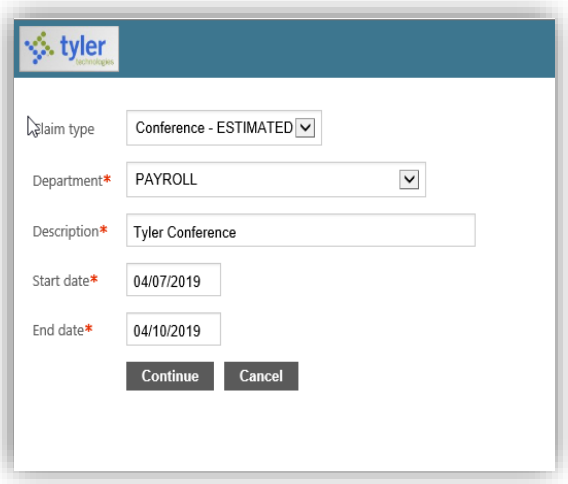
Use this Claim type for local or out of state conference or professional development reimbursement requests.

Staff travel must be authorized by the responsible cabinet-level administrator. Any employee seeking to attend a local (in-state) or out-of-state conference or professional development must **request online approval at least 35 days prior to the date of the travel** and/or conference and receive approval from their direct supervisor and the cabinet-level administrator responsible for the department or school where the requester works. Employees shall verify that planned travel is eligible for reimbursement before making travel arrangements.

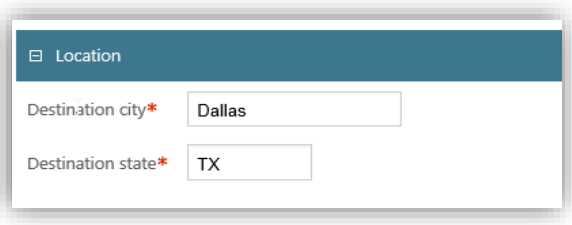
Travel within 100 miles of traveler's home or primary worksite is **not** eligible for lodging, airfare or per diem meal reimbursement.

**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of Conference – Estimated
- Select the department that will be **authorizing and approving the expense**
    - This step will determine the workflow of the expense and who will be the person that approves the expense
    - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
    - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description for the event you will be attending
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
    - The Start date will be the first date of travel (it may be different from the date of the actual event)
    - The End date will be the last day of travel (it may be different from the date of the actual event)
- Click Continue

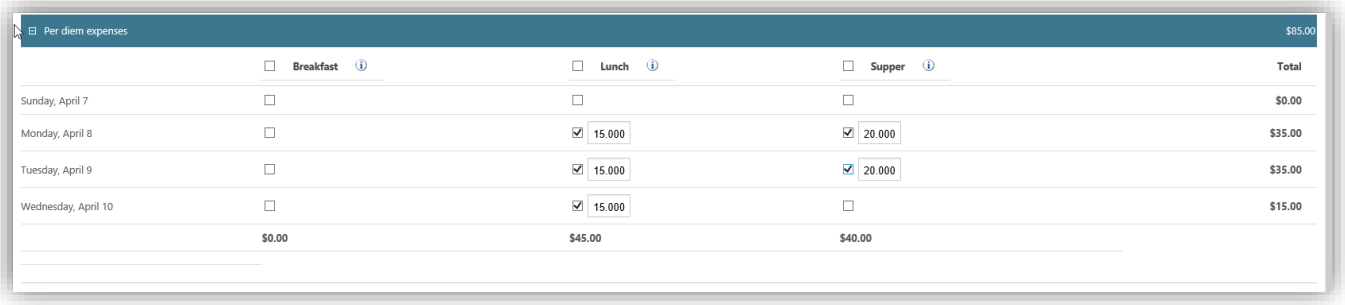


- Click Location and enter the Destination City and State you will be traveling to



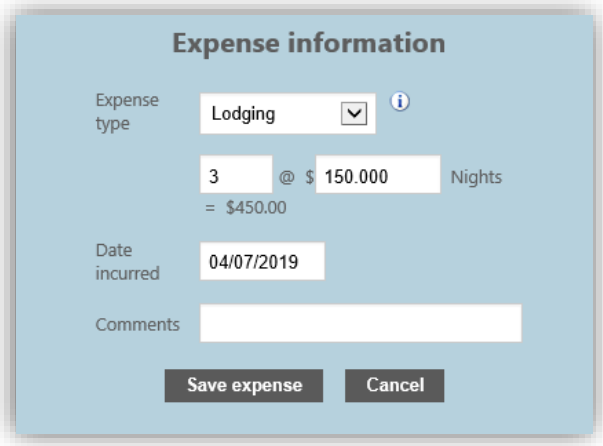

- At this point you may click on the Save for Later button at the bottom of the page to save your claim and all your entries made so far
    - To continue to update your claim after it is saved go back to the expense reports screen and click on Edit Details to add your entries
- The information you enter on the claim will not be saved until you click on Save for Later

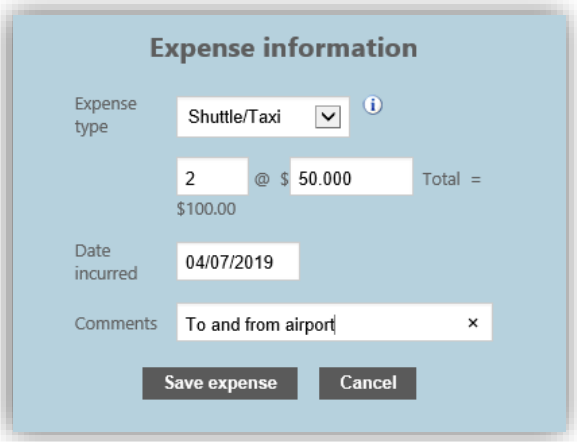
- Click on Per diem expenses to expand the field
- Enter a check in the box for any meals that will need to be reimbursed to you and were not be provided during the event (only eligible for travel over 100 miles)
- The system will populate the per diem amounts allowed for each day and meal



- Click on Unit Expense then Add an Expense to add any Unit Expenses
    - Unit Expenses expense types are Air Fare/Luggage Charges, Car Rental/Fuel, Conference Workshop Fees, Lodging, Mileage, Miscellaneous, Parking Fees or Train Fares

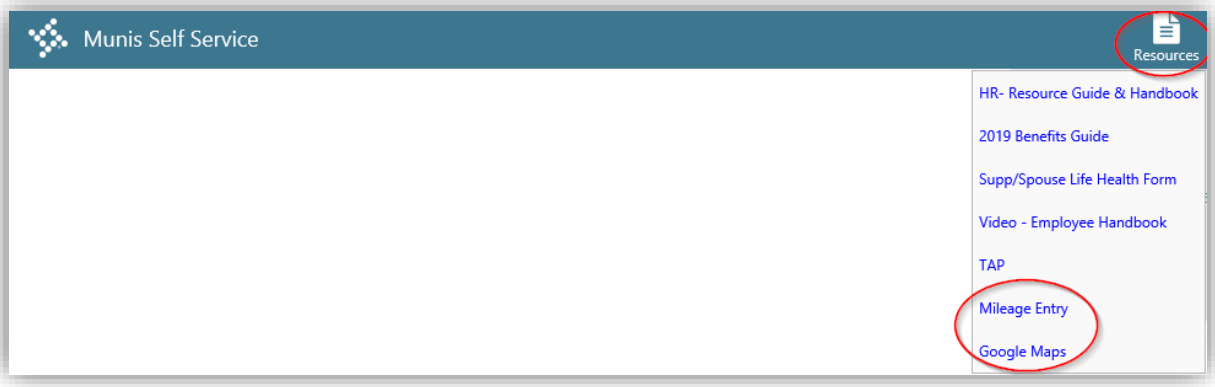
- Choose the appropriate Expense type from the drop down (air fare/luggage and lodging expenses are only eligible for travel over 100 miles)
- Complete each field provided and click on save the expense



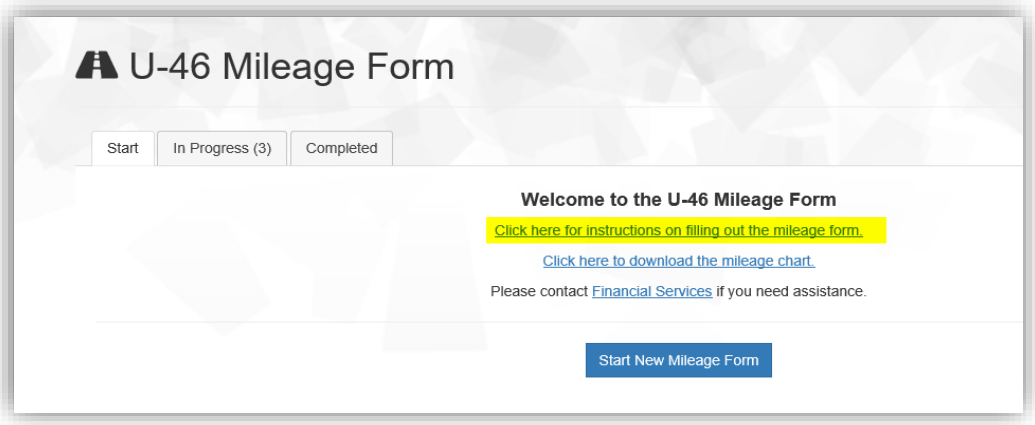




- Add any additional Unit Expense types by clicking on the Add an expense link
- Use the update or delete links to make changes if needed

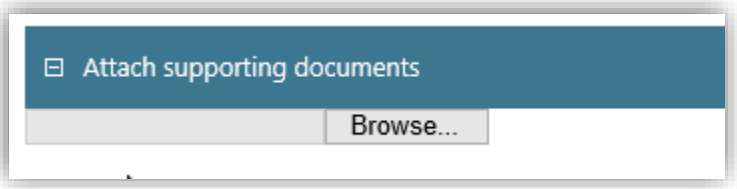
- If you have mileage that occurred, a Google Map or Mileage Entry Map must be attached
- Go to the Resources Tab at right top of the page and choose Google Maps link or use the Mileage Entry form link
    - The Mileage Entry form can also be found on the Intranet



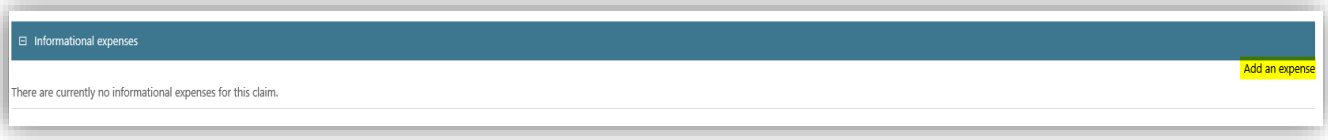

- If you are using Mileage Entry you will be brought to a sign in page for the U-46 Intranet
    - Use your network user ID and password to sign into the U-46 Intranet
    - Click on the link to review instructions on how to complete the form
    - Save the completed Mileage form as a PDF document



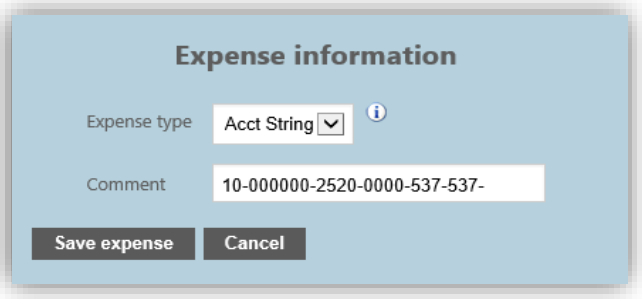

- Go back to Munis ESS Expense Claim to attach the Mileage form to the expense
- Click on Attach Supporting documents and browse for your map to attach it to the claim
    - Documents cannot be scanned directly to the claim



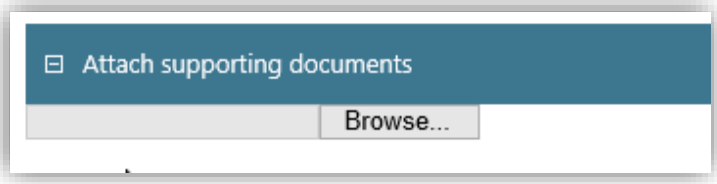
- If you need to charge the expense to a grant or a department other than your home department click on **Informational expenses** then Add an expense



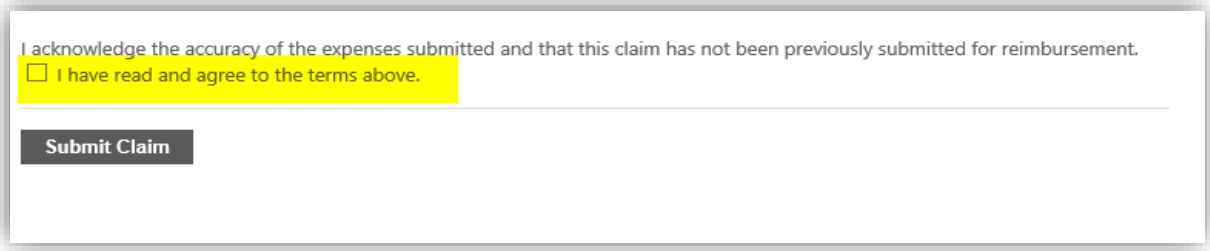

- Enter the account number the expense should be changed to in the comments section (only enter if expense needs to be changed to a department other than your home department)
- Click on Save expense



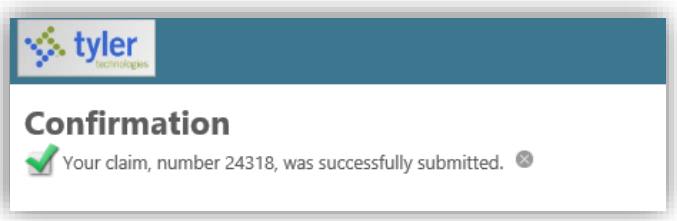

- Click on Attach Supporting documents and browse to attach any supporting document you would like to add to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim

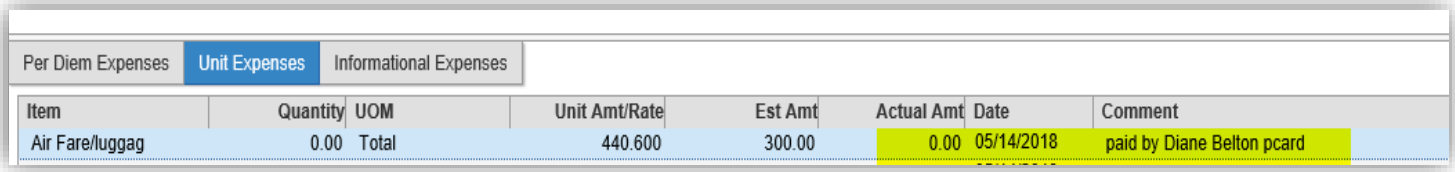


- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
    - Edits can no longer be made to the expense claim

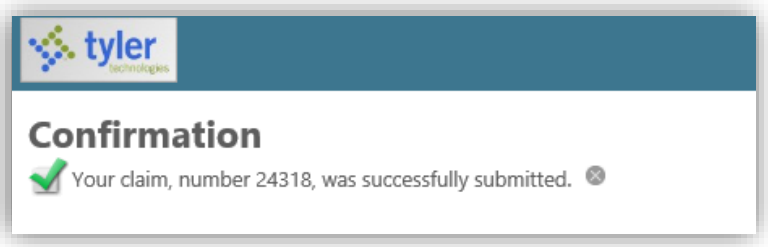



- The claim will show in created status and will be delivered to the Payroll Department for review

- The Payroll Department will release the claim to the Assistant Superintendent for approval
    - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
    - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the estimated claim is approved by the Assistant Superintendent you will receive an email stating the estimated claim was approved
- After all the expenses are incurred, the estimated claim can now be updated with the **actual claim amounts** that need to be reimbursed
    - Click on the update button at the bottom of the page
    - Update the claim with your actual expenses
    - Attach all necessary receipts
- If any expenses **were not paid out of your personal funds**, **zero out the dollar amount for that item (DO NOT delete it**) in the Actual Amt. field and add the applicable comment (i.e. *paid on P-card or Paid by U-46 via a PO*)



- Once all items are updated with actual amounts and all receipts are attached review the claim and submit the claim
- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
    - Edits can no longer be made to the expense claim




- The claim will show in created status and will be delivered to the Payroll Department for review

- The Payroll Department will review and release the claim to the approver
    - The claim Status on your expense report dashboard in ESS will show as Released

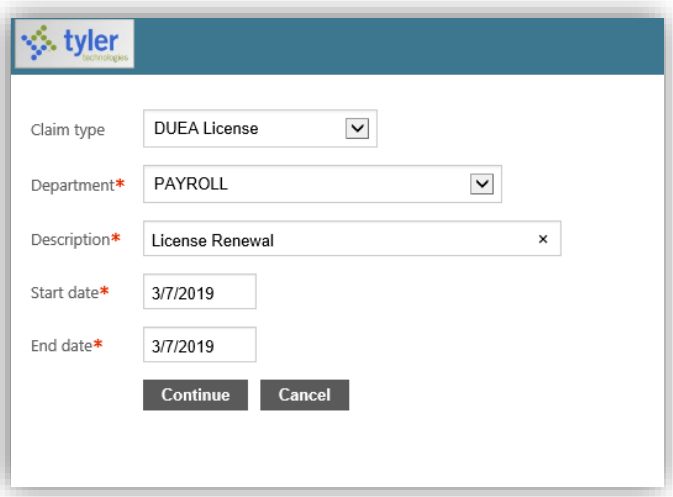
- The claim may be rejected and require additional information
    - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed with the following payroll

## 5. DUEA License Reimbursement

*Use this claim type for DUEA licensure expenses.*

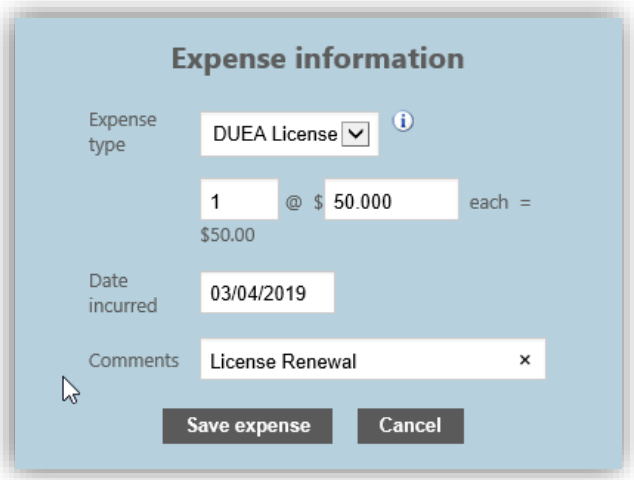
**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of DUEA License
- Select the department that will be **authorizing and approving the expense**
    - This step will determine the workflow of the expense and who will be the person that approves the expense
    - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
    - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

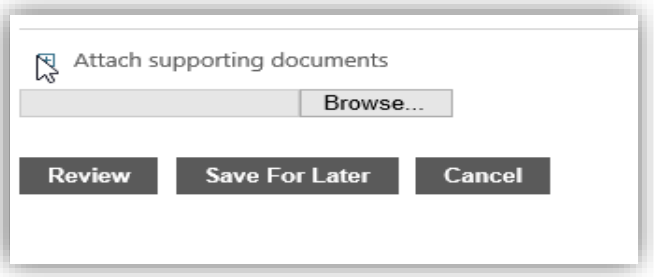



- Click on Unit expenses to expand the field
- Click on Add an Expense

- Enter the quantity and Date Incurred fields and Comments
- Click on Save expense

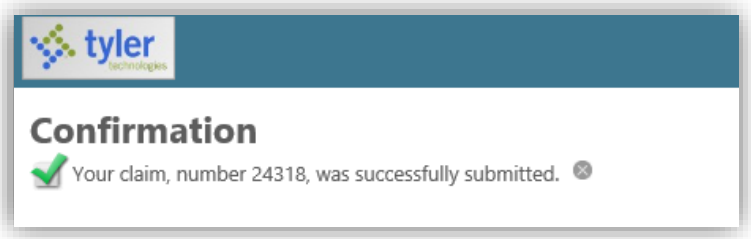



- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim




- Click on Review to review your claim
- Click on Submit Claim

- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
  - Edits can no longer be made to the expense claim



- The claim will show in created status and will be delivered to the Payroll Department for review

- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released

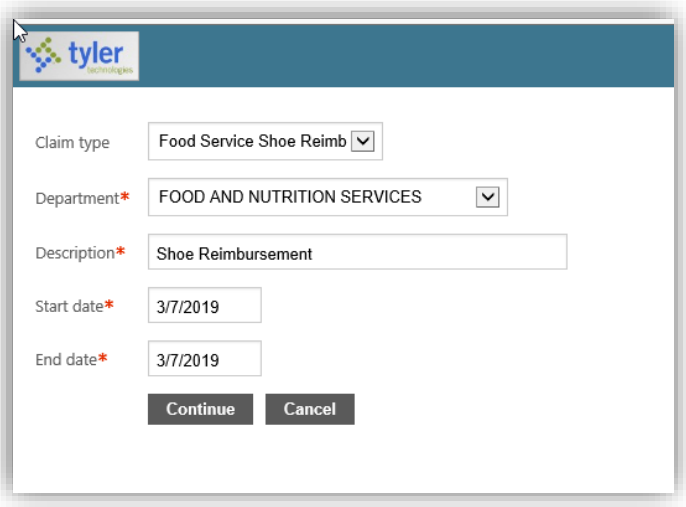
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed with the following payroll

## 6. Food Service Shoe Reimbursement

Use this claim type for Food Service Shoe Reimbursements

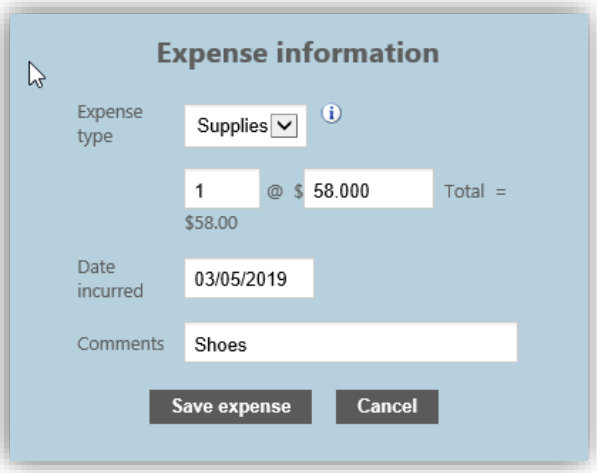
**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of Food Service Shoe Reimbursement
- Select the department that will be **authorizing and approving the expense**
    - This step will determine the workflow of the expense and who will be the person that approves the expense
    - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
    - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

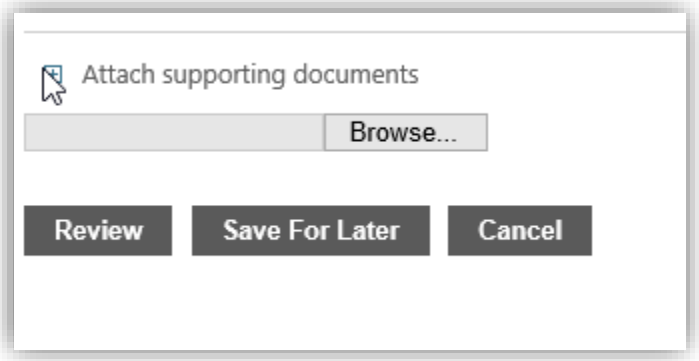



- Click on Unit expenses to expand the field
- Click on Add an Expense

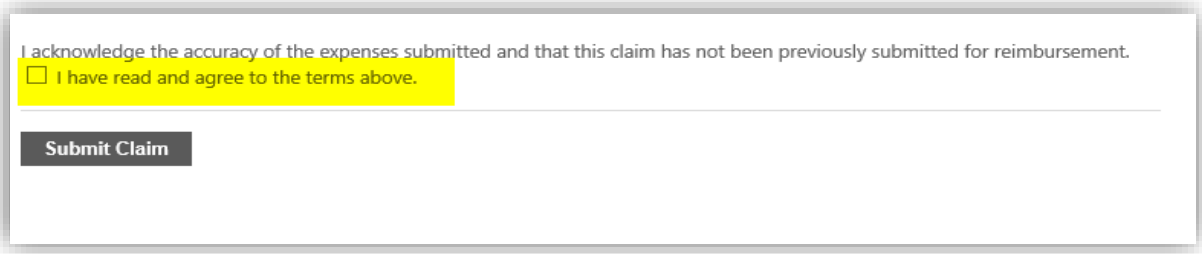
- Enter the quantity, dollar amount and Date Incurred fields and Comments
- Click on Save expense



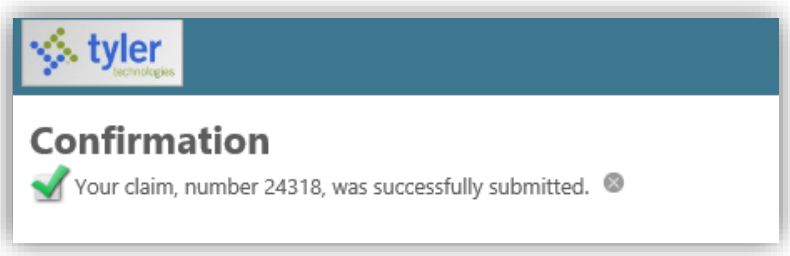

- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim



- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
    - Edits can no longer be made to the expense claim




- The claim will show in created status and will be delivered to the Payroll Department for review

- The Payroll Department will review and release the claim to the approver
    - The claim Status on your expense report dashboard in ESS will show as Released

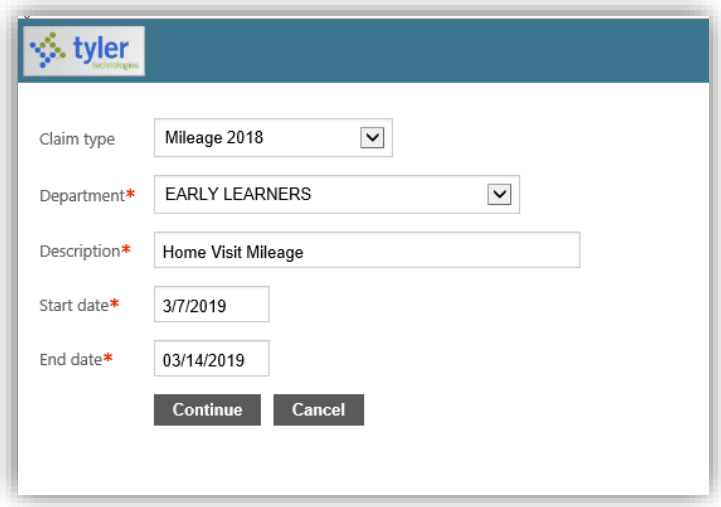
- The claim may be rejected and require additional information
    - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed with the following payroll

# 7. Mileage Expense Reimbursement

*Use this claim type for mileage incurred to and from schools for meetings and/or work or for standalone mileage expenses not related to a Travel/conference expense over 100 miles. Ensure to choose the correct year when the mileage expense was incurred.*

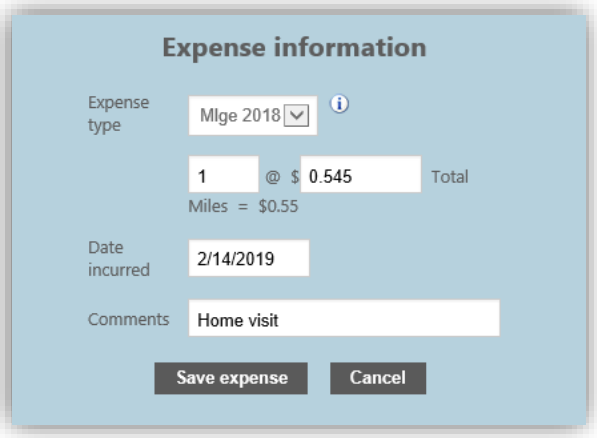
## Steps to follow in Munis ESS

- Log into Tyler ESS following the steps above
- Choose the Claim type of Mileage for the correct year
- Select the department that will be **authorizing and approving the expense**
  - This step will determine the workflow of the expense and who will be the person that approves the expense
  - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
  - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

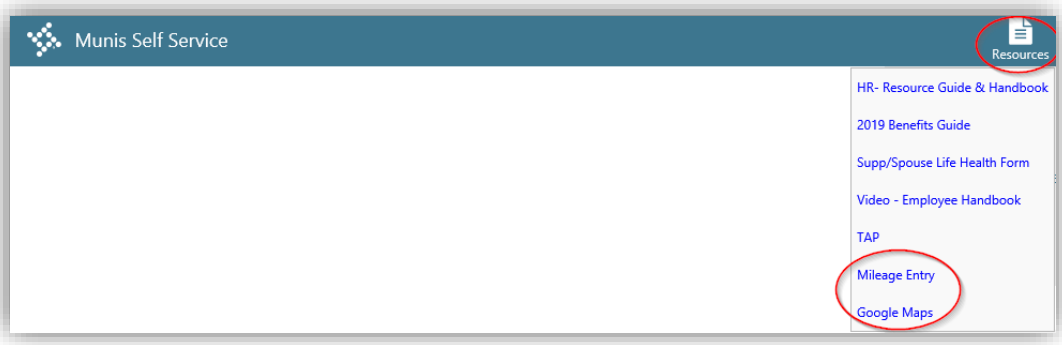



- Click on Unit expenses to expand the field
- Click on Add an Expense

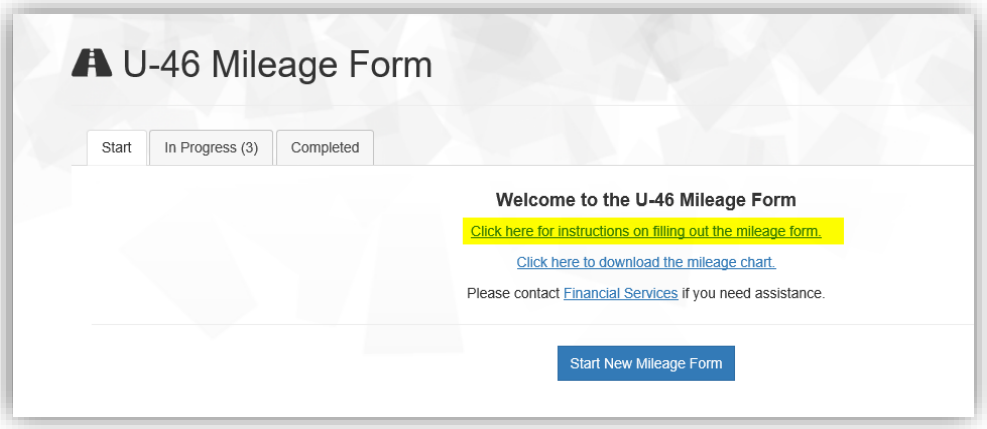
- Enter the number of miles, date incurred and comments
- Click on Save expense




- All Mileage expense must include a Google map or use the Mileage Entry feature within Munis ESS
- Click on the Mileage Entry or Google Maps Link in Munis ESS

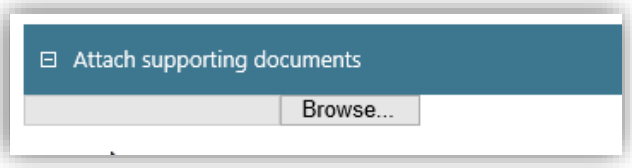



- If you are using Mileage Entry you will be brought to a sign in page for the U-46 Intranet
  - Use your network user ID and password to sign into the U-46 Intranet
  - Click on the link to review instructions on how to complete the form
  - Save the form as a PDF document

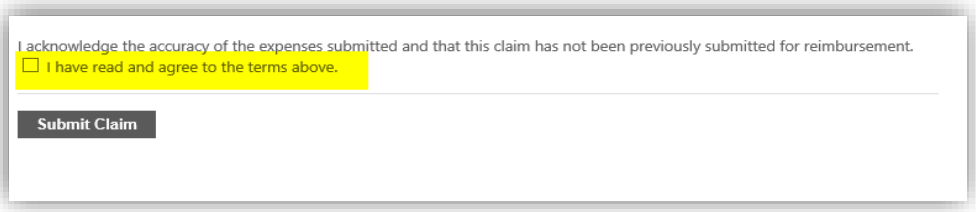


- Go back to Munis ESS Expense Claim to attach the Mileage form to the expense

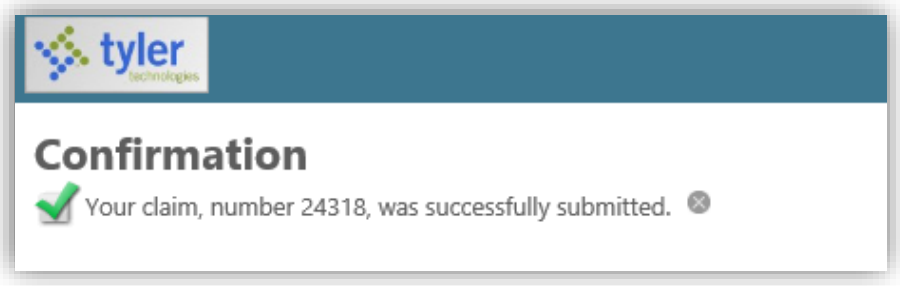
- Click on Attach Supporting documents and browse for your map to attach it to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim




- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
    - Edits can no longer be made to the expense claim




- The claim will show in created status and will be delivered to the Payroll Department for review

- The Payroll Department will review and release the claim to the approver
    - The claim Status on your expense report dashboard in ESS will show as Released

- The claim may be rejected and require additional information

- If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated

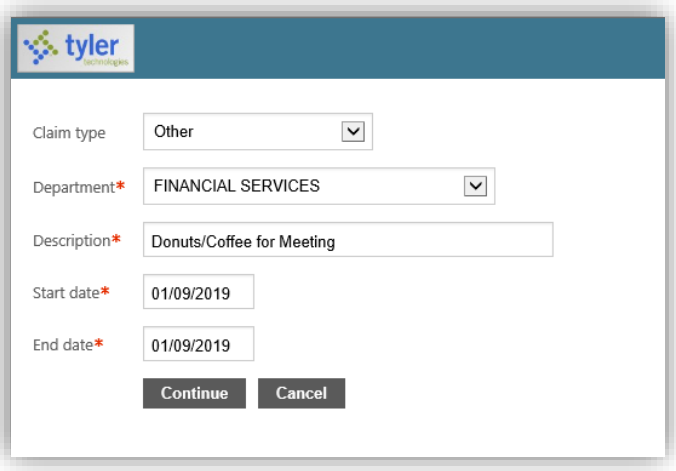
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed with the following payroll

## 8. Other

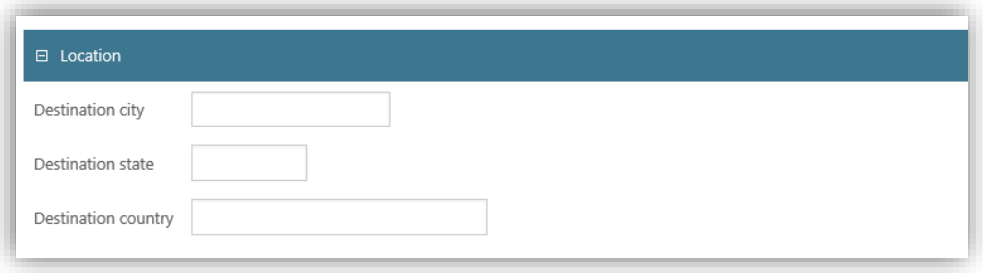
*Use this claim type for other expense reimbursements, such as food purchased for meetings or materials purchased for events.*

**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of Other
- Select the department that will be **authorizing and approving the expense**
    - This step will determine the workflow of the expense and who will be the person that approves the expense
    - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
    - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

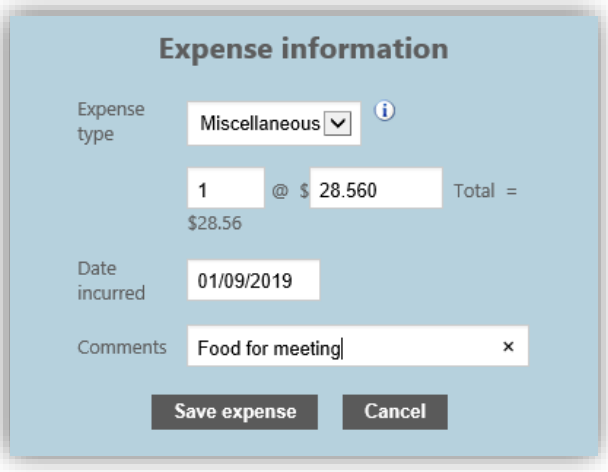



- Click on Location and enter a location if applicable

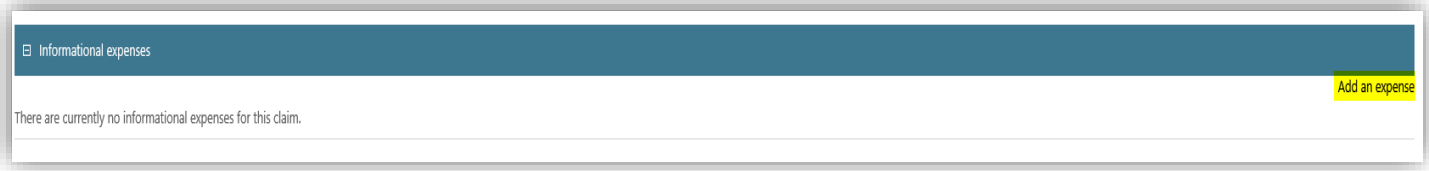



- Click on Unit expenses to expand the field
- Click on Add an expense

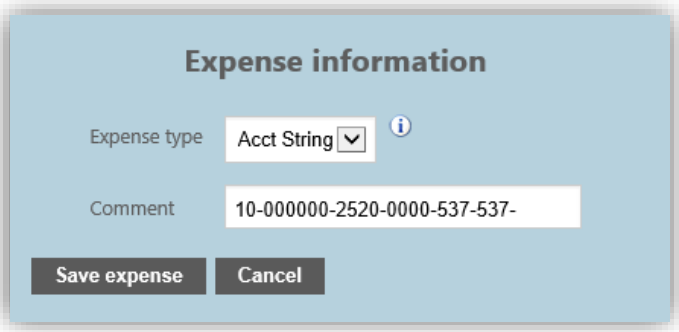
- Expense type will be Miscellaneous, enter the quantity and dollar amount , Date incurred and Comments
- Click on Save Expense
- You can go back and continue to add additional unit expenses by clicking on ***Add an expense*** again



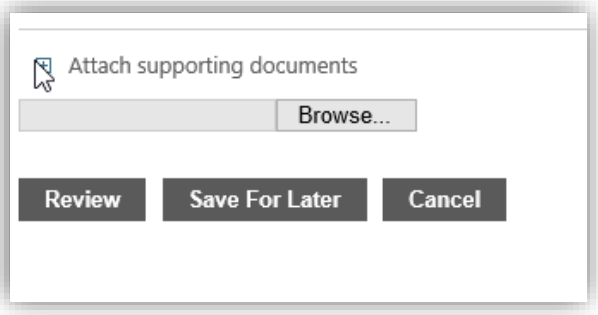

- If you need to charge the expense to a grant or a department other than your home department click on **Informational expenses** then Add an expense



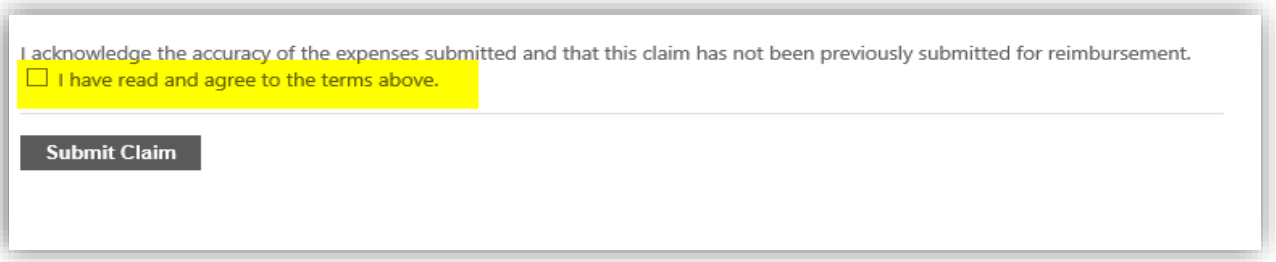

- Enter the account number the expense should be changed to in the comments section (only enter if expense needs to be changed to a department other than your home department)
- Click on Save expense



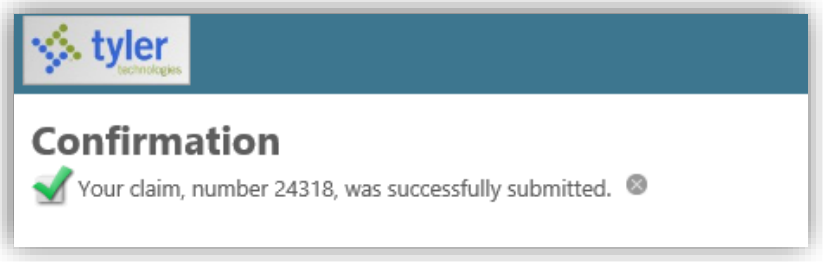

- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim




- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
  - Edits can no longer be made to the expense claim




- The claim will show in created status and will be delivered to the Payroll Department for review

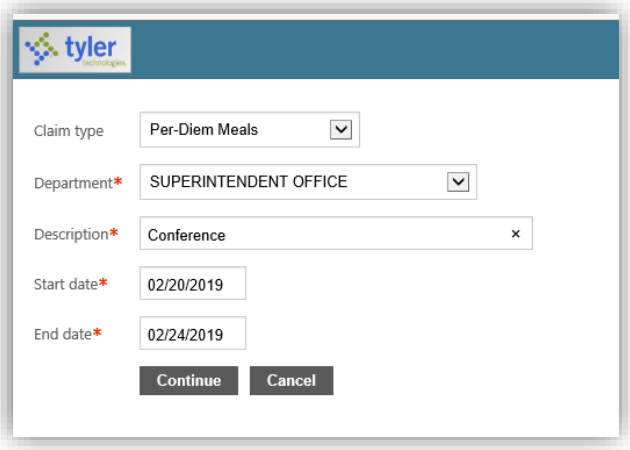
- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed on the following payroll

## 9. Per Diem Meals - Cabinet

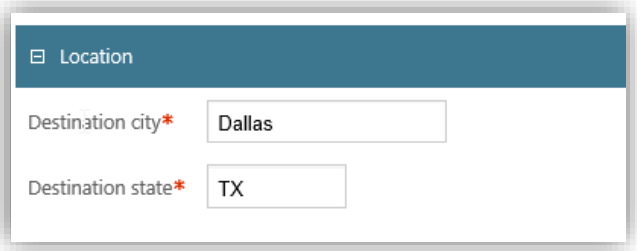
*Use for Cabinet members only for per diem meal expenses*

**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of Per-Diem Meals
- Select the department that will be **authorizing and approving the expense**
  - This step will determine the workflow of the expense and who will be the person that approves the expense
  - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
  - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

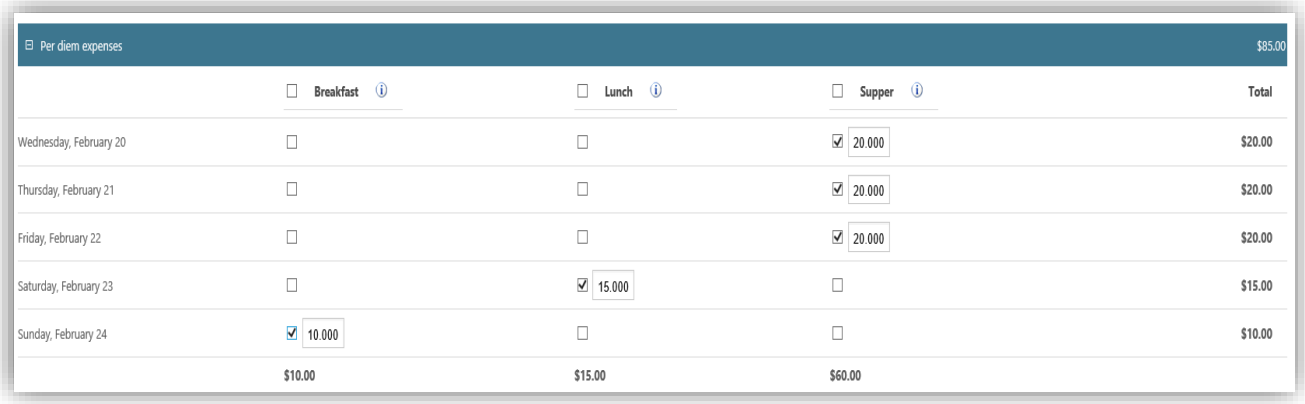



- Click Location and enter the Destination City and State you will be traveling to

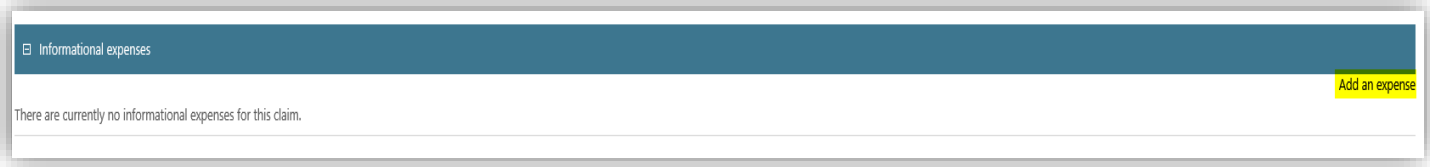


- At this point you may click on the Save for Later button at the bottom of the page to save your claim and all your entries made so far
    - To continue to update your claim after it is saved go back to the expense reports screen and click on Edit Details to add your entries
    - The information you enter on the claim will not be saved until you click on the Save for Later button

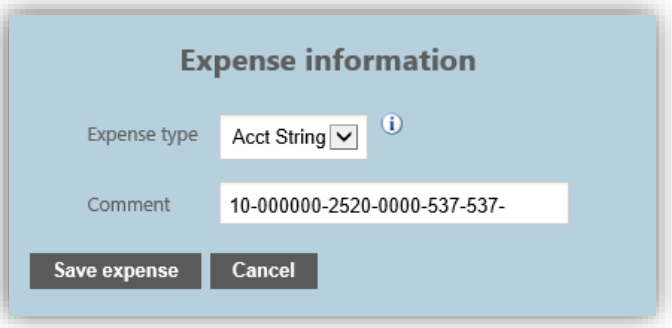
- Click on Per diem expenses to expand the field
- Enter a check in the box for any meals that will need to be reimbursed to you and were not be provided during the event
    - The system will populate the per diem amounts allowed for each day and meal checked



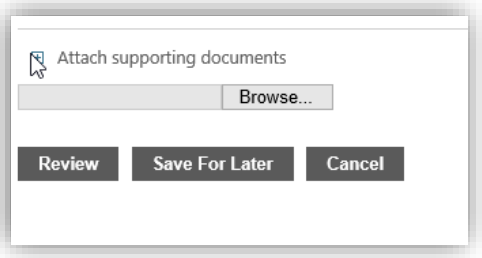

- If you need to charge the expense to a grant or a department other than your home department click on **Informational expenses** then Add an expense



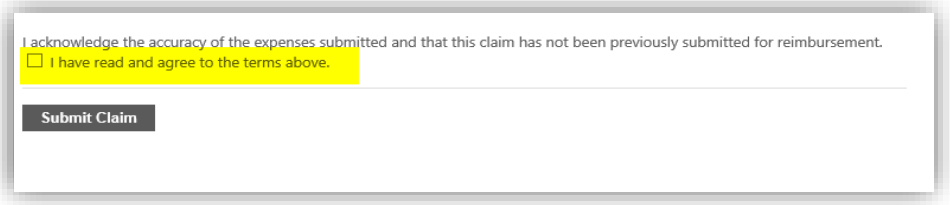

- Enter the account number the expense should be changed to in the comments section (only enter if expense needs to be changed to a department other than your home department)
- Click on Save expense



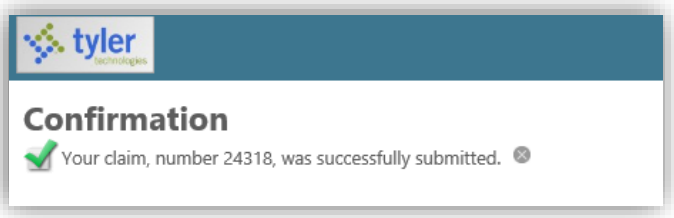

- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim




- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
  - Edits can no longer be made to the expense claim




- The claim will show in created status and will be delivered to the Payroll Department for review

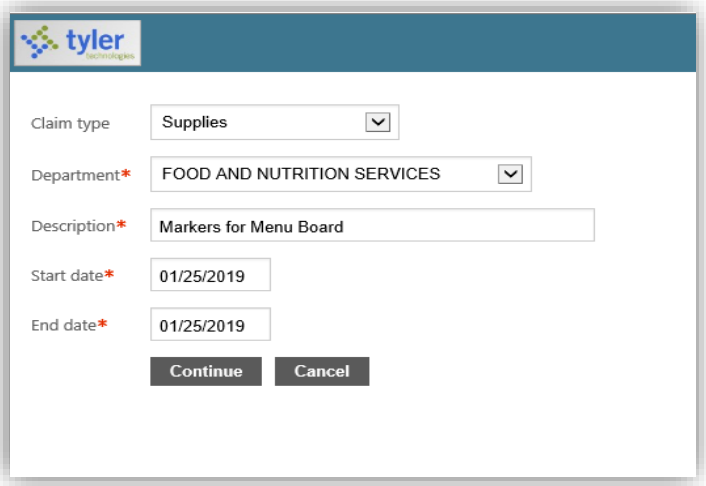
- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed on the following payroll

## 10. Supply Reimbursement

Use this Claim type for reimbursement of supplies purchased for events, meetings, etc.

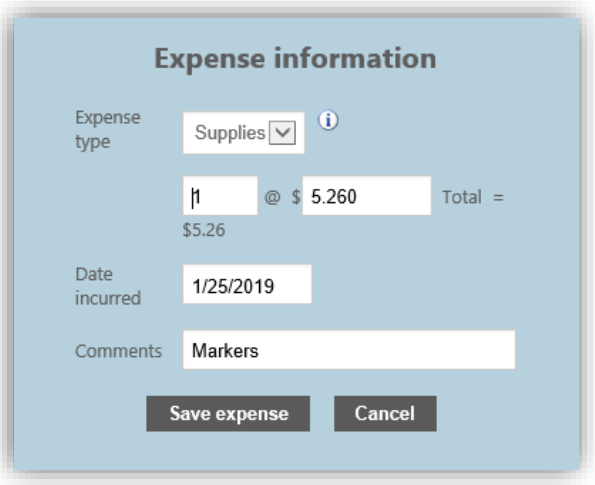
**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of Supplies
- Select the department that will be **authorizing and approving the expense**
    - This step will determine the workflow of the expense and who will be the person that approves the expense
    - This choice will NOT affect the Account String or GL Account where the charge will be expensed to
    - For example if you have an expense that needs to be approved by the Director of Finance and NOT your immediate manager/supervisor, you would choose Financial Services as the department
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

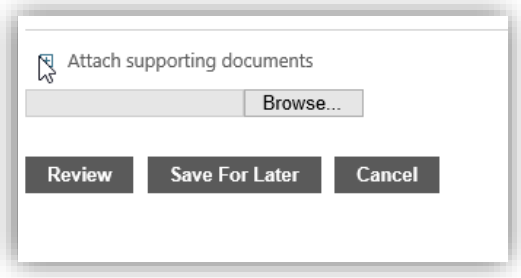



- Click on Unit expenses to expand the field
- Click on Add an expense

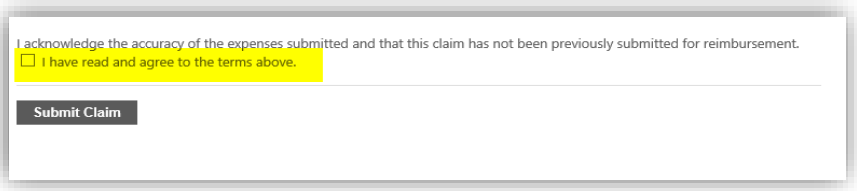
- Expense type will be Miscellaneous, enter the quantity and dollar amount , Date incurred and Comments
- Click on Save Expense
- You can go back and continue to add additional unit expenses by clicking on ***Add an expense*** again



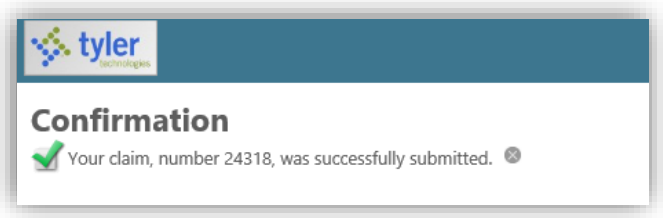

- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim




- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
  - Edits can no longer be made to the expense claim




- The claim will show in created status and will be delivered to the Payroll Department for review

| | | | | |
|---|---|---|---|---|
| 4/7/2019 - 4/10/2019 | Tyler Conference | 24318 | Created | $650.00 |

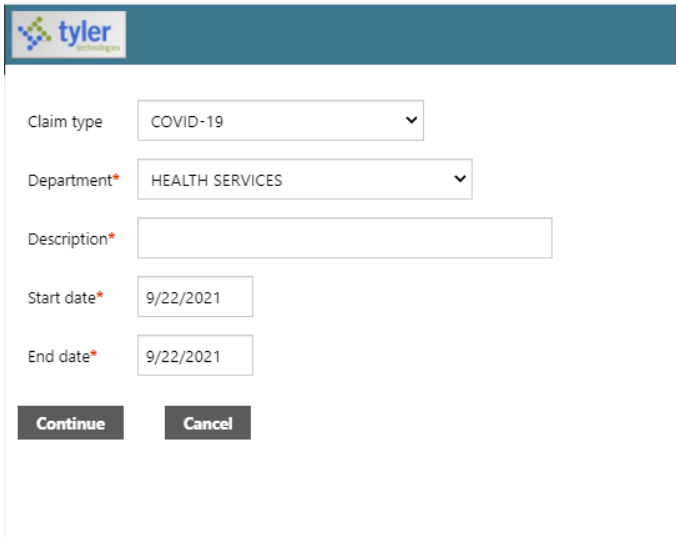
- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed on the following payroll

## 11. COVID-19 Expense Reimbursement

Use this Claim type for reimbursement of expenses related to Covid-19.

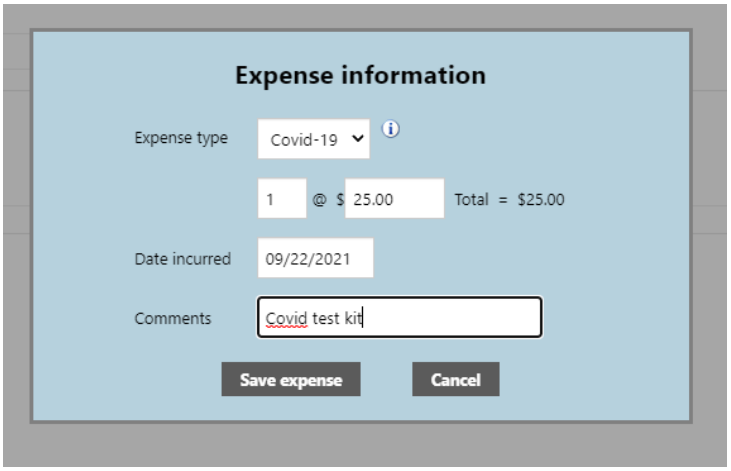
**Steps to follow in Munis ESS**

- Log into Tyler ESS following the steps above
- Choose the Claim type of COVID-19
- Select the department of **HEALTH SERVICES**
- In the Description Field, type the description
- Complete the Start and End date fields by typing or choosing the date from the pop up calendar
- Click Continue

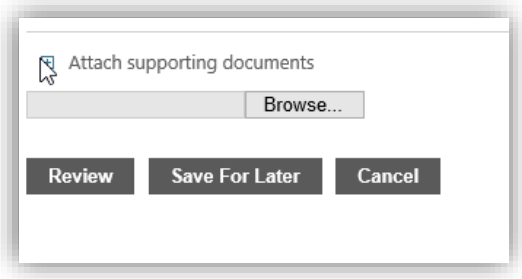



- Click on Unit expenses to expand the field
- Click on Add an expense

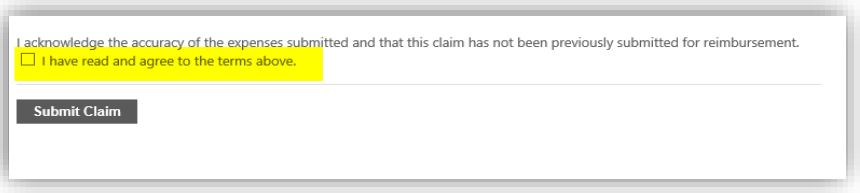
- Expense type will be Covid-19 , enter the quantity and dollar amount , Date incurred and Comments
- Click on Save Expense
- You can go back and continue to add additional unit expenses by clicking on ***Add an expense*** again



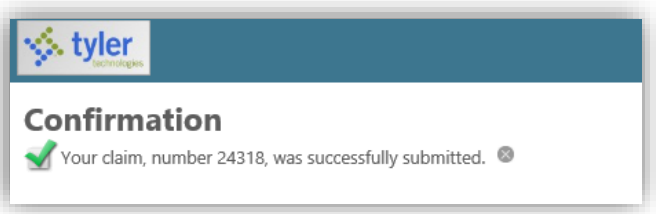

- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim




- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim




- The system will provide a confirmation at the top of the page along with a claim number to show it was successfully submitted
  - Edits can no longer be made to the expense claim



- The claim will show in created status and will be delivered to the Payroll Department for review

- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file and the claim will need to be updated
- Once the claim is approved, the claim Status on the ESS Expense Report dashboard will show as Approved
- The claim will be processed on the following payroll.