



# EXPENSE REIMBURSEMENT PROCESS

March 2019

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## 1. General Information

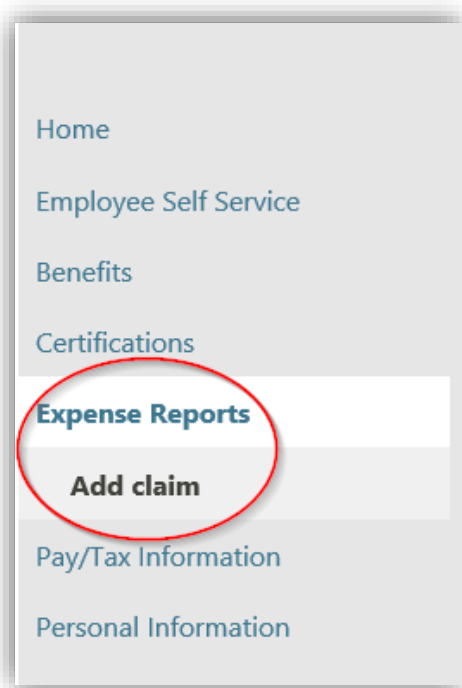
**i** Refer to the **School District U-46 Travel Guidelines** prior to completing an Expense Reimbursement. It is the responsibility of the employee to follow these rules and guidelines. The Travel guidelines can be found by click on the link below.

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

## 2. Logging into Munis Employee Self Service

**i** **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**
- **Horizons 4U Tuition Reimbursement**
  - Use district approved tuition reimbursement

## 4. Conference/Travel Expenses Estimated

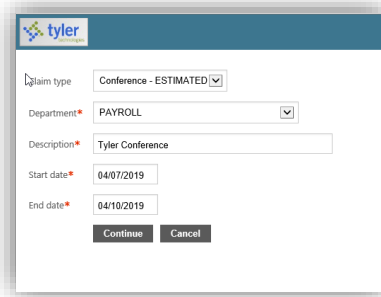
**i** Use this Claim type for local or out of state conference or professional development reimbursement requests.

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 30 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

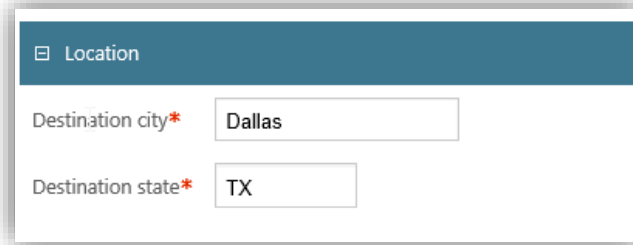


The screenshot shows a web form for entering a claim. At the top left is the Tyler logo. The form fields are as follows:

- Claim type: Conference - ESTIMATED (dropdown menu)
- Department: PAYROLL (dropdown menu)
- Description: Tyler Conference (text input field)
- Start date: 04/07/2019 (calendar input field)
- End date: 04/10/2019 (calendar input field)

At the bottom of the form are two buttons: "Continue" and "Cancel".

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

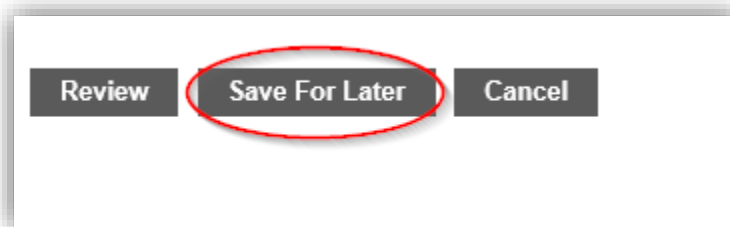


Location

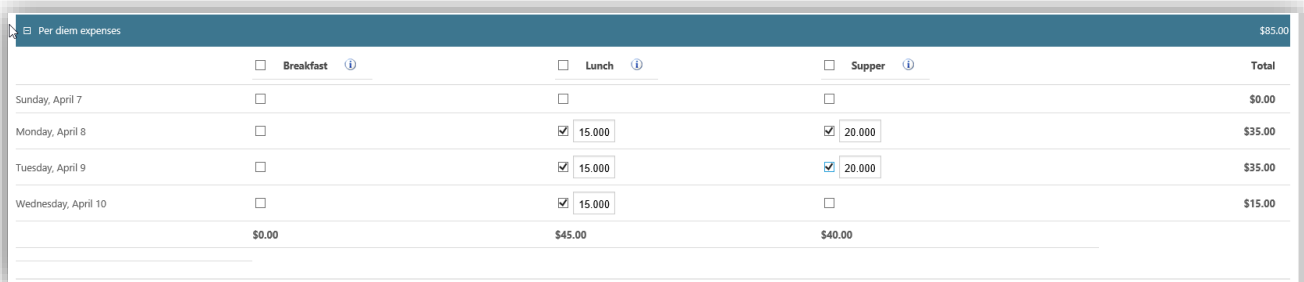
Destination city\*

Destination state\*

- 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 (only eligible for travel over 100 miles)
  - The system will populate the per diem amounts allowed for each day and meal checked



| Per diem expenses   |                                      |  |  | \$35.00 |
|---------------------|--------------------------------------|--|--|---------|
|                     | <input type="checkbox"/> Breakfast ⓘ | <input type="checkbox"/> Lunch ⓘ           | <input type="checkbox"/> Supper ⓘ          | Total   |
| Sunday, April 7     | <input type="checkbox"/>             | <input type="checkbox"/>                   | <input type="checkbox"/>                   | \$0.00  |
| Monday, April 8     | <input type="checkbox"/>             | <input checked="" type="checkbox"/> 15.000 | <input checked="" type="checkbox"/> 20.000 | \$35.00 |
| Tuesday, April 9    | <input type="checkbox"/>             | <input checked="" type="checkbox"/> 15.000 | <input checked="" type="checkbox"/> 20.000 | \$35.00 |
| Wednesday, April 10 | <input type="checkbox"/>             | <input checked="" type="checkbox"/> 15.000 | <input type="checkbox"/>                   | \$15.00 |
|                     | \$0.00                               | \$45.00                                    | \$40.00                                    |         |

- 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

| Unit expenses |          |      |        | \$1,350.00                     |
|---------------|----------|------|--------|--------------------------------|
| Expense       | Comments | Date | Amount | <a href="#">Add an expense</a> |

- 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

### Expense information

Expense type: Lodging ⓘ

3 @ \$ 150.000 Nights  
= \$450.00

Date incurred: 04/07/2019

Comments:

Save expense
Cancel

### Expense information

Expense type: Shuttle/Taxi ⓘ

2 @ \$ 50.000 Total =  
\$100.00

Date incurred: 04/07/2019

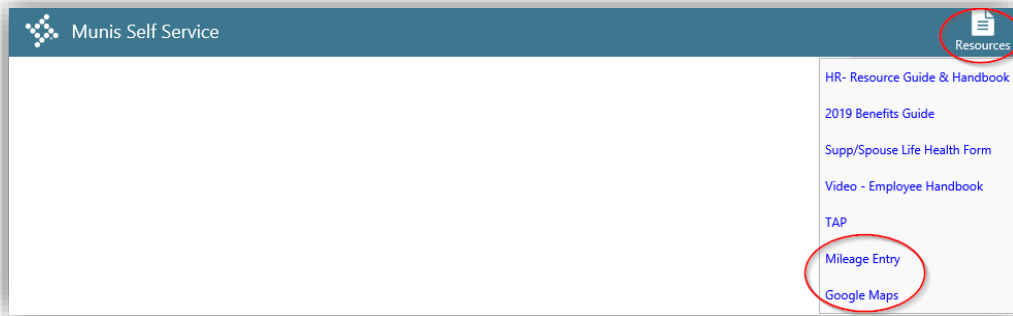
Comments: To and from airport ×

Save expense
Cancel

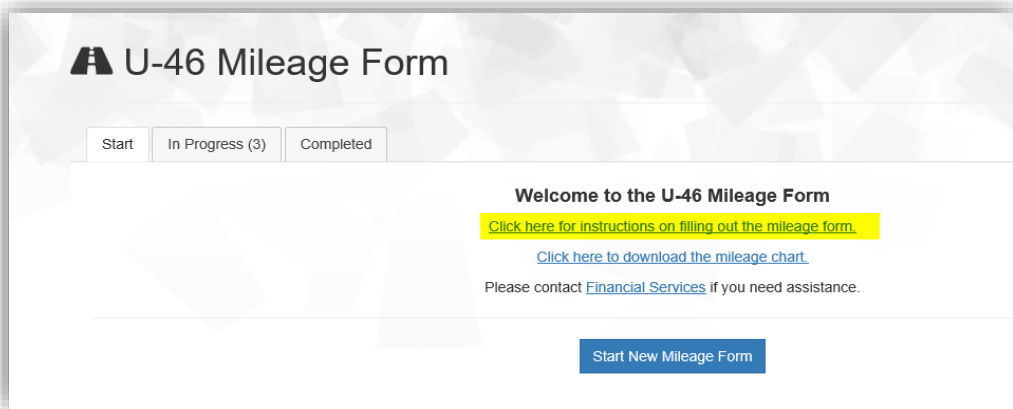
- Add any additional Unit Expense types by clicking on the Add an expense link
- Use the update or delete links to make changes if needed

| Expense         | Comments            | Date     | Amount   | <a href="#">Add an expense</a>                  |
|-----------------|---------------------|----------|----------|---|
| Air Fare/luggag |                     | 4/7/2019 | \$900.00 | <a href="#">update</a>   <a href="#">delete</a> |
| Lodging         |                     | 4/7/2019 | \$450.00 | <a href="#">update</a>   <a href="#">delete</a> |
| Shuttle/Taxi    | To and from airport | 4/7/2019 | \$100.00 | <a href="#">update</a>   <a href="#">delete</a> |

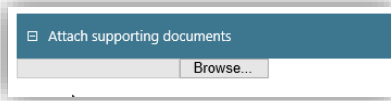
- If you have mileage that occurred, a Google Map or Mileage Entry Map must be attached
- Go to the Resources Tab at right top of the page and choose Google Maps link or use the Mileage Entry form link
  - The Mileage Entry form can also be found on the Intranet



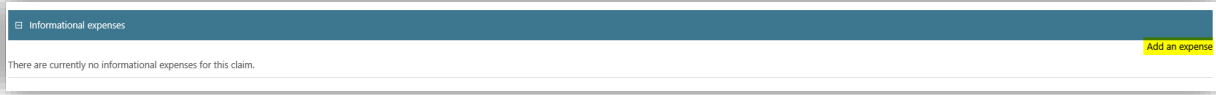
- If you are using Mileage Entry you will be brought to a sign in page for the U-46 Intranet
  - Use your network user ID and password to sign into the U-46 Intranet
  - Click on the link to review instructions on how to complete the form
  - Save the completed Mileage form as a PDF document



- 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

**Expense information**

Expense type  ⓘ

Comment

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

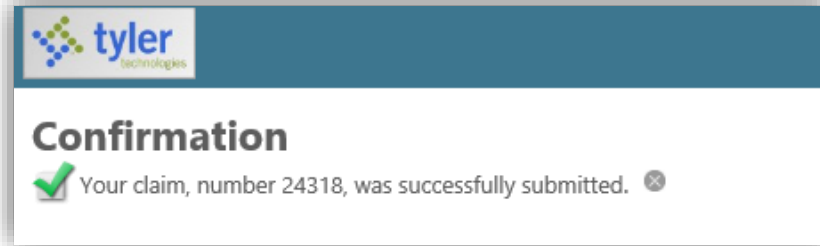
- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim

I acknowledge the accuracy of the expenses submitted and that this claim has not been previously submitted for reimbursement.

I have read and agree to the terms above.



- 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



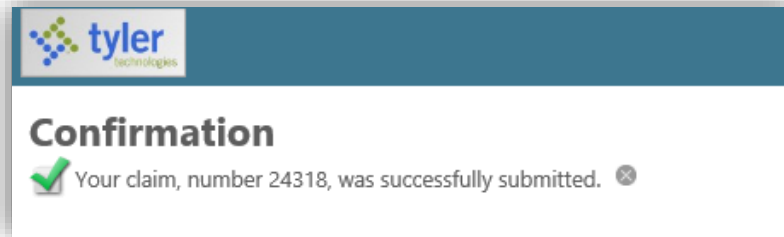
- The claim will show in created status and will be delivered to the Payroll Department for review

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

- The Payroll Department will 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 in the Actual Amt. field and add the applicable comment (i.e. *paid on P-card or Paid by U-46 via a PO*)

| Item            | Quantity | UOM   | Unit Amt/Rate | Est Amt | Actual Amt | Date       | Comment                    |
|-----------------|----------|-------|---------------|---------|------------|------------|----------------------------|
| Air Fare/luggag | 0.00     | Total | 440.600       | 300.00  | 0.00       | 05/14/2018 | paid by Diane Belton pcard |

- 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



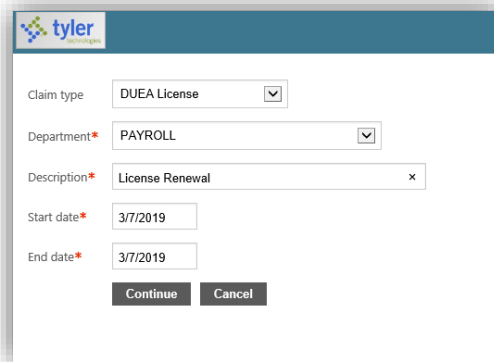
- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file 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

**i** 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



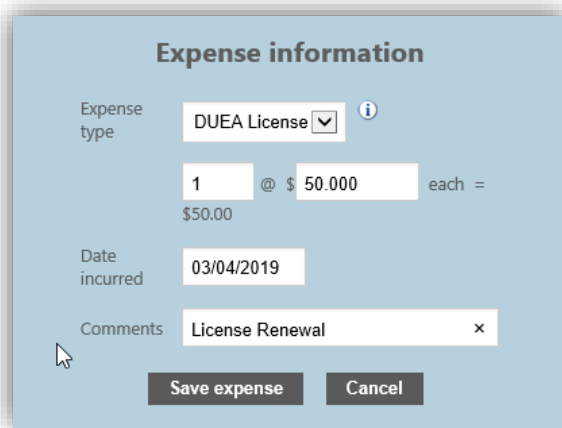
The screenshot shows a web form for entering a claim. At the top left is the Tyler logo. The form fields are: Claim type (DUEA License), Department\* (PAYROLL), Description\* (License Renewal), Start date\* (3/7/2019), and End date\* (3/7/2019). At the bottom are 'Continue' and 'Cancel' buttons.

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



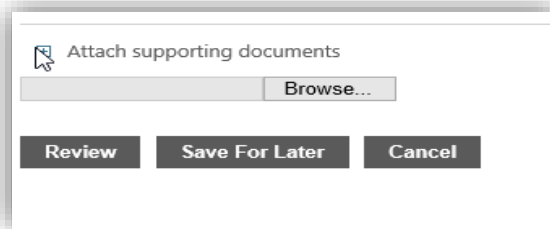
The screenshot shows a section titled 'Unit expenses' with a total amount of '\$0.00'. Below the title, it states: 'There are currently no unit expenses for this claim. The following expense type is required - DUEA License'. A yellow 'Add an expense' button is located in the top right corner.

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



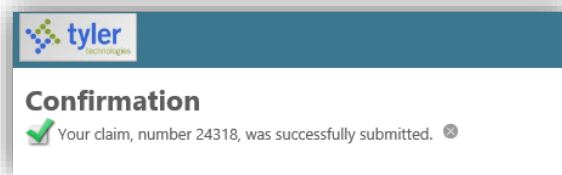
The image shows a form titled "Expense information" with a light blue background. It contains the following fields: "Expense type" with a dropdown menu set to "DUEA License" and an information icon; a quantity field with "1" and a price field with "\$ 50.000", followed by the text "each = \$50.00"; "Date incurred" with a date field set to "03/04/2019"; and "Comments" with a text field containing "License Renewal" and a close icon. At the bottom are two buttons: "Save expense" and "Cancel".

- 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



The image shows a dialog box titled "Attach supporting documents" with a document icon. It features a "Browse..." button and three buttons at the bottom: "Review", "Save For Later", and "Cancel".

- 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 image shows a confirmation message from Tyler Technologies. It has a blue header with the Tyler Technologies logo. Below the header, the word "Confirmation" is displayed in bold. Underneath, there is a green checkmark icon followed by the text: "Your claim, number 24318, was successfully submitted." and a close icon.

- 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 |
|----------------------|------------------|-------|---------|----------|

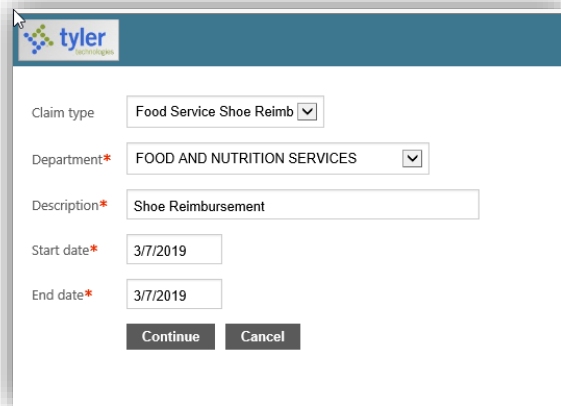
- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file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

## 6. Food Service Shoe Reimbursement

**i** Use this claim type 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



The screenshot shows a web form titled 'tyler' with the following fields and values:

- Claim type: Food Service Shoe Reimb (dropdown)
- Department\*: FOOD AND NUTRITION SERVICES (dropdown)
- Description\*: Shoe Reimbursement (text input)
- Start date\*: 3/7/2019 (date input)
- End date\*: 3/7/2019 (date input)

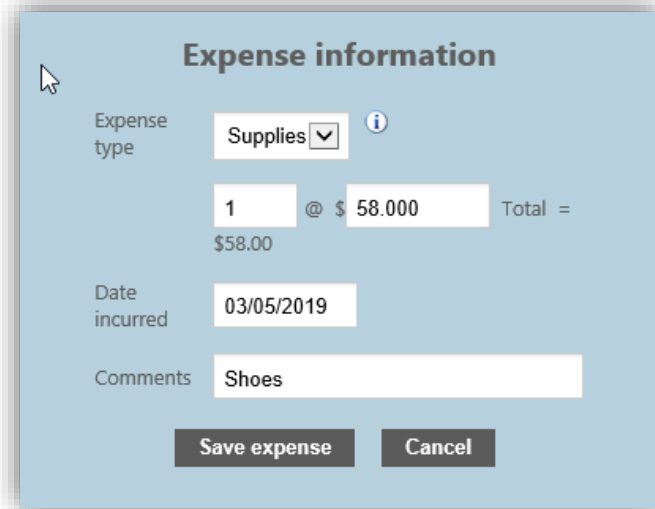
At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

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



The screenshot shows a section titled 'Unit expenses' with a total amount of '\$0.00'. Below this, there is a message: 'There are currently no unit expenses for this claim. The following expense type is required - DUEA License'. A yellow button labeled 'Add an expense' is located on the right side of the section.

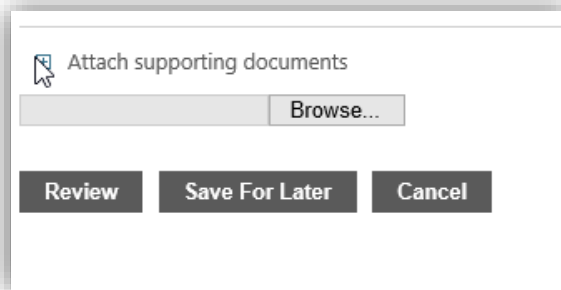
- Enter the quantity, dollar amount and Date Incurred fields and Comments
- Click on Save expense



The image shows a form titled "Expense information" with a light blue background. It contains the following fields and controls:

- Expense type:** A dropdown menu set to "Supplies" with an information icon (i) to its right.
- Quantity and Amount:** A text input field containing "1" followed by "@ \$ 58.000". Below this, the text "\$58.00" is displayed.
- Date incurred:** A text input field containing "03/05/2019".
- Comments:** A text input field containing "Shoes".
- Buttons:** Two buttons at the bottom: "Save expense" and "Cancel".

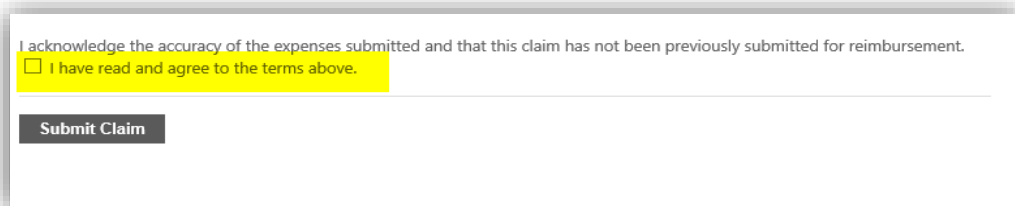
- Click on Attach supporting documents and browse for the receipt you want to attach
  - All claims must have a receipt attached
  - You cannot scan an image directly to the claim



The image shows a dialog box titled "Attach supporting documents" with a document icon. It contains the following elements:

- A text input field for the document name.
- A "Browse..." button.
- Three buttons at the bottom: "Review", "Save For Later", and "Cancel".

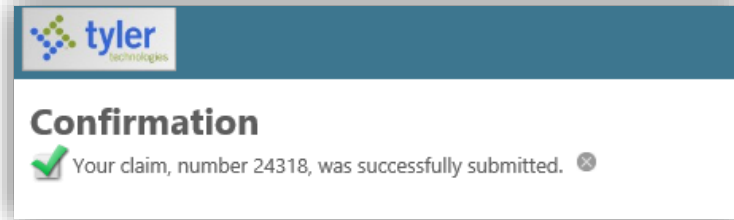
- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim



The image shows a form with the following content:

- A line of text: "I acknowledge the accuracy of the expenses submitted and that this claim has not been previously submitted for reimbursement."
- A checkbox with the text "I have read and agree to the terms above." highlighted in yellow.
- A "Submit Claim" button.

- 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 with the following payroll

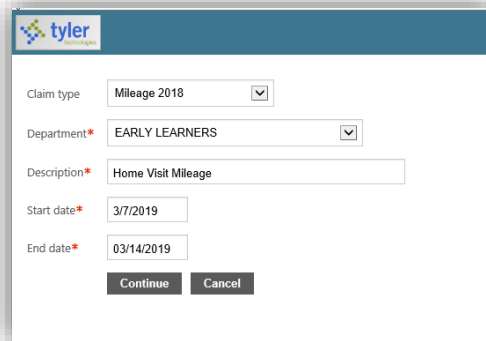


## 7. Mileage Expense Reimbursement

**i** 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



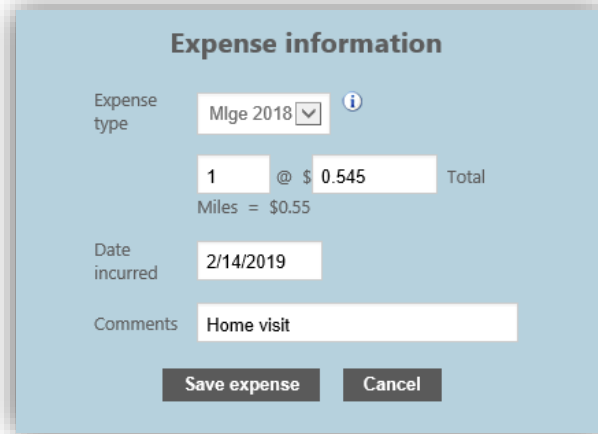
The screenshot shows a web form for entering a mileage expense. The form has a blue header with the Tyler logo. Below the header, there are several fields: 'Claim type' is a dropdown menu set to 'Mileage 2018'; 'Department\*' is a dropdown menu set to 'EARLY LEARNERS'; 'Description\*' is a text input field containing 'Home Visit Mileage'; 'Start date\*' is a date input field set to '3/7/2019'; and 'End date\*' is a date input field set to '03/14/2019'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

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



The screenshot shows a section titled 'Unit expenses' with a total amount of '\$0.00'. Below the title, there is a message: 'There are currently no unit expenses for this claim. The following expense type is required - DUEA License'. To the right of the message is a yellow button labeled 'Add an expense'.

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



**Expense information**

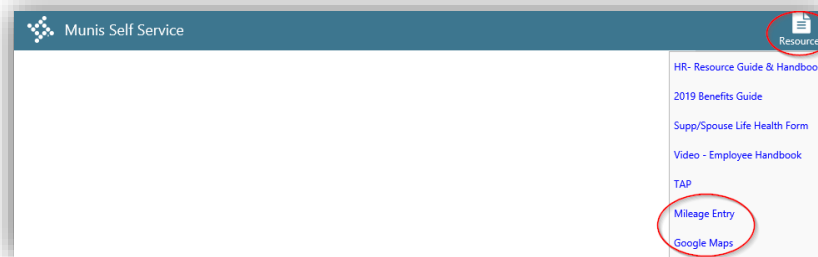
Expense type:  ⓘ

@ \$  Total  
Miles = \$0.55

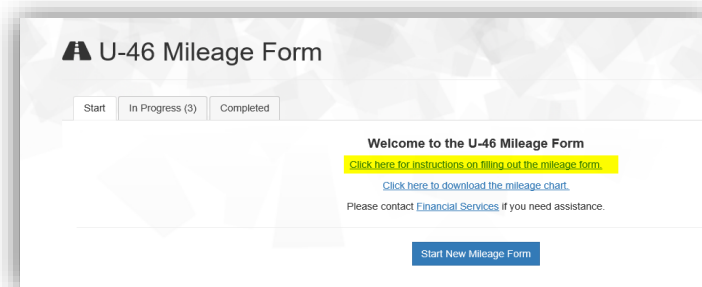
Date incurred:

Comments:

- All Mileage expense must include a Google map or use the Mileage Entry feature within Muniss 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



**U-46 Mileage Form**

Start | In Progress (3) | Completed

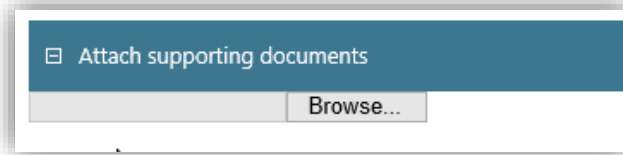
**Welcome to the U-46 Mileage Form**

[Click here for instructions on filling out the mileage form.](#)

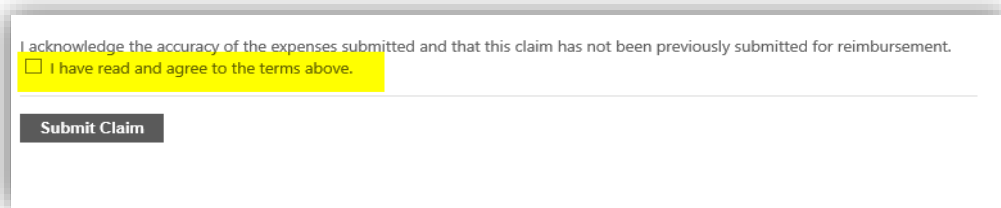
[Click here to download the mileage chart.](#)

Please contact [Financial Services](#) if you need assistance.

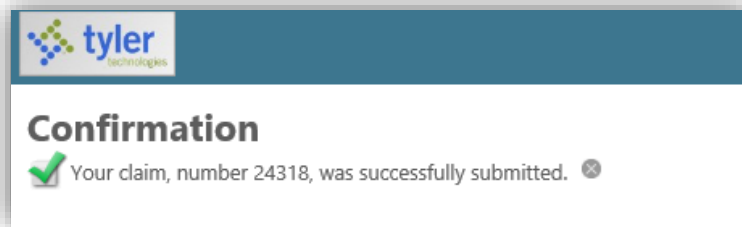
- Go back to Munis ESS Expense Claim to attach the Mileage form to the expense
- Click on Attach Supporting documents and browse for your map to attach it to the claim



- 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

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

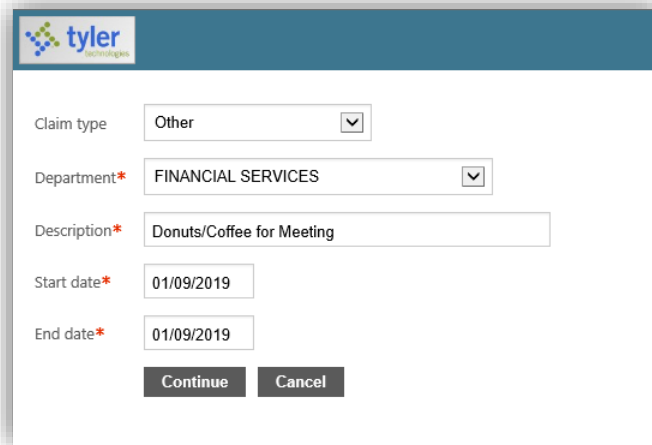
- The Payroll Department will review and release the claim to the approver
  - The claim Status on your expense report dashboard in ESS will show as Released
- The claim may be rejected and require additional information
  - If the claim is rejected an e-mail will be sent to the email address on file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

## 8. Other

**i** 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

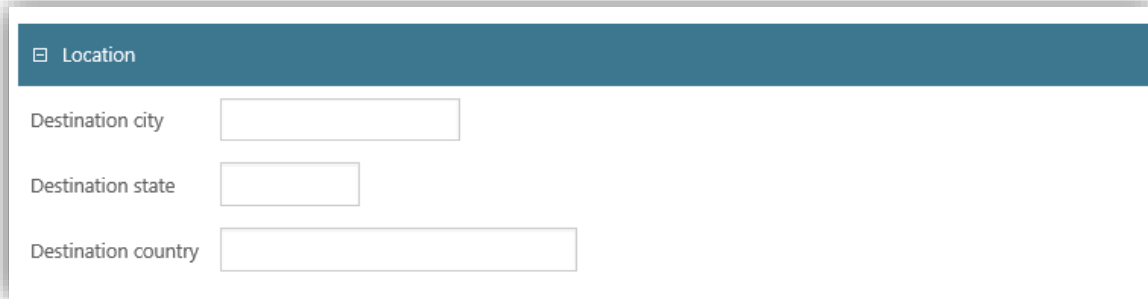


The screenshot shows a web form for creating a claim. At the top left is the Tyler Technologies logo. The form contains the following fields:

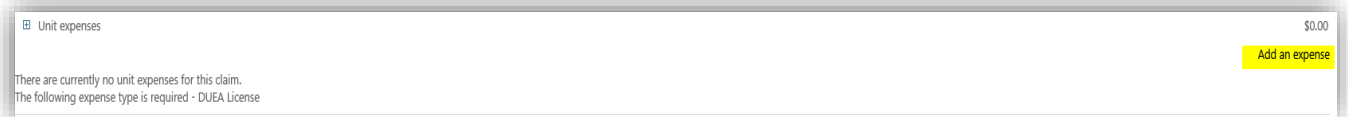
- Claim type:** A dropdown menu with 'Other' selected.
- Department\*:** A dropdown menu with 'FINANCIAL SERVICES' selected.
- Description\*:** A text input field containing 'Donuts/Coffee for Meeting'.
- Start date\*:** A date input field containing '01/09/2019'.
- End date\*:** A date input field containing '01/09/2019'.

At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

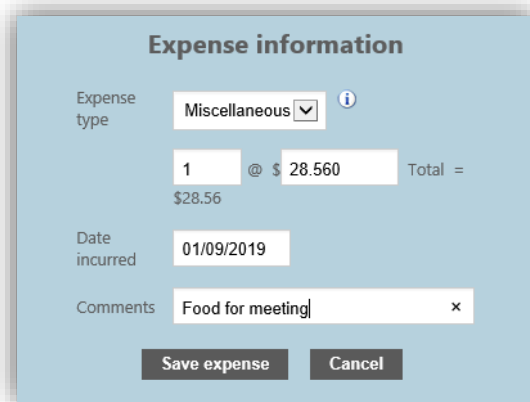
- Click on Location and enter a location if applicable



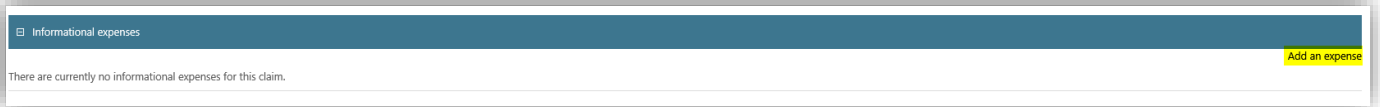
- Click on Unit expenses to expand the field
- Click on Add an expense



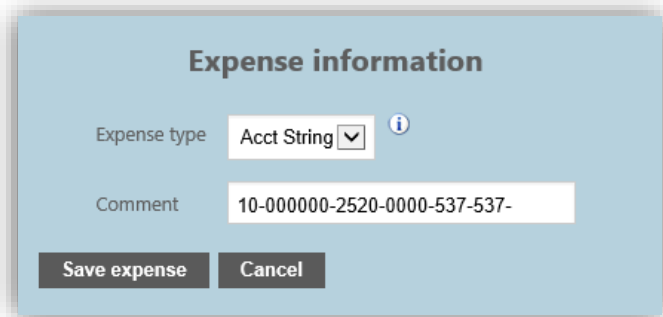
- Expense type will be Miscellaneous, enter the quantity and dollar amount , Date incurred and Comments
- Click on Save Expense
- You can go back and continue to add additional unit expenses by clicking on **Add an expense** again



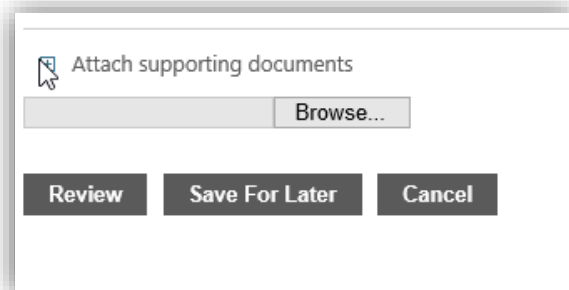
- If you need to charge the expense to a grant or a department other than your home department click on **Informational expenses** then Add an expense



- 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



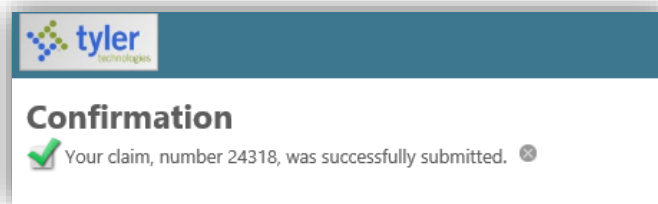
- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim

I acknowledge the accuracy of the expenses submitted and that this claim has not been previously submitted for reimbursement.

I have read and agree to the terms above.

**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

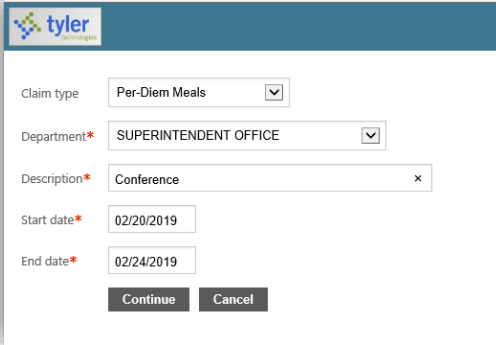


## 9. Per Diem Meals - Cabinet

**i** 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

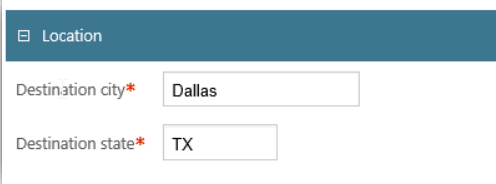


The screenshot shows a web form titled 'Per-Diem Meals' from Tyler ESS. The form has the following fields and values:

- Claim type: Per-Diem Meals (dropdown menu)
- Department\*: SUPERINTENDENT OFFICE (dropdown menu)
- Description\*: Conference (text input with a clear 'x' button)
- Start date\*: 02/20/2019 (date input)
- End date\*: 02/24/2019 (date input)

At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

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



The screenshot shows a web form titled 'Location' from Tyler ESS. The form has the following fields and values:

- Destination city\*: Dallas (text input)
- Destination state\*: TX (text input)

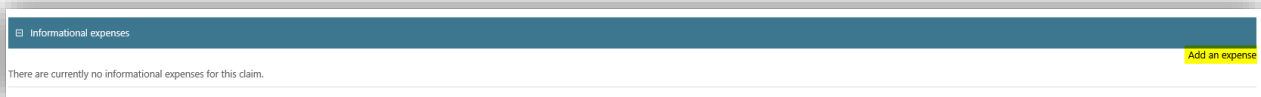
- At this point you may click on the Save for Later button at the bottom of the page to save your claim and all your entries made so far
  - To continue to update your claim after it is saved go back to the expense reports screen and click on Edit Details to add your entries
  - The information you enter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



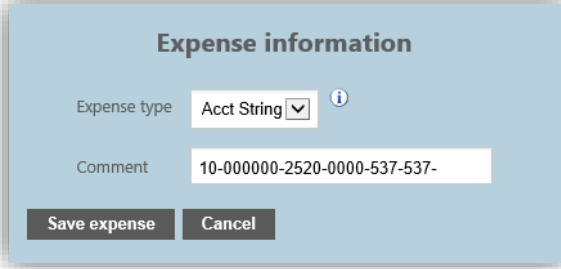
- Click on Per diem expenses to expand the field
- Enter a check in the box for any meals that will need to be reimbursed to you and were not be provided during the event
  - The system will populate the per diem amounts allowed for each day and meal checked

| Per diem expenses      |  |  |  | \$85.00 |
|------------------------|--|--|--|---------|
|                        | <input type="checkbox"/> Breakfast ⓘ       | <input type="checkbox"/> Lunch ⓘ           | <input type="checkbox"/> Supper ⓘ          | Total   |
| Wednesday, February 20 | <input type="checkbox"/>                   | <input type="checkbox"/>                   | <input checked="" type="checkbox"/> 20.000 | \$20.00 |
| Thursday, February 21  | <input type="checkbox"/>                   | <input type="checkbox"/>                   | <input checked="" type="checkbox"/> 20.000 | \$20.00 |
| Friday, February 22    | <input type="checkbox"/>                   | <input type="checkbox"/>                   | <input checked="" type="checkbox"/> 20.000 | \$20.00 |
| Saturday, February 23  | <input type="checkbox"/>                   | <input checked="" type="checkbox"/> 15.000 | <input type="checkbox"/>                   | \$15.00 |
| Sunday, February 24    | <input checked="" type="checkbox"/> 10.000 | <input type="checkbox"/>                   | <input type="checkbox"/>                   | \$10.00 |
|                        | \$10.00                                    | \$15.00                                    | \$60.00                                    |         |

- 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

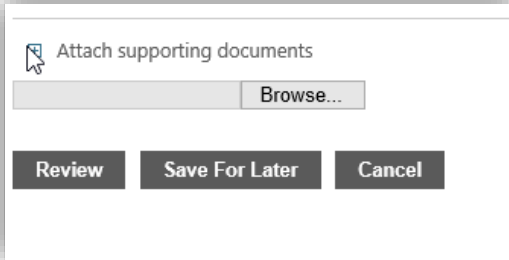


- Enter the account number the expense should be changed to in the comments section (only enter if expense needs to be changed to a department other than your home department)
- Click on Save expense



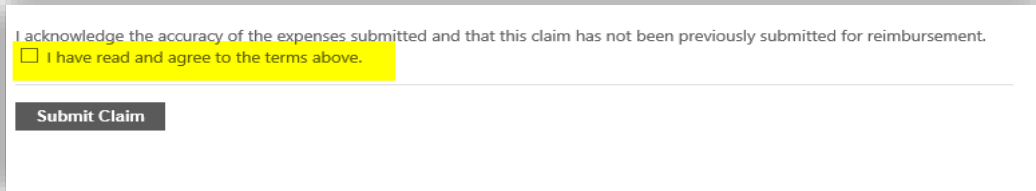
The image shows a form titled "Expense information" with a light blue background. It contains two input fields: "Expense type" with a dropdown menu set to "Acct String" and an information icon, and "Comment" with the text "10-000000-2520-0000-537-537-". At the bottom, there are two buttons: "Save expense" and "Cancel".

- 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



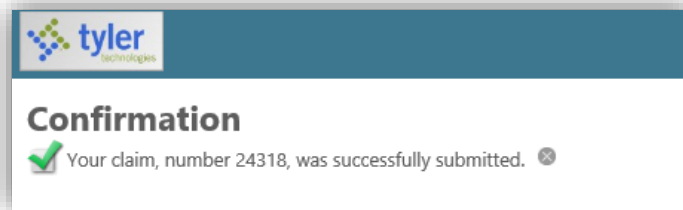
The image shows a form titled "Attach supporting documents" with a white background. It features a "Browse..." button and three buttons at the bottom: "Review", "Save For Later", and "Cancel".

- 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 image shows a form with a white background. It contains a text area with the text "I acknowledge the accuracy of the expenses submitted and that this claim has not been previously submitted for reimbursement." Below this text is a checkbox labeled "I have read and agree to the terms above." At the bottom, there is a "Submit Claim" button.

- 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

## 10. Supply Reimbursement

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

### Steps to follow in Munis ESS

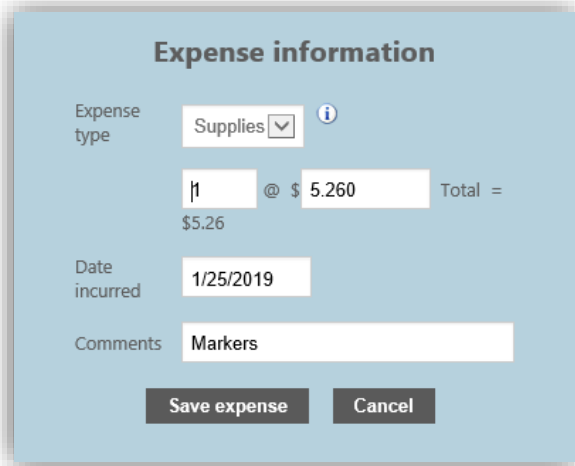
- Log into Tyler ESS following the steps above
- Choose the Claim type of Supplies
- Select the department that will be **authorizing and approving the expense**
  - This step will determine the workflow of the expense and who will be the person that approves the expense
  - This choice will NOT affect 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

The screenshot shows a web form for adding an expense. The form has a header with the Tyler Technologies logo. Below the header, there are five input fields: a dropdown for 'Claim type' set to 'Supplies', a dropdown for 'Department\*' set to 'FOOD AND NUTRITION SERVICES', a text field for 'Description\*' containing 'Markers for Menu Board', a date field for 'Start date\*' set to '01/25/2019', and another date field for 'End date\*' set to '01/25/2019'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

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

The screenshot shows a table with one row for 'Unit expenses' with a value of '\$0.00'. Below the table, there is a message: 'There are currently no unit expenses for this claim. The following expense type is required - DUEA License'. A yellow button labeled 'Add an expense' is visible in the top right corner.

- 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



**Expense information**

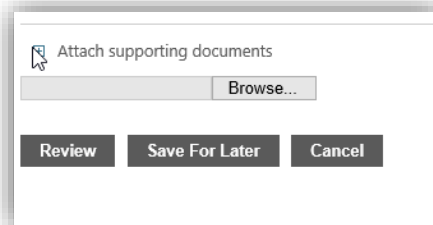
Expense type: Supplies

1 @ \$ 5.260 Total = \$5.26

Date incurred: 1/25/2019

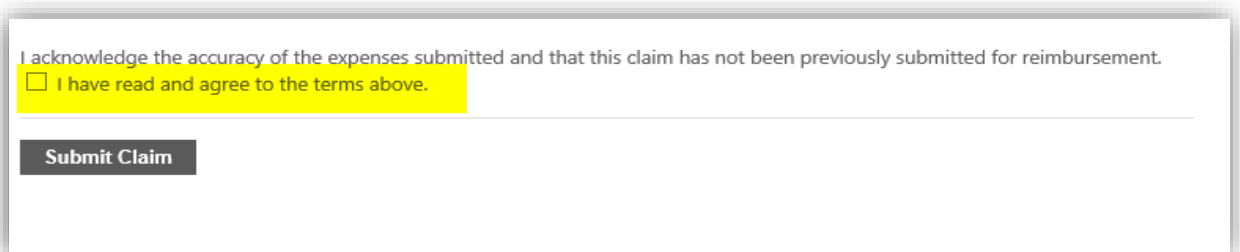
Comments: Markers

- 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



Attach supporting documents

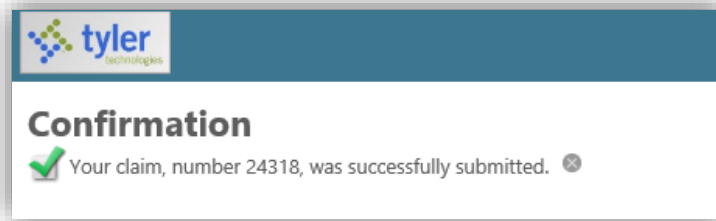
- Click on Review to Review your claim
- Check the Box to acknowledge you have read and agree to the terms
- Click on Submit Claim



I acknowledge the accuracy of the expenses submitted and that this claim has not been previously submitted for reimbursement.

I have read and agree to the terms above.

- 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

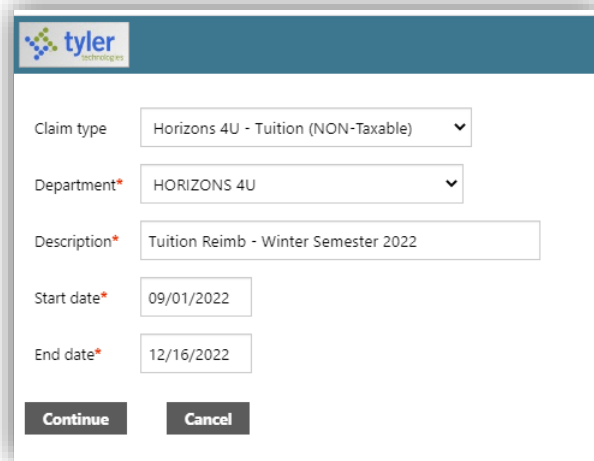
## 11. Horizons 4U Tuition Reimbursement

**i** Use this Claim type for taxable and non taxable tuition reimbursements reimbursement requests.

*The non-taxable amount follows the IRS non-taxable guidelines. The 2023 limit is \$5,250 annually.*

### Steps to follow in Munis ESS

- Log into Tyler ESS following the steps above
- Choose the appropriate Claim type for your situation. Your approver will inform you if your reimbursement is taxable or not. If you are requesting a taxable reimbursement, choose certified or classified based on your employment type. If you are requesting a reimbursement for over the annual amount, you will need to complete two requests, one non-taxable and one taxable.
  - Horizons 4U (NON-Taxable)
  - Horizons 4U (Taxable Certified)
  - Horizons 4U (Taxable Classified)
- Select the department that will be authorizing the reimbursement
  - The Human Resource Department will be responsible for approving all Horizons 4U reimbursements.
- In the Description Field, type the semester your reimbursement is for.
- Complete the Start and End date fields by typing or choosing the date from the pop-up calendar
- Click Continue



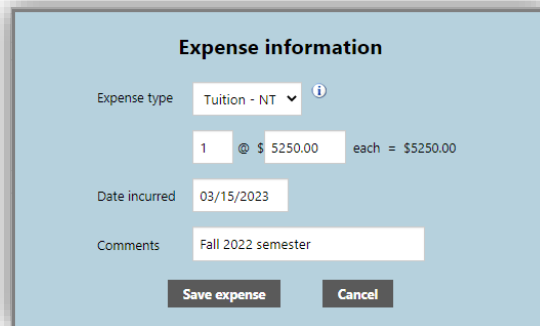
The screenshot shows a web form titled "tyler" with the following fields and values:

- Claim type: Horizons 4U - Tuition (NON-Taxable)
- Department\*: HORIZONS 4U
- Description\*: Tuition Reimb - Winter Semester 2022
- Start date\*: 09/01/2022
- End date\*: 12/16/2022

At the bottom of the form are two buttons: "Continue" and "Cancel".

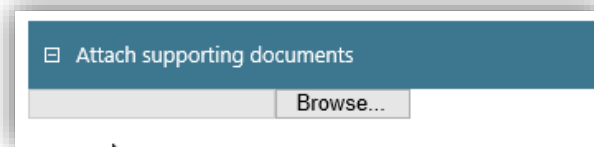


- Click on Unit Expense then Add an Expense to add your tuition expense amount
- Complete each field provided and click on save the expense



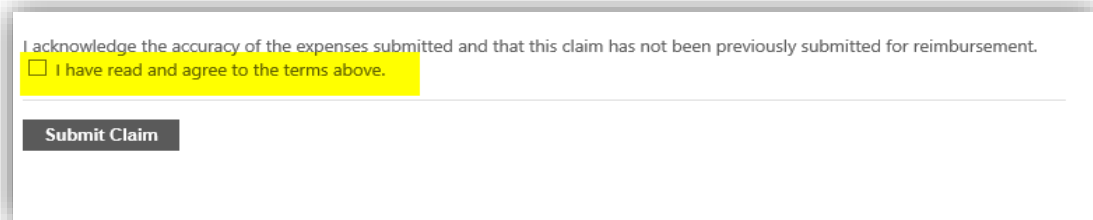
The image shows a form titled "Expense information" with a light blue background. It contains the following fields: "Expense type" with a dropdown menu set to "Tuition - NT" and an information icon; a quantity field with "1", a price field with "@ \$ 5250.00", and a total field with "each = \$5250.00"; "Date incurred" with a date picker set to "03/15/2023"; and "Comments" with a text box containing "Fall 2022 semester". At the bottom are two buttons: "Save expense" and "Cancel".

- Click on Attach Supporting documents and browse to attach the two required supporting documents necessary to process your claim.
  - Transcript of the semester
  - Receipt showing your tuition payment



The image shows a button with a blue header that says "Attach supporting documents" and a white body with a "Browse..." button.

- 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 image shows a form with a white background. At the top, it says "I acknowledge the accuracy of the expenses submitted and that this claim has not been previously submitted for reimbursement." Below this is a checkbox with the text "I have read and agree to the terms above." The checkbox is highlighted in yellow. At the bottom of the form is a "Submit Claim" button.

- 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

**Confirmation**  
✔ Your claim, number 35644, was successfully submitted.

**Claim details**

|                       |                                      |
|-----------------------|--------------------------------------|
| <b>Comments</b>       | Tuition Reimb - Winter Semester 2022 |
| <b>Claim type</b>     | Horizons 4U - Tuition (NON-Taxable)  |
| <b>Status</b>         | Entering                             |
| <b>Department</b>     | HORIZONS 4U                          |
| <b>Start date</b>     | Thursday, September 1, 2022          |
| <b>End date</b>       | Friday, December 16, 2022            |
| <b>Amount claimed</b> | \$1,000.00                           |

**Per unit expenses**

|              | Date     | Comments |
|--------------|----------|----------|
| Tuition - NT | 9/1/2022 |          |

**Attached documents**

There are no documents attached to this 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 if the required information is not attached.
  - 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