

How to enter a travel reimbursement in Skyward.

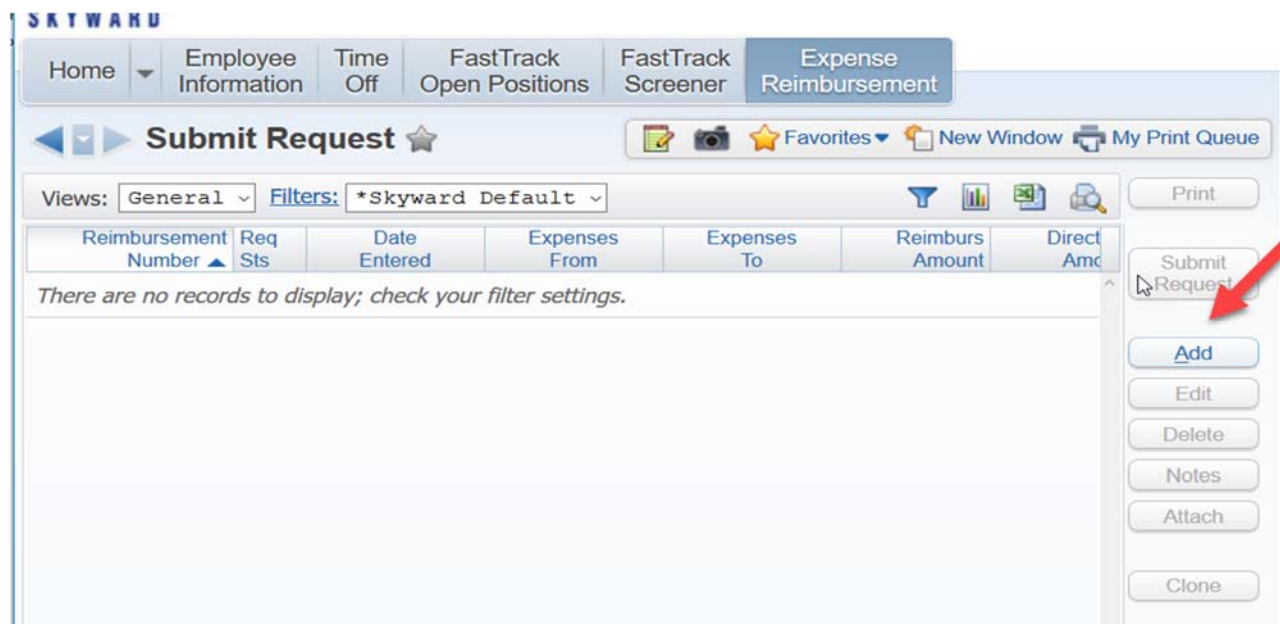
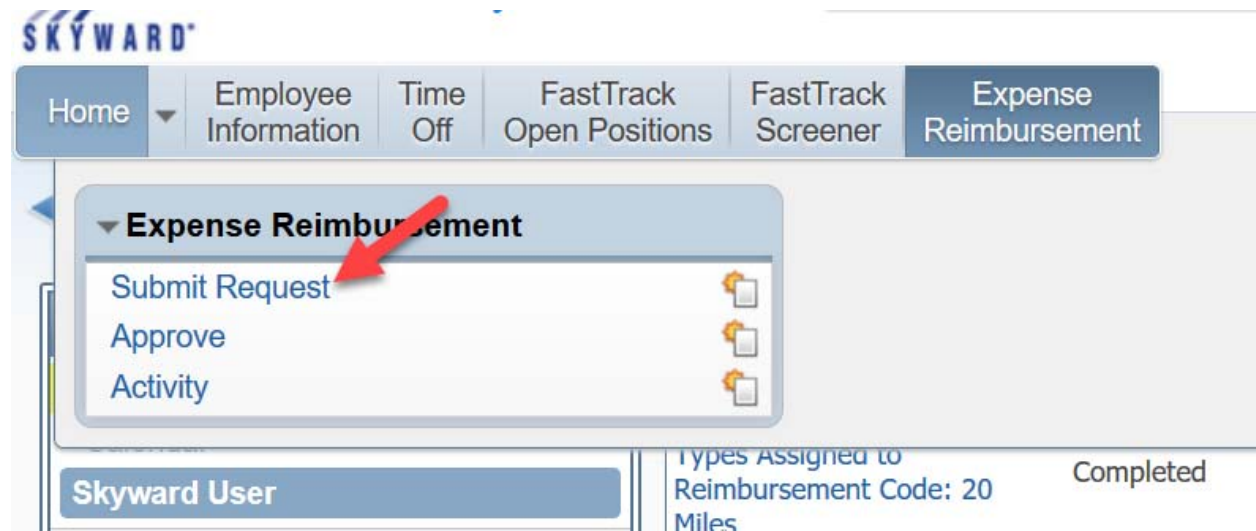
This should be used for all travel (in county, out of county and out of state) in place of the paper forms.

Please continue to use the in county district excel chart for mileage amounts and acroymns.

<https://www.stlucie.k12.fl.us/finance/forms-accounts-payable/> Mileage Chart

\*\*The employee must be set up as a vendor to enter the request. If you get an error message please see further information at the end of the instructions on how to proceed.

Log into Skyward Employee Access. Select the tab Expense Reimbursement and then the option of Submit Request



Once the items are entered for reimbursement. Please attach all documentation including agenda, receipts, or any other back for the travel expenses.

After all the backup is attached hit the submit button for approval

ntenance - 05.20.02.00.08 - Mozilla Firefox

k12.fl.us/scripts/wsis.dll/WService=wsFinTrain/factpedit003.w?isPopup=true

### Request Maintenance

Save Back

Add Expense Reimbursement Request

Reimbursement for: VALDEZ, RACHEL LYNN

\* Expenses From: 04/01/2020 \* To: 04/10/2020

\* Purpose for Reimbursement: In County Travel for March 2020 (Example for in county travel. Submit a separate travel request for each month)

Name of Conference, Location, Dates (Example for out of county/state travel)

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

District Payment Reimbursement information:

Asterisk (\*) denotes a required field

Enter the travel dates

Enter the travel descriptions using the named convention example provided.

Select save

Expense Reimbursement Request Maintenance - 05.20.02.00.06 - Mozilla Firefox

https://skynetdb.stlucie.k12.fl.us/scripts/wsis.dll/WService=wsFinTrain/factpedit004.w

### Expense Reimbursement Request Maintenance

Save and Finish Later

Expense Reimbursement Information

Reimbursement For: VALDEZ, RACHEL LYNN (08ADM) Edit Master

Expenses From: 04/01/2020 To: 04/10/2020 10 Days Notes

Purpose for Reimbursement: In County Travel for March 2020 (example for in county travel submit a separate travel request for each month) Attachments

Name Conference, Location, Dates (example for out of county/state travel)

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

Total Reimbursement Amount: \$0.00

Expense Reimbursement Detail Lines

Views: General Filters: \*Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
There are no records to display; check your filter settings.									

Add Edit Delete Clone Mass Add Detail

Expense Reimbursement Request Detail Maintenance - 05.20.02.00.06 - Mozilla Firefox

https://skynetdb.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFinTrain/factpedit005.w?isPopup=true

### Expense Reimbursement Request Detail Maintenance

**Expense Reimbursement Information**

Expenses From: 04/01/2020 To: 04/10/2020 10 Days  
 Total Reimbursement Amount: \$6.00

**Add Expense Reimbursement Detail Line**

Line Number: 1  Receipt Attached  Direct Bill/Do not Reimburse

\* Date: 04/01/2020 Wednesday

\* Reimbursement Type: Breakfast BrkFast

Category: Meals

Breakfast - When travel begins before 6:00 A.M. and extends beyond 8:00 A.M.

Quantity: 1

Amount: \$6.00 (Maximum allowed for this code is \$6.00)

Total Amount: \$6.00

\* Description/Customer: Breakfast on 4/1/20

**Detail Line Accounts**

Account	Account Selection	Amount	Percent
		0.00	0.00
Total:		0.00	0.00

Asterisk (\*) denotes a required field

**Instructions:** Enter Reimbursement type, Quantity, Description. When completed hit the save button.

Repeat the steps about until all expenses are entered for that travel occurrence.

Expense Reimbursement Request Maintenance - 05.20.02.00.08 - Mozilla Firefox

https://skynetdb.stlucie.k12.fl.us/scripts/wsisa.dll/WService=wsFinTrain/factpedit004.w

### Expense Reimbursement Request Maintenance

**Expense Reimbursement Information**

Reimbursement For: VALDEZ, RACHEL LYNN

Expenses From: 04/01/2020 To: 04/10/2020 10 Days

Purpose for Reimbursement: In County Travel for March 2020 (Example for in county travel. Submit a separate travel request for each month)

Name of Conference, Location, Dates (Example for out of county/state travel)

Reimbursement payment option: Paid via AP ACH. If AP ACH is not set up you will receive a Paper Check.

Total Reimbursement Amount: \$6.00

**Expense Reimbursement Detail Lines**

Views: General Filters: \*Skyward Default

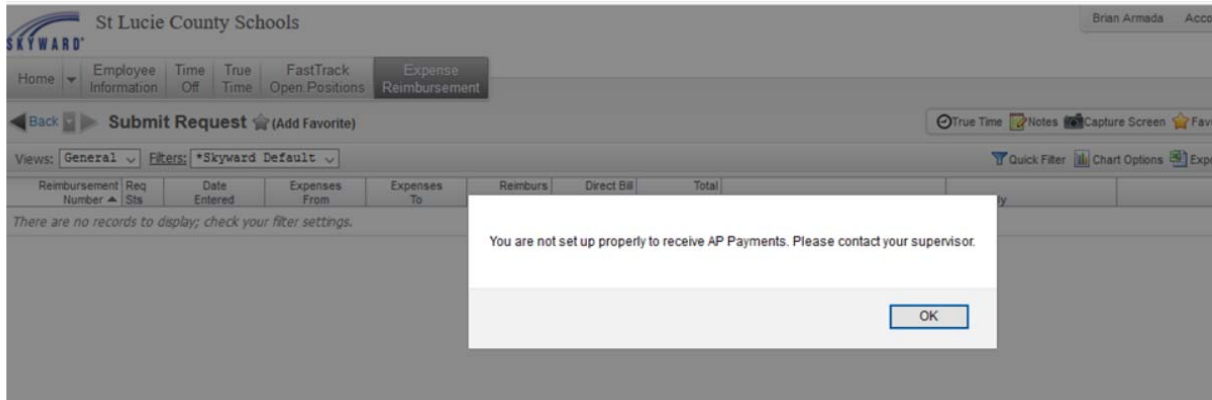
#	Date	Type	Description/Customer	Quantity	Amount
1	04/01/2020	Breakfast	Breakfast on 4/1/20	1.0000	6.0000

**Buttons:** Edit Master, Notes, Attachments, Submit for Approval, Save and Finish Later, Add, Edit, Delete, Clone, Mass Add Detail.

**Instructions:** Once all of the items are entered for reimbursement please attach all documentation including agenda, receipts and any other back up for the travel expenses. After all of the backup is attached hit the submit for approval button.

The travel will go through the approval process and be sent to accounts payable for processing.

\*\*If you receive the error below prior to entering the reimbursement:



Please call 772-429-3980 or e-mail [deidra.akers@stlucieschools.org](mailto:deidra.akers@stlucieschools.org) to be set up as a vendor. After you are set up you can enter the request in Skyward.