

# Tuition Reimbursement

## Log Into Employee Self Service

- Click on Employee Self Service on right side of screen
- Click on the Expense Reports option
- Click on “Add New Claim” link

## Select a Claim Type

- If you need to enter reimbursement for supplies purchased using from a local store that does not accept Purchase Orders using General Funds budget dollars. **All expenses must have scanned receipts attached to the reimbursement request.**
- Select a Claim Type of “Tuition Reimbursement”
- Click on the dropdown arrow to select your school or department. If you are an Itinerant Teachers that visits more than on school, please select your home school. If you are a Director, Principal or Assistant Principal you must use “ADMIN” for a department.
- Enter a Description of “Tuition Reimbursement”
- Select the begin and end days of the of college course
- Click on the “Continue” button

## Enter the Expense Request

- Click on the “Unit Expenses” link on the left side of the screen
- Then click on the “Add an Expense” link
- You will now see the screen displayed below
- In the Expense Type field below select the dropdown arrow and select “Tuition Reimbur”
- Leave the “1” in the next field
- In the Each field, enter the total amount of the Tuition to be reimbursed
- In the Date occurred field enter the last day of class for the semester
- In the Comments field enter the name of the College
- Screen should look similar to below
- Click on the “Save Expense” button

## Receipts

- You must attach a scanned invoice for the Tuition and proof of payment (copy of the check or credit card statement) of proof of payment for the Tuition
- If the scanned invoice and/or proof of payment are not attached to the claim, your claim will be rejected by the Business Office
- Click on the “Attach Documentation” link below
- Click on the “Browse” button
- Click on the file to be attached
- Keep repeating this process until all receipts are added

## Complete the Claim

- At the bottom of the screen click on “Review”
  - You should now see a complete summary of your claim
  - Now Click on “Submit Claim” button at the bottom of your screen
  - At the top of the screen you should receive a Confirmation that the Claim was accepted
  - The Status of your Claim will now change from “Entering” to “Created”
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- This now means your claim has been sent to the Controller for review and to assign general ledger account numbers to it
  - Please periodically check back to be sure your claim was not rejected by the Controller for not following the procedures above. Should your claim be rejected, you should receive an email stating that.

## Rejected Claim

### Reason Claim was rejected

Your claim may be rejected by one of the Approvers of your claim (School Principal, Department Supervisor, Assistant Superintendent, Controller, or Director of Administration, Business Office)

The reasons the Claim may be Rejected are:

- Scanned Receipts are not attached
- Meal Receipts are not detail receipts
- Incorrect calendar year mileage rates used
- Prior approval was not received for a Conference
- Account Numbers were not included where required

### Claim Rejection email

- If your claim was Rejected you will receive an email similar to the email below notifying you the Claim was rejected.
- All emails will come from “mforlingieri@northkingstown.org”

**From:** mforlingieri@northkingstown.org [mailto:mforlingieri@northkingstown.org]

**Sent:** Wednesday, June 07, 2017 9:36 AM

**To:** steven\_janelle@nksd.net

**Subject:** Pending employee expense claim rejected

The following employee expense claim has been rejected. The rejecting approver's comment is: NOT ALL RECEIPTS ARE ATTACHED

An expense claim has been entered for employee STEVEN JANELLE, for department BUSOF. The claim number is 13 and is of type REIMBURSEMENT.

This is a Munis system generated message. Please do not reply to this unmonitored mailbox.

## **Find the Rejected Claim**

Log into Employee Self Service

- Click on “Employee Expense”
- Your Claims will appear as below along with the Status of each Claim
- As you can see below, Claim Id 13 was has a Status of “Entering”

## **How to correct the Claim and Resubmit for Reimbursement**

- Click on the “Details” link for the Rejected Claim (see below)
- Click on the “Update” button
- You can now click on “Unit Expense” section or the “Attach Documentation” to make the corrections or attach documents as required (this claim needed the Google Maps to be attached)
- Click on the “Review” button to review the Claim
- If everything is completed properly, then click on the “Submit” button
- Your Claim will begin the Approval process again.

