



Expense Reimbursement using Skyward Employee Access.

A screenshot of the Skyward login page for Fall River School District. The page features the Skyward logo at the top, followed by the text "Fall River School District". Below this is a login form with two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the "Sign In" button. The version number "05.15.10.00.03" is displayed in the bottom right corner of the login area. At the bottom of the page, there is a "Login Area:" label followed by a dropdown menu currently set to "All Areas".

SKYWARD®
Fall River School District

Login ID:

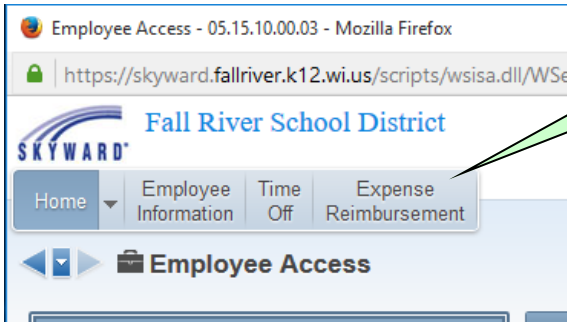
Password:

[Sign In](#)

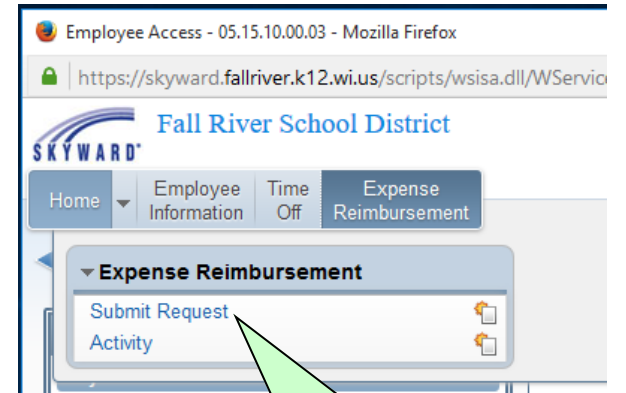
[Forgot your Login/Password?](#)

05.15.10.00.03

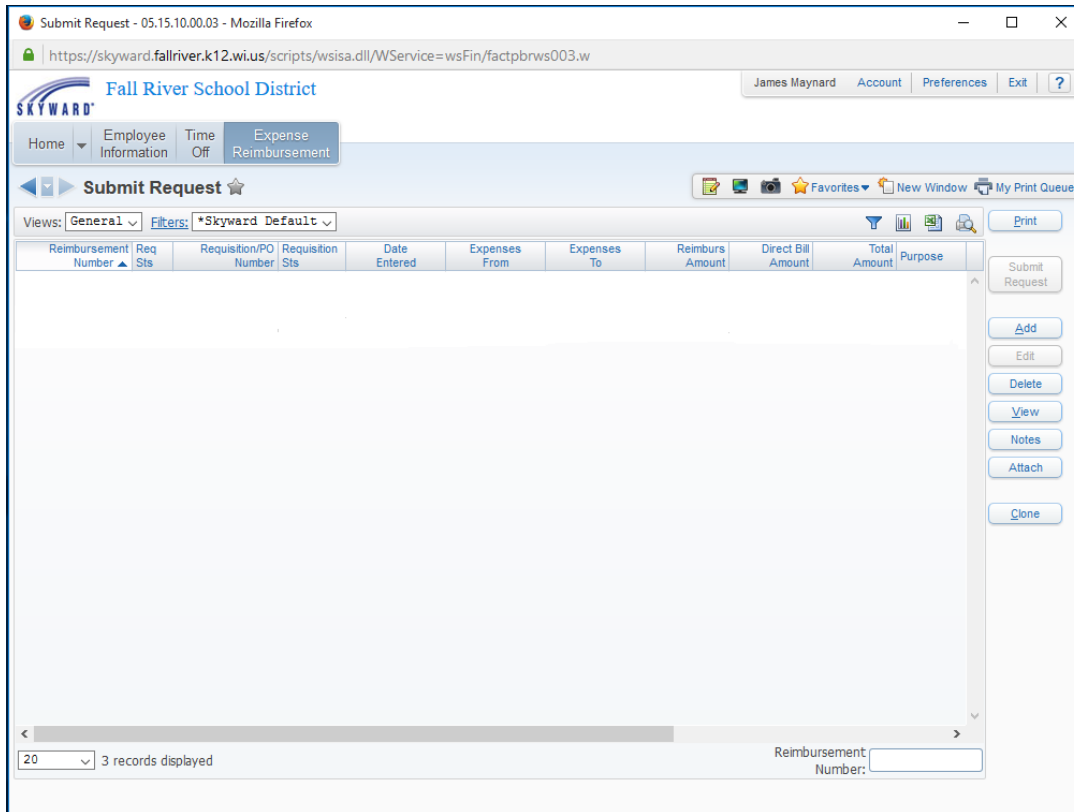
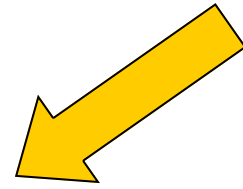
Login Area:



Click Expense Reimbursement



Click "Submit Request"



Click "Add"

Expense Reimbursement Request Maintenance - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/factpedit003.w?isPopup=true

Expense Reimbursement Request Maintenance

Add Expense Reimbursement Request

Reimbursement For: OLIVER, JOSH

* Expenses From: 11/23/2015 * To: 11/23/2015

* Purpose for Reimbursement:


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

District Payment Reimbursement information: Please note all reimbursement payments are made via direct deposit. If you do not have your bank on file, please contact the business office prior to submitting your reimbursement request.

Asterisk (*) denotes a required field

Enter a date range

Enter a description



Expense Reimbursement Request Maintenance - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/factpedit004.w

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: OLIVER, JOSH

Expenses From: 11/22/2015 To: 11/22/2015 1 Day

Purpose for Reimbursement: Rocket for class

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

Total Reimbursement Amount: \$0.00

Required Pre-verifier: JANEL KAE DEZARN

Submit For Approval

Save and Finish Later

Edit Master

Notes

Attachments

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

Click "Add"

```
javascript:if (cbs("bEditMst")) {editMaster();}
```

Choose the type of reimbursement you are requesting.

Check this if you have a receipt.

Enter quantity, amount, and description for each item

Choose the account to be paid from

Expense Reimbursement Request Detail Maintenance

Expenses From: 11/22/2015 To: 11/22/2015 1 Day
Total Reimbursement Amount: \$0.00

Add Expense Reimbursement Detail Line

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

* Date: 11/22/2015 Sunday

* Reimbursement Type: [Dropdown]

Category: Other

* Quantity: 0
* Amount: \$0.00
Total Amount: \$0.00

* Description/Customer: [Text Area]

Detail Line Accounts

* Account	Account Selection ?	Amount	Percent	More
[Dropdown]	[Dropdown]	0.00	0.00	[More]
Total:		0.00	0.00	

Asterisk (*) denotes a required field

Upload scanned receipts for general and meal expenses.

Expense Reimbursement Request Maintenance - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/factpedit004.w

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: OLIVER, JOSH

Expenses From: 11/22/2015 To: 11/22/2015 1 Day

Purpose for Reimbursement: Rocket for class

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

Total Reimbursement Amount: \$0.00

Required Pre-verifier: JANEL KAE DEZARN

Buttons: Edit Master, Notes, Attachments, Submit For Approval, Save and Finish Later

Submit for approval when all uploads are complete

Click here to add scanned receipts

Attachments - 05.15.10.00.03 - Mozilla Firefox

https://skyward.fallriver.k12.wi.us/scripts/wsisa.dll/WService=wsFin/fattmview001.w?isPopup=true

Attachments

Expense Reimbursement Request Attachments

Available Attachments for Exp Reimbursement #0000000011

Type	Description	Entered By	Entered Date	Entered Time	File Size
There are no records to display; check your filter settings.					

Buttons: View Attachment, Add File, Add Link, Edit, Delete, Back

Click "Add" to upload each file.