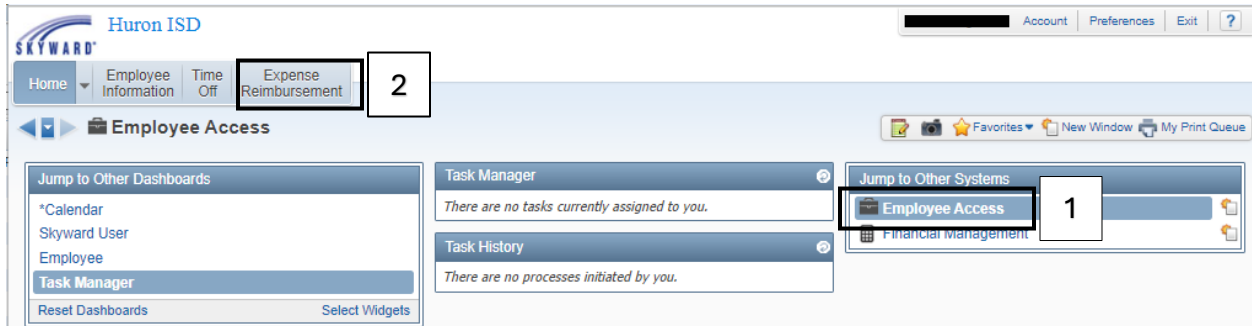


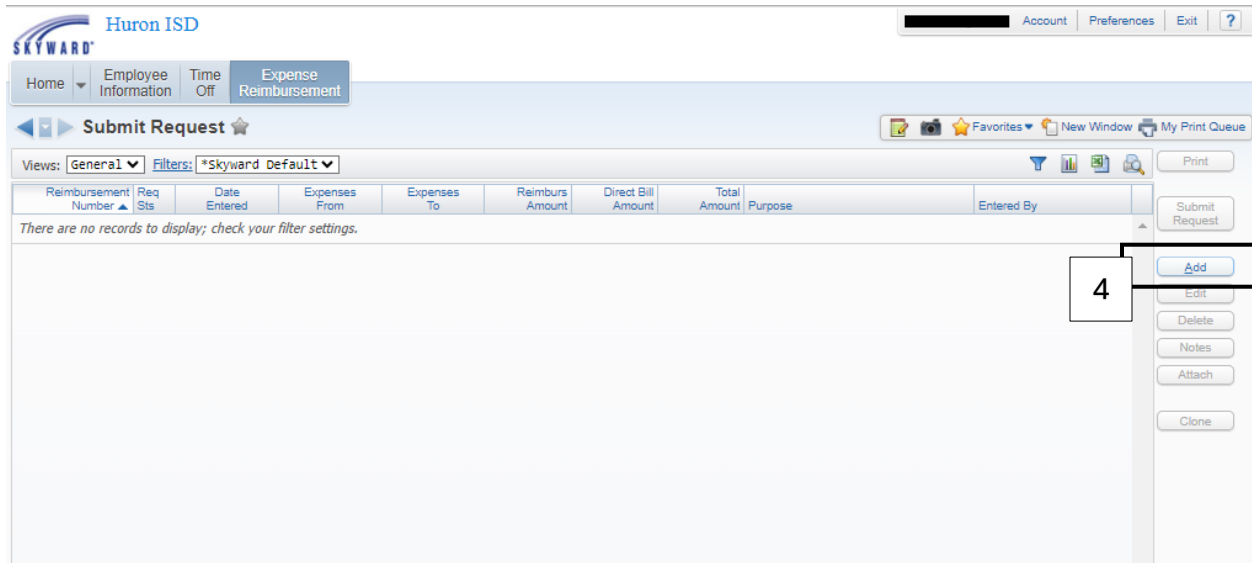
# How To Enter an Expense Reimbursement

1. Log into Skyward Finance. Click on Employee Access.



2. Click on the Expense Reimbursement at the top of the screen on the left.

3. You should see a dropdown that says “Submit Request” on the top. Click on that option.



4. Select the “Add” button.

5. The first screen you see is the “Master” screen, which gives general details. Your name should be listed first. Under your name, you will need to select the date range for the month, for example, 10/01/2024 to 10/31/2024.

Expense Reimbursement Request Maintenance - 05.24.06.00.08 - Google Chrome

skyhost3.hisd.k12.mi.us/scripts/wsisa.dll/WService=wsFinHISD/factpedit003.w?isPopup=true

### Expense Reimbursement Request Maintenance

**Add Expense Reimbursement Request**

Reimbursement for: [REDACTED]

\* Expenses From: 10/01/2024 \* To: 10/31/2024

Purpose for Reimbursement: October Travel

Reimbursement payment option:  ACH - Reimbursement payment made via AP ACH  
 PAPER CHECK - Reimbursement payment made via AP paper check

District Payment Reimbursement information: [REDACTED]

Save Back

Asterisk (\*) denotes a required field

6. Purpose for Reimbursement should be a brief description such as “October Travel” or “Meals for Conference ....”.

7. For the reimbursement payment option, choose ACH (if you want your reimbursement directly deposited into your main payroll account) or PAPER CHECK (if you would rather receive a paper check).

8. Click Save.

This will open your main screen, which has the “master” information that you just entered at the top and the Expense Reimbursement Detail Lines at the bottom half of the screen.

Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: [Redacted]

Expenses From: 10/01/2024 To: 10/31/2024 31 Days

Purpose for Reimbursement: October Travel

Reimbursement payment option:  ACH - Reimbursement payment made via AP ACH  
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount: \$0.00

Required Pre-verifier: CANDICE M HALIFAX

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.									

Buttons: Add, Edit, Delete, Clone, Mass Add Detail

9. Select the appropriate person in the Required Pre-verifier field. If you are using Special Ed accounts, select SE Accountant. If you are using General Ed, Career Tech, or a combination, select Finance Director.

10. To add detail lines, select “Add” in the bottom half of the screen on the right. “Add” allows you to add one line at a time.

## Meal Reimbursement

Meals and incidental expenses will be reimbursed according to the current per diem rates established by the General Services Administration (GSA). Employees will receive a flat dollar amount based on the geographical location of their travel. Employees must cover meal costs using their personal funds instead of using pcards but will no longer need to provide receipts for these expenses. Employees will use “Per Diem” reimbursement type. Reimbursement rates are posted in the system.

Please note the following reimbursement rates: (1) For the day of departure and the last day of travel for conferences, employees will be reimbursed at 75% of the per diem rate. (2) For day conferences requiring travel of more than 12 hours but less than 24 hours, employees will also be reimbursed at 75% of the per diem rate. (3) Employees will be reimbursed 100% of the per diem rate for full days at conference.

i.e.- Four-day conference. Day one will be reimbursed at .75%, day two and three will be reimbursed at 100%, day four will be reimbursed at .75%. Each day will be a new line on the reimbursement request.

Two-day conference. Day one will be reimbursed at .75%, day two will be reimbursed at .75%.

One-day conference the reimbursement rate is 75% of the allowed rate when away from your official station for longer than 12 hours.

\*\* If traveling outside of the state please see Jena Zimmerman, Stacy Rick, or Kelly Wagester for per diem rates.

Follow steps 1-10

### Expense Reimbursement Request Detail Maintenance

**Expense Reimbursement Information**

Expenses From: 10/07/2024 To: 10/09/2024 3 Days  
 Total Reimbursement Amount: \$221.00

---

**Add Expense Reimbursement Detail Line**

Line Number: 4  Receipt Attached

\* Date: 10/07/2024 Monday

\* Reimbursement Type: PER DIEM 10/1/24-9/30/25 11

Category: Meals

\$68 - Standard Rate for all Michigan cities but the ones listed below  
 \$74 - Detroit, Holland, and Midland  
 \$80 - Ann Arbor, Grand Rapids, Pontiac, Auburn Hills, and Traverse City  
 \$86 - Mackinaw Island and Petoskey  
 \*First and last day of travel are paid at 75% of the allowed rate  
 \*\*If attending a one-day conference the reimbursement rate is 75% of the allowed rate when away from your official station for longer than 12 hours.  
 \*\*\*Must attach documentation supporting days of travel

Number of Days: 0.75 12

Meal & Incidental Expense Rate: \$68.00 (Maximum allowed for this code is \$92.00)

Total Amount: \$51.00

\* Description/Customer: Meals 10/7/24 13

**Detail Line Accounts**

* Account	Account Selection	Amount	Percent
		51.00	100.00
<b>Total:</b>		51.00	100.00

Asterisk (\*) denotes a required field

Save  
Back

15

11. Select Per Diem for Reimbursement Type. The category will load the rates. Unless otherwise listed, the default rate is \$68, the standard rate for all Michigan Cities. You can change it under the Meal and Incidental line to the appropriate amount based on the area traveled.
12. Input your percentage for the day. Refer to the example box.
13. Add your description.
14. You then need to select the appropriate account number. If you do not know, you may have to check with the SE Accountant to find this account number. Click on the underlined word "Account" to view a complete list of all accounts you can access. Choose the appropriate account.
15. Click Save

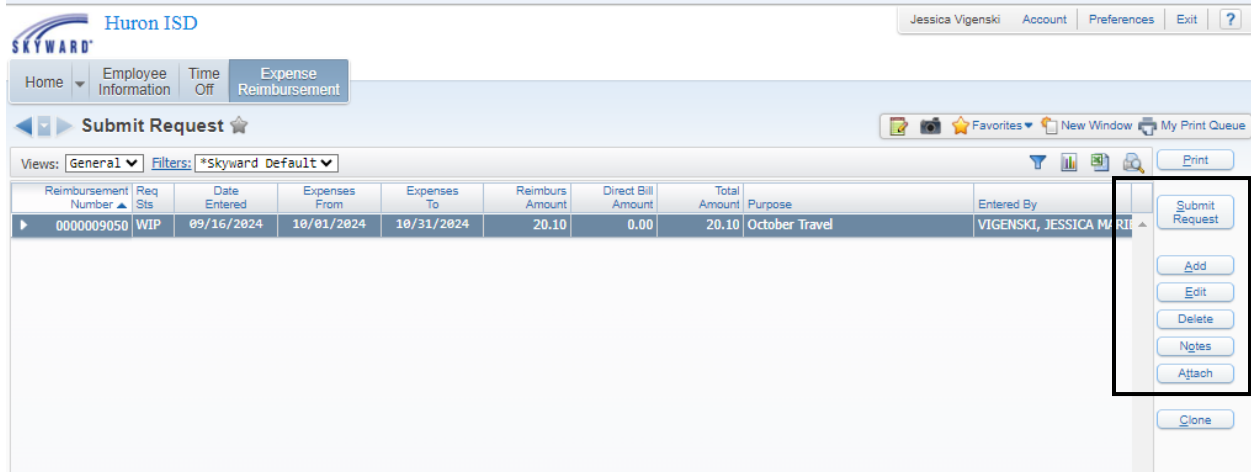
16. You will be taken back to the main screen that shows your Master information on the top half and your detail lines on the bottom half. At this point, you choose to “Add” additional detail lines. i.e., you have different days on which you are submitting for meals or incidentals. You can also highlight one of your detail lines and choose to “Edit,” “Delete,” or “Clone” that specific line. If you clone, a box will pop up, and you must edit the details to match your new entry.

17. Once all detail lines are entered, you must add any attachments you may have for all lines by clicking on attachments (documentation of travel, supplies purchased with personal funds, mileage logs, etc.). You can also “Edit Master” to change the date range, generic description, or check vs. direct deposit selection. You can add “Notes” to your supervisor or the Pre-Verifier if there is anything that you need to explain or questions you would like to ask.

18. When all detail lines are entered, attachments (if needed), and the month is complete. You can select the “Submit for Approval” button on the top right of the main screen.

\*If you are not ready to submit, for example, you are putting your mileage in daily or weekly, you can select the “Save and Finish Later” button to stop working on it and continue entering information at a later date.

\*If you have saved your reimbursement to finish later...you can come back to it at any time by repeating steps 1 – 3. Then highlight your reimbursement that you are working on (in the second column under Req Sts it should say WIP (work in progress)) and then click “Edit” on the right side of the screen.



By Clicking “Edit,” this will take you back to the main screen where you edit as needed.

## Mileage and Other Reimbursement

**Expense Reimbursement Request Detail Maintenance**

Expense Reimbursement Information  
 Expenses From: 10/01/2024 To: 10/31/2024 31 Days  
 Total Reimbursement Amount: \$20.10

Add Expense Reimbursement Detail Line

Line Number: 1  Receipt Attached

\* Date: 10/01/2024 Tuesday

\* Reimbursement Type: MILEAGE FOR 2024  **11**

Category: Other

Number of Miles: 30.00 **11**

Amount: \$0.67

Total Amount: \$20.10

\* Description/Customer: Home-HISD-OG-HISD-Home (55-25=30) **12**

Detail Line Accounts

* Account	Account Selection	Amount	Percent
		20.10	100.00
Total:		20.10	100.00

**13**

**14** Save Back

Asterisk (\*) denotes a required field

11. When adding detail lines, Select the Date, Choose the Reimbursement Type (mileage, other, etc.), and the Quantity should equal the number of miles (for example).

12. Description/Customer should be the detailed description for that day (e.g., home—HISD—Lakers—Bad Axe—home = x miles—magic # = miles to be reimbursed).

Magic # is your miles to/from the HISD. When finding your “magic number” you will take the number of miles it is to get from your home to HISD and back home. If it is 12.5 miles from home to the HISD and 12.5 miles back home, your magic number would be 25. In the example above, if your mileage from home to OG and back to home was 55 miles, you would take that number and subtract your magic number of 25 to give you a total of 30 miles.

13. You then need to select the appropriate account number. You may have to check with SE Accountant to find out this account number if you do not know it. Click on the underlined word “Account” to view a complete list of all accounts you can access. Choose the appropriate account.

14. Once all detail lines are entered, select Save.

15. You will be taken back to the main screen that shows your Master information on the top half and your detail lines on the bottom half. At this point, you choose to “Add” additional detail lines. i.e., you have two different days you are submitting for mileage. You can also highlight one of your detail lines and choose to “Edit,” “Delete,” or “Clone” that specific line. If you clone, a box will pop up and you must edit the details to match your new entry.

skyhost3.hisd.k12.mi.us/scripts/wsisa.dll/WService=wsFinHISD/factpedit004.w

### Expense Reimbursement Request Maintenance

Expense Reimbursement Information

Reimbursement For: [REDACTED]

Expenses From: 10/01/2024 To: 10/31/2024 31 Days

Purpose for Reimbursement: October Travel

Reimbursement payment option:  ACH - Reimbursement payment made via AP ACH  
 PAPER CHECK - Reimbursement payment made via AP paper check

Total Reimbursement Amount: \$20.10

Required Pre-verifier: CANDICE M HALIFAX

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

### Expense Reimbursement Detail Lines

Views: General Filters: \*Skyward Default

#	Date	Type	Description/Customer	Quantity	Amount	Total Amount	C	R	D
1	10/01/2024	MILEAGE FOR 202	Home-HISD-OG-HISD-Home (55-25=30)	30.0000	0.6700	20.10	O		

Buttons: Add, Edit, Delete, Clone, Mass Add Detail

16. Once all detail lines are entered, you must add any attachments you may have by clicking on attachments (conference itinerary, supplies purchased with personal funds, mileage logs, etc.). You can also “Edit Master” to change the date range, generic description, or check vs. direct deposit selection. You can add “Notes” to your supervisor or the Pre-Verifier if there is anything that you need to explain or if you have questions you would like to ask.

17. When you have entered all detail lines and attachments (if needed) and the month is complete, you can select the “Submit for Approval” button at the top right of the main screen.

If you are not ready to submit, for example, if you are entering your mileage daily or weekly, you can select the “Save and Finish Later” button to stop working on it and continue entering information at a later date.

If you have saved your reimbursement to finish later...you can return to it any time by repeating steps 1 – 3. Then highlight the reimbursement that you are working on (in the second column under Req Sts, it should say WIP (work in progress)) and then click “Edit” on the right side of the screen.

Reimbursement Number	Req Sts	Date Entered	Expenses From	Expenses To	Reimburs Amount	Direct Bill Amount	Total Amount	Purpose	Entered By
000009050	WIP	09/16/2024	10/01/2024	10/31/2024	20.10	0.00	20.10	October Travel	

By Clicking “Edit,” this will take you back to the main screen where you edit as needed.

\*\*Rate Reference

<https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/per-diem-files>