

# Entering Expense Reimbursements

1. Click on the Expense Reimbursement tab in Employee Access
2. Click on Submit Request
3. Click Add on the right hand side (1<sup>st</sup> of month only) or Edit after you have started mileage for the month.
4. Enter dates and purpose for reimbursement
5. Click Add on the right hand side to add a day or Mass Add Detail to add several days at a time
6. Enter information for that day's mileage. Anything with an \* is a required field
7. Click on the word Account on the bottom left hand side
8. Click the checkbox under selected
9. Click on Save Account Distrib button
10. Then Save
11. Click on either Save and Finish Later or Submit For Approval.
12. When you want to add the next day, click Edit on the first screen and Add on the second screen.

Adding an attachment (only if you have something to attach)

Scan your attachments to your computer (remember where you saved them!) There are two places you can go to add an attachment. The first one is on the Submit Request page. Click on the 'attach' button on the right hand side. The second one is on the Submit Reimbursement Request Maintenance page. Click on the 'attachments' button in the Expense Reimbursement Information section towards the top of the page. Once you have clicked either of those buttons:

1. Click 'add file' on the right hand side
2. Pull down the Type menu and select 'Attachments [Expense Reimbursement Request].' It will be your only option.
3. Enter a description. An example would be: Receipts for Conference in Lansing
4. Click on 'choose file' and find the attachment on your computer
5. Click the 'save' button.

6. Click the 'back' button.

Once you have attached an item, you will see and \* by the word 'attach' or \*\* by the word 'attachments.'

If you have any questions, please feel free to call me at ext. 1133 or email me at [sonya.schultz@berrienresa.org](mailto:sonya.schultz@berrienresa.org). I *usually* answer emails on the weekend too, so if you are entering your mileage and have a question you can email me.