Fiscal Services

2016 - 2017







PERSONNEL SERVICES REQUEST (PSR)

What is the purpose of a PSR and when should one be completed?



- A **PSR** is the official way for you to request approval for staffing changes at your site.
- A **PSR** allows for proper budget alignment of your staffing expenses.
- A **PSR** is required for both temporary changes (extra hours, substitutes) and long-term changes, such as an increase or decrease in staffing needs.

PSR: PERSONNEL SERVICES REQUEST

Used for:

- Certificated Extra-Duty
- Certificated Substitute
- Classified Extra Hours
- Classified Substitute
- Other (Ex: AVID Tutors)



File		Personnel		Reports					
PSR PSR - Position PS	R Listing								
ersonnel Serv	ices R	equest							
New Edit	Save	Cancel	Search No	es History	Print Att	achments	Process	Reopen	
Route:						•			Go
PSR Number:		Go						Current Step:	Statu
Site Name:	Fiscal Se	ervices		•	Board	d Action : Not	t Required	T	
Request Type:	- None -			¥					
Purpose:									
									//
Employees:		Employee	e Name		Employee Name	1		Employee Nar	ne
		. ,							
Date(s) of Service:									_
Rate of Pav:									
Salary:	0.00		Benefits: 0.00	Т	otal Cost: 0.00				
Budget Transfer DT:	:								
Justification:	:								
Program:	:								
Blankat Statement									
blanket Statement.									
Comments:	:								
A									/
Account(s):	Line	Pseudo		Account Num	ber	Percent			

PSR-POSITION: REQUEST FOR POSITION

When does a **REQUEST FOR POSITION** PSR need to be completed?

Anytime there is **any** change to a position at your site...

A new position is being requested A vacant position needs to be filled Hours increase for a position Hours decrease for a position A position is eliminated Position funding changes

SR - Pusition Dinnel Services Request - Position Edit Save Cancel Save Connet: Connet: Position Type: None - Position: None - Position: <td< th=""><th>e</th><th></th><th>Personnel</th><th></th><th>Reports</th><th></th><th></th><th></th><th></th></td<>	e		Personnel		Reports				
Dunnel Services Request - Position Edit Save Cancel Search Number: Go Current Step: Ste Name: Fiscal Services Vinter: Go Current Step: Ste Name: Fiscal Services Vinter: Go Current Step: Ste Name: Fiscal Services Vinter: Position Type: None - Position: Position: Position: Position: Position: Position: Position: Position: <td< th=""><th>R PSR - Position PSR</th><th>Listing</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	R PSR - Position PSR	Listing							
Edit Save Cancel Search Notes History Print Attachments Process Reopen Number: Go Current Step: Status: Site Name: Fiscal Services Image: Status: Image: Status: Site Name: Fiscal Services Image: Status: Image: Status: Request Type: None - Image: Status: Image: Status: Position Type: None - Image: Status: Image: Status: Position: None - Image: Status: Image: Status: Status: Position: None - Image: Status: Image: Status: Status: Status: Position: None - Image: Status: Status	ersonnel Servic	es R	equest - I	Positi	on				
Route: Route: Number: Go State Name: Fiscal Services Effective Date: Request Type: None - Position Type: None - Position: Outer State: Question: Account(s): Image: Position:	New Edit	Save	Cancel	Search	Notes History	Print Attac	ments Pro	cess Reopen	
Number: Go Current Step: Status: Site Name: Fiscal Services Effective Date: Image: Services Request Type: -None - • Board Action: Not Required • Position Type: -None - • • Board Action: Not Required • Position Type: -None - • • Board Action: Not Required • Position: • • • • • Position: • • • • • Replacement For: • • • • • Hours Per Day: Days Per Year: • • • • Justification: • • • • • Justification: • • • • • Account(s): Image: Second Account Number Percent • • 1 • • • • • 2 • • • • • 2 • • • • • 3 • • • • • 4 • • • • • 0 • • • • •								-	
Number: Go Current Step: Status: Site Name: Fiscal Services Effective Date: Image: Services Request Type: None - Board Action: Not Required Image: Services Position: None - Image: Services Image: Services Image: Services Image: Services Position: Image: Services Image: Services Image: Services Image: Services Image: Services Start Time: Image: Image: Services Image: Services Image: Services Image: Services Image: Services Start Time: Image: Services Image: Services Image: Services Image: Services Image: Services Account(s): Image: Services Image: Services Image: Services Image: Services Image: Services Account(s): Image: Services Image: Services Image: Services Image: Services Image: Services Start Time: Image: Services Image: Services Image: Services Image: Services Image: Services Account(s): Image: Services Image: Services Image: Services Image: Services Image: Services Start Time: Image: Services Image: Services Image: Services Image: Services Image: Services Account(s): Image: Services Image: Services Image: Services Image: Services Image: Services Start Time: Services Image: Services Image: Services Image: Services Image: Services Image: Services <td></td> <td>Route:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>GO</td> <td></td>		Route:						GO	
Site Name: Fiscal Services Request Type: None - Position Type: None - Position: Position: Start Time: Image:	PSR Number:		Go					Current Step:	Status:
Request Type: None - Position Type: None - Position: None - Replacement For: - Hours Per Day: Days Per Year: Start Time: • • • Image: Start Time: • Image	Site Name:	Fiscal	Services		¥	Effect	ve Date:		
Position Type: -None - Position: -None - Replacement For: -None - Hours Per Day: Days Per Year: Start Time: <	Request Type:	- None	-		•	Boar	d Action: Not Re	quired 🔹	
Position:	Position Type:	- None	-		¥				
Replacement For: Hours Per Day: Days Per Year: Start Time: V Justification: Comments: Account(s): Line Account(s): Line Account Number Percent 1 2 3 <t< td=""><td>Position:</td><td>- None</td><td>-</td><td></td><td>T</td><td></td><td></td><td></td><td></td></t<>	Position:	- None	-		T				
Hours Per Day: Days Per Year: Start Time: Image: Im	Replacement For:								
Start Time: Image:	Hours Per Day:		Days Per	Year:					
Start Time: Image:									
Justification:	Start Time:	•	•			End Time:			
Justification:									
Comments:	Justification:								
Comments: Ine Pseudo Account Number Percent 1 3 0.00									//
Account(s): Ine Pseudo Account Number Percent 1 Image: Ima	Comments:								
Account(s): Line Pseudo Account Number Percent 1 1 1 0.00 2 1 0.00 3 1 0.00 4 1 0.00 5 1 0.00 COMPLETED BY FISCAL SERVICES									
1 3 0.00 2 3 0.00 3 3 0.00 4 3 0.00 5 3 0.00 COMPLETED BY FISCAL SERVICES	Account(s):	Line	Pseudo		Account Nur	nber	Percent		
2 3 0.00 3 3 0.00 4 3 0.00 5 3 0.00 COMPLETED BY FISCAL SERVICES		1		🔊 [0.00		
3 3 0.00 4 3 0.00 5 3 0.00 COMPLETED BY FISCAL SERVICES		2					0.00		
4 3 0.00 5 3 0.00		3					0.00		
COMPLETED BY FISCAL SERVICES							0.00		
5 0.00 COMPLETED BY FISCAL SERVICES		4		<u>≥</u>			0.00		
COMPLETED BY FISCAL SERVICES		5		🔊			0.00		
COMPLETED BY FISCAL SERVICES									
	BE COMPLETED BY	FISCA	L SERVICES						
Position #: Salary: 0.00 Benefits: 0.00 Total Cost: 0.00									



PSR TOOLS



- Site Rosters
- Salary Calculator
- Frequently Used Account Codes
- Blanket Statements

COMMON ERRORS WITH PSRs

Common reasons for PSRs being rejected include:

- Lack of Budget Do not route a PSR for approval before submitting a budget transfer (not required for vacancies).
- Incomplete information All PSR's MUST have a salary and benefit cost (not required for position PSRs).
- Incorrect Account Number Please refer to updated, correct account numbers, as this determines how your PSR will route.

ELECTRONIC TRAVEL REQUEST FORM (TRV)

The "New and Improved" B-40/B-20

Log into Smartetools

Apps 🗜 Pandora Inte	ernet Ra 🗋 Smartetoo	ols Login 🛛 Imported	From IE 📅 Forms and Public	ati 🗋 New Tab 🗋	Rialto Unified Schoo	
Sm	artetools					
Smartetools Us	ar Login					
	er Login.					
Login Name: Kare	enBryan					
Password: •••••						
OK						

Select the 'Personnel' icon to get to the Travel Request area

	Main ×			
← -	C C C smartetools/main/f	mmain.aspx		☆ :
III Ap	ops 🗋 Smartetools Login 🔸 San Bern	ardino Count 🛛 🛅 California	Department 🛅 SACS Query 🛅 El	DD-Ind Contractors >>
	Function: Main Menu User: Bryan,Karen	Rialto Unified Schoo I F	ol District Last Login: 10/17/2016 02:50 PM iscal Year: 2017	, in the second s
File	Personnel	GL	Reports	

To create a TRV, first select the Travel Req icon

Personnel Services Reque X	
← → C ☆ ③ smartetools/personnel/frmRUSDPSRMain.aspx	☆ :
🖬 Apps 📋 Smartetools Login 🔸 San Bernardino Count 🛅 California Department 🛅 SACS Query 🛅 EDD-Ind Contractors 📕 Adobe PDF Services	>>
Rialto Unified School District	<u>^</u>
Function: Personnel Services Request Listing Last Login: 10/17/2016 02:50 PM User: Bryan,Karen Fiscal Year: 2017	
File Personnel GL Reports	
PSR PSR - Position PSR Listing Travel Req Listing Travel Req	
Personnel Services Request - List	
List Requisitions	
Create Req - None -	
Request Number: Status: Pending Approval	
Request Type: - None - • Site: - None - •	
Current Step: - None -	
Creation Date From: To: Requested By:	
Search Reset	

Next, click 'New'

Travel Request Request X						
$\leftarrow \rightarrow C \uparrow \uparrow$ (i) smartetools/personnel/frmR ⁱ	USDConfReg.aspx					☆ :
Apps 🕒 Smartetools Login 🔆 San Bernardino Cou	nt 💽 California Departmen	SACS Query 🚺 EDD-Ind	Contractors 📕 Adobe PDF Services	Logon - PGMS (CA De	🗅 Rialto Unified School	»
Ria Function: User: Bryan,Karen File Personnel PSR PSR - Position PSR Listing Travel Req Listing	Ito Unified School District Last Login: Fiscal Year: GL Travel Req	10/17/2016 02:50 PM 2017 Reports				ŕ
Travel Request						
New Edit Save Cancel Delete	Search Copy Req	Notes History Print	Attachments Process	Reopen		
Route:			Ŧ	Go		
ument #: Go					Current Step:	Status:
np. Last/First/Middle Name:		Employee Type:		Tri	p #:	
Job Title:		PSR Number:		AESO	P #:	
Name of Conference:						
Address 1: City: Conf From Date: Departure Date/Time: Description:	State:Zip: -	Address 2: County: Conf To Date:	Return Date/Time:	Board Appro	oval:	
Rationale:						<i>1</i> ,
Estimated Expenses (Must Include Tax and A Add Extra Expense Lines	Applicable Fees)				ReCa	lculate
Travel / Conference Accounts						
Account(s): Substitute Account: Substitute Account Cost: Other Account: Other Account Cost:						
 Actual Expenses 						-

Create your TRV by filling in all fields, not just those in red

Travel Requ	quest Request X										x
$\epsilon \rightarrow c \epsilon$	↑ ① smartetools	s/personnel/frmRUSD) ConfReg.aspx							☆	:
Apps 🗋 Sr	martetools Login 🔸	San Bernardino Count	California Departmen	t 👌 SACS	Query 🛅 E	DD-Ind Contractors 📕 Adol	oe PDF Services 📄 Logon - P	GMS (CA De 🌓 Rialto Unified	School P Pandora Radio - List	er x	»
Fu File PSR PSR - Po	unction: User: Bryan,Karen Perso osition PSR Listing	Rialto onnel G Travel Reg Listing Tr	Unified School District Last Login: Fiscal Year: L avel Reg	10/17/2016 (2017 Reports)2:50 PM						^
Travel R	equest										
New E	Edit Save C	Cancel Delete S	earch Copy Reg	Notes H	listory	Print Attachments	Process Reopen				
Rout	te:						Go				
Document	#.	Go							Current Ster	y Statuci	
Emp. Last	T.					Employee Type:	lono 🔻		Trin #		
Emp. case	Job Title:	- None -			•	PSR Number:		sub needed	AESOP #: FOR PERSON		
	Work Site:	Fiscal Services									
N	Name of Conference:	:									
	Address 1:					Address 2:				/	
	City:		State: Vip:		County:		¥				
	Conf From Date:					Conf To Date:		Boar	d Approval:		
De	eparture Date/Time:		T T	<i>₿</i> K	— To ve	rify qualifying meals	Return Date/Tim	e:			
	Description:	:									
	Rationale:	If using Cate	egorical funding,	list Just	ification	here					
Estimated	d Expenses (Must I	Include Tax and App	licable Fees)								
Line	Expense Type		Description		Otv/Davs	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Reg. # Delete	
1 - No	one -	•		42	0.00	0.00	0.00	0.00	0.00		
2 - No	one -	T		42	0.00	0.00	0.00	0.00	0.00		
3 - No	one -	▼		4	0.00	0.00	0.00	0.00	0.00		
4 - No	one -	T		42	0.00	0.00	0.00	0.00	0.00		
			Estimat	te Totals:		0.00	0.00	0.00	0.00		-

List estimated expenses and method of payment

$\epsilon \rightarrow \epsilon$	C 🕜 🛈 smartetools/p	personnel/frmRUSDConfReq.aspx							☆ :			
Apps	🖺 Smartetools Login 🛛 🛧 Sa	an Bernardino Count 🛛 🛅 California Department 🦷	SACS	Query 🛅	EDD-Ind Contractors 🛛 📕 Adob	e PDF Services 🛛 Logon - PO	GMS (CA De 📋 Rialto Unified	School 🛛 P Pandora Radio - I	Lister »			
Emp	. Last/First/Middle Name: E	Bryan Karen			Employee Type: Dis	strict Employee		Trip #:				
	Job Title:	ISCAL SERVICES SUPERVISOR		•	PSR Number: 171	234		AESOP #:				
	Work Site: F	iscal Services										
	Name of Conference:	iscal Fundamentais										
	Address 1: 1	23 S. Main St			Address 2:							
City: San Diego State: CA 🔻 Zip: 91234 - County:												
	Conf From Date: 10/03/2016 🗰 Board Approval:											
	Departure Date/Time: 10/03/2016 III 06 V 00 V AM V 2											
	Description: Workshop to make fiscal managers aware of recent changes to accounting legislation											
	Rationale:	RUSD Fiscal Services must be up-to-date with legisla	ative red	ulations								
				F								
Estin	nated Ex. Ses (Must Inc	lude Tax and Applicable Fees)										
	· · ·			-				-	D			
Line	Expense Type	Description	1 /271	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Iotal Estimate	Req. # Delete			
1	Registration ree	Workshop Fee- Fiscal Fundamentals		1.00	0.00	230.00	0.00	2 30.00	003430			
2	Lodging - Hotel 🔹	Hilton Garden Inn	4	2.00	0.00	0.00	300.00	300.00				
3	Mileage 🔻	Roundtrip to San Diego	2	425.00	229.50	0.00	0.00	229.50				
4	Meals -Breakfast/\$15 🔹	Breakfast for 2 days	2	2.00	30.00	0.00	0.00	30.00				
5	Meals - Lunch/\$15 🔹	Lunch for 3 days	2	3.00	45.00	0.00	0.00	45.00				
6	Meals - Dinner/\$30 🔹	Dinner for 2 days	2	2.00	60.00	0.00	0.00	60.00				
7	Parking 🔻	Hotel Parking Fee	2	2.00	16.00	0.00	0.00	16.00				
8	Substitute 🔻	Substitute needed for 3 days	42	3.00	0.00	414.00	0.00	414.00				
9	- None -		2	0.00	0.00	0.00	0.00	0.00				
10	- None -		4	0.00	0.00	0.00	0.00	0.00				
11	- None -		4	0.00	0.00	0.00	0.00	0.00				
12	- None - 🔻		42	0.00	0.00	0.00	0.00	0.00				
		Estimate T	otals:		380.50	664.00	300.00	1,344.50				

Select account number(s) to be charged in the 'Travel/Conference Accounts' chart, along with corresponding costs.

Ch Tr	avel Request Request								Ŀ		x
										~	1.
	B Smartetools Login	San Bernarding Count	SACS	Query P	DD-Ind Contractors	pe PDF Services 🖸 Logon - P(GMS (CA De P Rialto Unified	School D. Pandora Radio -	lister	ਮ	:
Est	imated Expenses (Must I	nclude Tax and Applicable Fees)									
11	Expense Type	Description		Oty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Reg. #	Delete	
	Registration Fee	Workshop Fee- Fiscal Fundamentals	- 42	1.00	0.00	250.00	0.00	250.00	003456		
	Lodging - Hotel	 Hilton Garden Inn 	- 42	2.00	0.00	0.00	300.00	300.00			
:	Mileage	Roundtrip to San Diego	-	425.00	229.50	0.00	0.00	229.50			
	Meals -Breakfast/\$15	Breakfast for 2 days	- 42	2.00	30.00	0.00	0.00	30.00			
:	Meals - Lunch/\$15	Lunch for 3 days	42	3.00	45.00	0.00	0.00	45.00			
	Meals - Dinner/\$30	Dinner for 2 days	-	2.00	60.00	0.00	0.00	60.00			
	Parking	Hotel Parking Fee	-	2.00	16.00	0.00	0.00	16.00			
4	Substitute	Substitute needed for 3 days	42	3.00	0.00	414.00	0.00	414.00			
	• None -		4	0.00	0.00	0.00	0.00	0.00			
1	0 - None -		2	0.00	0.00	0.00	0.00	0.00			
1	1 - None -	•	2	0.00	0.00	0.00	0.00	0.00			
1	2 - None -		2	0.00	0.00	0.00	0.00	0.00			
		Estimate	Totals:		0.50	664.00	300.00	1,344.50			
A	dd Extra Expense Lines								l	ReCalculate	e
Tra	vel / Conference Account	3									
	Account(s	Line Account Number		E	stimated Cost Delete	** Remember to	list substitute cost a	s a line			
		1 01-0000-0-0000-7300-5200-745-0210		<u></u>	1,344.50	item under 'Esti	mated Expenses' and	d enter			
		2		<u></u>	0.00	cost in the PO/S	Sub Amount column				
		3		<u></u>	0.00						
		4		≥ [0.00						
		5		💫 🗌	0.00						
	Substitute Account: 01-0000-0-9045-2110-2440-745-0210										
	Substitute Account Cos	: 414.00									
	Other Account			2							-
4											•

Check 'Cost Summary' for accuracy

_										
🗋 Trave	l Request Request 🗙 🔽									
$\leftarrow \rightarrow c$	C 🕜 🛈 smartetools/p	person	nel/frmRUSDConfReq.aspx							☆ :
Apps	🖺 Smartetools Login 🛛 🔆 Sa	an Bern	ardino Count 🛛 🛅 California Departm	ent 🚺 SACS	Query 🛅	EDD-Ind Contractors 🛛 📕 Adol	oe PDF Services 📋 Logon - PO	SMS (CA De 🌓 Rialto Unified Se	chool I 🛛 P Pandora Radio - Lister	>>
11	- None -				0.00	0.00	0.00	0.00	0.00	
12	- None -				0.00	0.00	0.00	0.00	0.00	
			Estim	ate Totals:		380.50	664.00	300.00	1,344.50	
Add	Extra Expense Lines				1					ReCalculate
- Trous	1 / Conforence Accounts									
Have	er / conterence Accounts									
	Account(s):	Line	Account Num	iber		Estimated Cost Delete				
		1	01-0000-0-0000-7300-5200-745-0	210		1,344.50				
		2			2	0.00				
		3				0.00				
		4			<u></u>	0.00				
		5			A A	0.00				
	Substitute Account:	01-00	00-0-9045-2110-2440-745-0210		A)					
	Substitute Account Cost:	414.00)							
	Other Account:				A)					
	Other Account Cost:	0.00								
+ Actua	l Expenses									
Cost Sun	nmary	N	4							
Expense (Registratio	Category		Estimated A	o.00	Diff	erence 250.00				
Lodging	<u> </u>		300.00	0.00		300.00				
Transporta	ation	1N	245.50	0.00		245.50				
Meals			135.00	0.00		135.00				
Substitute	т	otals:	1,344.50	0.00	1,3	44.50				
Total Exp	oenses:					0.00				
Less PO/	Substitute/District Card	d:				0.00				
Net Reim	bursement Claimed:					0.00				
Actual Re	eimbursement Amount:					0.00				

I certify that the above are actual and necessary expenses incurred for the school district purposes and in accordance with the Educational Code of the State of California. I have read the Conference Reimbursement guidelines and have adhered to the procedures.

Review all data and click "Save." Attach a copy of flyer/brochure if available. Print a copy of the TRV to give to attendee, so he/she will know what is pre-approved for reimbursement. Be sure correct approver is selected and click "Go" to route the Travel Request to the next approver

Travel Reques	st Reques	t ×		-							
→ C ☆	i sm	nartetools/personnel/frmRUSDCon	fReq.aspx								7
pps 🗋 Smar	rtetools L	.ogin 🔸 San Bernardino Count 📋 🤇	California Departm	ent 🛅 SAC	S Query 🛅 EDD-Ind Contracto	ors 📕 Adobe PDF Services	Logon - PGMS (CA D∈	🖹 Rialto Unified School 🗌	P Pandora Radio - Liste		
Func U R PSR - Posit avel Rec Iew Edit	tion: Iser: Bry ion fr que t S	Rialto Unifie an,Karen Personnel GL L'iting Travel Req Listing Travel ave Cancel Delete Search	ed School District Last Logi Fiscal Yea Req h Copy Req	n: 10/17/2016 r: 2017 Reports Notes(0)	History Print Attach	ments(0) Process	Reopen	_			
Route: Send to Fiscal Services Approver											
Document #:	TRV17	0608 Go			Current Ste	ep: New Requisition (Origina	tor)		Status: Open		
Emp. Last/First/Middle Name: Bryan, Karen Employee Type: District Employee Trip #: Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #: Work Site: Fiscal Services Fiscal Fundamentals Fiscal Fundamentals Name of Conference: Fiscal Fundamentals Fiscal Fundamentals											
Name of Conference: Address 1: 123 S. Main St Address 2: City:San Diego State:CAZip:91234 - County: Conf From Date: 10/03/2016 Conf To Date: 10/05/2016 Board Approval: Departure Date/Time: 10/03/2016 06:00 AM Return Date/Time: 10/05/2016 05:00 PM Description: Workshop to make fiscal managers aware of recent changes to accounting legislation Februaries 10/05/2016 05:00 PM											
Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations											
Line Expe	ense pe	Description		Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. # Dele	te	
1 Registra	ation	Workshop Fee- Fiscal Fundamentals	4	1.00	0.00	250.00	0.0	0 250	0.00 003456		
2 Lodging Hotel	g -	Hilton Garden Inn	4	2.00	0.00	0.00	300.0	0 300	0.00		
3 Mileage	3 Mileage Roundtrip to San Diego 2				229.50	0.00	0.0	0 229	9.50		
4 Meals - Breakfa	4 Meals - Breakfast/\$15 Breakfast for 2 days				30.00	0.00	0.0	0 30	0.00		
5 Meals -	¢15	Lunch for 3 days	2	3.00	45.00	0.00	0.0	0 45	5.00		

20



Once employee returns, search for Travel Request by TRV #, and select

		-			÷ - •	x
Travel Requisition Search ×						
\leftarrow \rightarrow C \bigtriangleup (i) smartetools/personnel/frmcon	freqlisting.aspx				\$:
🗰 Apps 🕒 Smartetools Login 🔸 San Bernardino Count	📄 California Department 📄 SACS Query	EDD-Ind Contractors	🟃 Adobe PDF Services	🛅 Logon - PGMS (CA De	🖺 Rialto Unified School	»
Riaff	o Unified School District					
Function:	Last Login: 10/17/2016 02:50 PN	l i i i i i i i i i i i i i i i i i i i				
User: Bryan,Karen	Fiscal Year: 2017					
File Personnel	GL Reports					
PSR PSR - Position PSR Listing Travel Req Listing	J Travel Req					
Travel Requisition Search						
List Requisitions Where						
Create Requisition						
Document Number: TRV170608	Requ	isition Status: Pending	Approval 🔹			
Employee Type: - None -		Request Site: - None -		¥		
Requisition Step: - None -	▼ Creatio	on Date From:	🕮 то:			
Employee Last Name:	Employe	ee First Name:				
	2 Search Reset					
1 requisition found. Note: Click on a table column h	pading to sort results by that column					
Trequisition found. Note: Click on a table column in	leading to sort results by that countril					
Select Document # Created Er	mployee Type Employee Name	Work Site	Req	uisition Step	Status	
Select TRV170608 10/17/2016 Distric	t Employee Bryan, Karen	Fiscal Services	Travel Approved - Aw	aiting Receipts	Pending Approval	
3			-		-	

Fill out 'Actual Expenses' section by selecting the 'Edit' button, then.....

Travel Request Request X		
← → C ☆ 🛈 smartetools	s/personnel/frmRUSDConfReq.aspx	☆ :
👖 Apps 🗋 Smartetools Login 🔸	San Bernardino Count 📋 California Department 🛅 SACS Query 📩 EDD-Ind Contractors 🧾 Adobe PDF Services 🛅 Logon - PGMS (CA De 🗋 Rialto Unified Schoo	i i w
Function: User: Bryan,Karen	Rialto Unified School District Last Login: 10/17/2016 02:50 PM Fiscal Year: 2017	Â
File Perso	nnel GL Reports	
PSR PSR - Position PSR Listing	Travel Req Listing Travel Req	
Travel Request		
New Edit Save C	ancel Delete Search Copy Req Notes(0) History Print Attachments(0) Process Reopen	
e: Send to Account	ts Payable Go	
Cument #: TRV170608	Go Current Step: Travel Approved - Awaiting Receipts	
Emp. Last/First/Middle Name:	Bryan Karen Employee Type: District Employee T	Trip #
Job Title:	FISCAL SERVICES SUPERVISOR	ESOP #
Work Site:	Fiscal Services	
Name of Conference:	Fiscal Fundamentals	
Address 1:	123 S. Main St Address 2:	
City:	San Diego State: CA 🔻 Zip:91234 - County:	
Conf From Date:	10/03/2016 E Conf To Date: 10/05/2016 Board A	Approva
Departure Date/Time:	10/03/2016 III 06 V 00 V AM V A NO V 00 V AM V 00 III 0/05/2016 III 05 V 00	▼ PN
Description :	Workshop to make fiscal managers aware of recent changes to accounting legislation	
Rationale:	RUSD Fiscal Services must be up-to-date with legislative regulations	+

....fill in expenses, where applicable, using receipts given to you by attendee. Choose the last date of expense, if it spans more than 1 day.

Travel	Request Request									± - -
) (C (i) smartetools	/personnel/frmRLIS	ConfReg aspy							4
os [🗅 Smartetools Login 🚸 S	an Bernardino Count	California Department	SACS	Ouerv 🛅 El	DD-Ind Contractors 📕 Adob	pe PDF Services 🛅 Logon - P	GMS (CA D∈ □ Rialto Unified	School P Pandora Radio - L	ister
		-							_	
ctua	l Expenses									
	Copy From Estimated									
ine	Expense Type		Description		Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amou
1	Registration Fee	Workshop Fee- Fis	cal Fundamentals	2	1.00	0.00	250.00	0.00	250.00	
2	Lodging - Hotel	Hilton Garden Inn		2	2.00	0.00	0.00	300.00	300.00	
3	Mileage	Roundtrip to San I	Diego	2	425.00	229.50	0.00	0.00	229.50	
4	Meals -Breakfast/\$15	Breakfast for 2 da	ý\$	2	2.00	28.94	0.00	0.00	30.00	
5	Meals - Lunch/\$15	Lunch for 3 days		4	3.00	43.19	0.00	0.00	45.00	
6	Meals - Dinner/\$30	Dinner for 2 days		4	2.00	55.87	0.00	0.00	60.00	
7	Parking	Hotel Parking Fee		4	2.00	16.00	0.00	0.00	16.00	
8	Substitute	Substitute needed	for 3 days	4	3.00	0.00	414.00	0.00	414.00	
9	- None -	•		2	0.00	0.00	0.00	0.00	0.00	
10	- None -	•		4	0.00	0.00	0.00	0.00	0.00	
11	- None -	•		2	0.00	0.00	0.00	0.00	0.00	
12	- None -	•		2	0.00	0.00	0.00	0.00	0.00	
13	- None -	•		4	0.00	0.00	0.00	0.00	0.00	
14	- None -			4	0.00	0.00	0.00	0.00	0.00	
15	- None -	•		4	0.00	0.00	0.00	0.00	0.00	
16	- None -	•		4	0.00	0.00	0.00	0.00	0.00	
			Actua	Totals:		380.50	664.00	300.00	1,344.50	

If you try to claim more than the pre-approved amount for meals, you will receive the error message shown below.

Travel Request X	×											
$4 \rightarrow C \land 0$ smartetools/personnel/frmRUSDConfReq.aspy	<u>ب</u>											
Anne 🗅 Smartetools Login 🔸 San Bernardino Count 🗋 California Denartment 💭 SACS Query 💭 EDD-Ind Contractors 🛄 Adobe PDE Services 💭 Logon - PGMS (CA. De 🕒 Bialto Linified School L. 🗩 Bandora Badio - Lister	· .											
Riato Unified School District Function: Last Login: 10/17/2016 02:50 PM User: Bryan,Karen Fiscal Year: 2017												
File Personnel GL Reports DSD_DSD_Destition Travel Bool Travel Bool												
PSR PSR - Position PSR Listing Travel Req Listing Travel Req												
Travel Request												
New Edit Save Cancel Delete Search Copy Req Notes(0) History Print Attachments(0) Process Reopen												
Route: Send to Accounts Payable												
The Actual cost for the expense type 'Meals - Dinner/\$30 ' as entered on Line 6 exceeds the maximum allowable of \$60.00.												
Document #: TRV170608 Go Current Step: Travel Approved - Awaiting Receipts Status: C												
Emp. Last/First/Middle Name: Bryan Karen Employee Type: District Employee Type: District Employee Type:												
Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #:												
Work Site: Fiscal Services												
Name of Conference:												
Address 1: 123 S. Main St Address 2:												
City:San Diego State: CA VZip:91234 - County: V												
Conf From Date: 10/03/2016 Board Approval: Board Approval:												
Departure Date/Time: 10/03/2016 🗰 06 🔻 00 🔻 AM 👻 🖉 Return Date/Time: 10/05/2016 🗰 05 💌 00 💌 PM 👻 🖉												
Description: Workshop to make fiscal managers aware of recent changes to accounting legislation												
Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations												
Estimated Expenses (Must Include Tax and Applicable Eees)												
Line Expense Type Description Qty/Days Employee Amt PO/Sub. Amount District Card Total Estimate Req. # De	lete											
Indefine Workshop Fee- Fiscal Fundamentals Indefine 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00 230.00 0.00												
∠ Lodging - Hotel ▼ Hilton Garden Inn ₩ 2.00 0.00 0.00 300.00<	_											
3 Mileage Roundtrip to San Diego 425.00 229.50 0.00 0.00 229.50												
4 Meals -Breakfast/\$15 ▼ Breakfast for 2 davs 2.00 30.00 0.00 0.00 30.00	■ ▼ ▶											

Double check your entries for accuracy and click 'Save.' Make sure 'Total Expenses' section looks correct, print a copy, and route to next approver (Accounts Payable) to start the reimbursement process.

C ① C ① Subs Subs Subs Copy Line Exp Copy Line Exp Copy 1 Regist Fee 2 Lodgin 1 Regist Fee 2 Lodgin 4 Meals Breakf 5 Lunch 6 Meals Dinnei 7 Parkin 8 Substi 5 Substi t Summare ense Catego stration sitiute		martetools/personnel/fit Login * San Bernardino ute Account: 01-0000-0-9 ccount Cost: 414.00 her Account: ccount Cost: 0.00 timated Workshop Fee- Fiscal Fu Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days	rmRUSDConfReq.as; Count California 045-2110-2440-745-021 cription ndamentals	px Departm Departm Departm Departm Department Departmen	ent SAC	S Query T EDD-Ind Contra	PO/Substitute Amount	Logon - PGMS (CA D∈ P District Card	Rialto Unified School 🛛 🖻 Pa	rndora Radio - Liste:			
Actual Expe Subs Subs Actual Expe Copy Line Exp Topy Regist Fee 2 Lodgin Hotel 3 Mileag 4 Meals Breakf 5 Meals Lunch 6 Dinner 7 Parkin 8 Substi 7 Parkin 8 Substi 1 Substi	Substitute A Substitute A Other A A A A A A A A A A A A A A A A A A A	Interference in the second sec	cription	px Departm Crasson 10	Qty/Days	S Query D EDD-Ind Contrac	Adobe PDF Services	Logon - PGMS (CA De C	Rialto Unified School P Pa Actual Amount	andora Radio - Liste:			
Actual Expe Subs Actual Expe Copy Line Exp Line Tree 2 Lodgin Fee 2 Lodgin Hotel 3 Mileags 8 Breakf 5 Meals Dinnel 3 Mileags 8 Breakf 5 Meals Dinnel 7 Parkin 8 Substi 5 Substi 7 Parkin 8 Substi	Smartetools Substitu ubstitute A Oth Other A xpenses Type gistration giging - tel eage als - akfast/\$15	Login * San Bernardino	Count California 045-2110-2440-745-021 cription ndamentals	Departm No resolution 10 20 20 20 20 20 20 20 20 20 2	Qty/Days 1.00	Employee Amt	PO/Substitute Amount	Logon - PGMS (CA De PGMS (CA D	Rialto Unified School P Pa	ndora Radio - Liste Reimbursed Amount			
Subs Actual Expe Copy Line Exp 1 Regist Fee 2 Lodgin 4 Reals Breakf 3 Mileag 4 Meals Lunch 6 Meals Dinnel 7 Parkin 8 Substi 1 Substi 1 Substi 1 Substi 2 Substi 3 Substi 3 Substi 3 Substi 3 Substi 4 Substi 5 Substi 5 Substi 5 Substi 6 Substi 8 Subs	Substitu otto Other A Copy From Ess Expense Type Jistration Egging - tel eage als - akfast/\$15	ute Account: 01-0000-0-9 ccount Cost: 414.00 her Account: ccount Cost: 0.00 timated Workshop Fee- Fiscal Fu Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days	045-2110-2440-745-02 cription ndamentals	10	Qty/Days 1.00	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount			
Line Copy Line Exp Ty Regist Pee 2 Lodgin Hotel 3 Mileag 4 Meals Breakf 5 Meals Dinnei 7 Parkin 8 Substi Dinnei 7 Parkin 8 Substi Lunch 1 Meals Dinnei 7 Parkin 8 Substi sportation sportation s	xpenses copy From Est Expense Type jistration dging - cel eage als - akfast/\$15	timated Des Workshop Fee- Fiscal Fu Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days	cription ndamentals	4	Qty/Days 1.00	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount			
Line Exp Line Exp The Regist Peet 2 Lodgin Hotel 3 Mileag 4 Meals Breakf 5 Meals Dinner 7 Parkin 8 Substi 1 Summar ense Catego stration ping stitute	Expense Type gistration dging - tel eage als - takfast/\$15	timated Des Workshop Fee- Fiscal Fu Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days	ndamentals	4	Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount			
Line Exp Ty Regist Fee 2 Lodgin Hotel 3 Mileag 4 Meals Breakf 5 Lunch 6 Meals Dinnel 7 Parkin 8 Substi 1 Summar ense Catego stration ping sportation s	Expense Type gistration ging - tel eage als - akfast/\$15	Des Workshop Fee- Fiscal Fu Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days	cription ndamentals	4	Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount			
1 Regist Fee 2 Lodgin Hotel 3 Mileag 4 Meals Breakf 5 Lunch 6 Meals Dinnei 7 Parkin 8 Substi 1 Substi	gistration dging - tel eage als - eakfast/\$15	Workshop Fee- Fiscal Fu Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days	ndamentals	9 9	1.00		I						
2 Lodgin Hotel 3 Mileag 4 Meals Breakf 5 Meals Lunch 6 Meals Dinnel 7 Parkin 8 Substi 8 Substi t Summar ense Catego stration s stitute	lging - tel eage als - eakfast/\$15	Hilton Garden Inn Roundtrip to San Diego Breakfast for 2 days		2		0.00	250.00	0.00	250.00	0.			
3 Mileag 4 Meals Breakf 5 Lunch 6 Meals Dinner 7 Parkin 8 Substi 1 Summar ense Catego stration s stitute	eage als - akfast/\$15	Roundtrip to San Diego Breakfast for 2 days			2.00	0.00	0.00	300.00	300.00	0.			
4 Meals Breakf 5 Meals Dinner 7 Parkin 8 Substi 1 Summar ense Catego stration jing sportation s	als - akfast/\$15	Breakfast for 2 days		Roundtrip to San Diego 🦉			425.00		229.50	0.00 0.		229.50	0.
Meals 6 Meals 1 Dinner 7 Parkin 8 Substite t Summarense Categoo stration sisportation s stitute				2	2.00	28.94	0.00	0.00	28.94	0.			
6 Meals Dinner 7 Parkin 8 Substi 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	als - 1ch/\$15	Lunch for 3 days		3.00	43.19	0.00	0.00	43.19	0.				
7 Parkin 8 Substi t Summar ense Catego stration jing isportation s stitute	als - ner/\$30	Dinner for 2 days		2	2.00	55.87	0.00	0.00	55.87	0.			
8 Substi	king	Hotel Parking Fee 🖉			2.00	16.00	0.00	0.00	16.00	0.			
t Summar ense Catego stration jing isportation s stitute	ostitute	Substitute needed for 3	days	2	3.00	0.00	414.00	0.00	414.00	0.			
t Summar ense Catego stration jing isportation s stitute			Actual T	Totals:		373.50	664.00	300.00	1,337.50	0.			
ense Catego stration jing sportation s stitute	nary												
stration Jing Isportation S stitute	egory		Estimated		Actual	Difference							
ning isportation s stitute			250.00		250.00	0.00							
s stitute	_		300.00		300.00	0.00							
stitute	1		135.00		128.00	7.00							
			414.00		414.00	0.00							
	Totals: 1,344.50			1,3	337.50	7.00							
l Expense			<u></u>	12		1,337.50							
5 PO/Subst	ses:			_		964.00							
Reimburse	ses: bstitute/I	District Card:				373.50							
ial Reimbu	ses: bstitute/I rsement (District Card: Claimed:				0.00							
	ses: bstitute/[rsement (bursemer	District Card: Claimed: nt Amount:	W										

<pre>a det werdende Help</pre> Tools Docurrent Prove Tools Docurrent Prove Tools Prove Prove Prove Prove Prove Tools Prove Pr	frmDisplayReport.p	df - Adobe Acrobat Rea	der DC						
one tool old outent Image:	<u>E</u> dit <u>V</u> iew <u>W</u> i	ndow <u>H</u> elp							
<text><text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>	lome Tools	Document	🖹 🔶 🖶	\bowtie (1 / 2	75% 👻 ••••	🗶 Sign
<text><text><text><text><text><text></text></text></text></text></text></text>									
<text><text><text><text><text><text><text><text>Heiner in the seq of the set of</text></text></text></text></text></text></text></text>		Report Date: 10/1	7/2016	Rialto U	nified Scho	ol District		Page 1 of 2	
<text><text><text><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></text></text></text>		Fiscal Year: 201	7	Tr	avel Request l	Form			
<text><text><text><text><text></text></text></text></text></text>		Document #: Th	RV170608 Cu	Status: New					
<text><text><text><text><text></text></text></text></text></text>		Employee Name	: Bryan, Karen		Employee Typ	e: District Emplo	oyee	Trip #:	
Here StreetHere Street		Job Title	FISCAL SERVICES SUPE	RVISOR	PSR Numbe	er: 171234	-	AESOP #:	
Here Free Free 1 control for days 1 control		Work Site	: Fiscal Services						
Adress: 1235. Main St Adress St Main St State St Adress St Conf From Date 1003/2016 State St Conf From Date 1000/2016 State St Conf From Date 1000/2016 State St Main St Innate State State St State St		Conference Name	: Fiscal Fundamentals						
Mathematical Bestime For		Address 1	: 123 S. Main St		А	ddress 2:			
MartinMa		City	: San Diego	State:	CA Zij	Code: 91234	County	c	
Heart Date Time:10.09.2016 06:00.04.07.Heart Date Time:10.09.2016 06:00.04.07.Heart Date Tippice:Workshop to make fixed managers wave of recent legislative regulations:Heart Date Tippice:Heart Date Tippice:Expense TypeDescriptionQty/DaysFamle AmtPO/Sub. AmtTestinite: CarlTestinite: Req. #Registration FeeWorkshop Fee-Fixed1.00S0.00S229.00S0.00S229.50IdiageBound pro San Diego425.00S229.50S0.00S300.00S300.00MilageBound pro San Diego425.00S20.00S0.00S300.00S300.00Meals - Encektifist S15Breakfast for 3 days2.00S00.00S0.00S300.00S45.00Meals - Encektifist S15Breakfast for 3 days2.00S00.00S00.00S00.00S45.00Meals - Lunck S15Lunck for 3 days2.00S00.00S00.00S45.00Meals - Lunck S15Lunck for 3 days2.00S00.00S00.00S45.00Meals - Lunck S15Lunck for 3 days2.00S00.00S00.00S45.00Meals - Lunck S15Lunck for 3 days3.00S00.00S45.00S45.00Meals - Lunck S10Luck Ing S10.00S00.00S45.00S45.00Meals - Lunck S10Luck Ing S10.00S45.00S45.00S45.00Meals - Lunck S10Luck Ing S10.00S45.00S45.00S45.00Meals - Lunck S10Luck Ing S10.00S45.00S45.00S45.00Meals		Conf From Dat	e 10/03/2016		Conf To Da	te: 10/05/2016	Board	Approval:	
BestriptineWorkshop to make fiscal managers aware of recent changes to accounting legislation. Tationali: ETBUE Price Turgers		Depart Date/Time	: 10/03/2016 06:00 AM	1	Return Date/Tin	e: 10/05/2016 05	5:00 PM		
Extince Extension be up-to-due with legislative regulations Estimated Expense: (Must lacked Ext and Applicable Fee:) Expense Type Description Fundamentals Chype Se - Fiscal Otype Se - Fiscal		Description	: Workshop to make fiscal m	nanagers aware o	of recent changes	to accounting legis	slation		
Estimated Expense: (Must Include Tax and Applicable Fee:) Expense Type Description Qty/Days Empl. Amt PO/Sub. Amt District Card Total Estimate Req. # Registration Fee Workshop Fee-Fiscal 1.00 \$0.00 \$250.00 \$0.00 \$250.00 \$260.00 \$250.00 \$260.00 \$260.00 \$260.00 \$260.00 <t< td=""><td></td><td>Rationale</td><td>: RUSD Fiscal Services mus</td><td>t be up-to-date t</td><td>with legislative re</td><td>gulations</td><td></td><td></td><td></td></t<>		Rationale	: RUSD Fiscal Services mus	t be up-to-date t	with legislative re	gulations			
Expense Type Description Qty/Days Empl. Amt PO/Sub. Amt District Card Total Estimate Req. # Registration Fee Workshop Fee-Fiscal 1.00 \$0.00 \$220.00 \$0.00 \$200.00 \$300.00 Milleage Roundrup to San Diego 425.00 \$229.50 \$0.00 \$300.00 \$300.00 Melais - Breakfrast/151 B		Estimated Expenses (Mu	ist Include Tax and Applicab	le Fees)					
Lodging - Hotel Hilton Garden Inn 2.00 \$0.00 \$0.00 \$300.00 \$300.00 Mileage Roundrip to San Diego 425.00 \$229.50 \$0.00 \$0.00 \$300.00 Meals - Streakfastr \$15 Breakfastr for 2 days 2.00 \$300.00 \$0.00 \$30.00 Meals - Lunch/\$15 Lunch for 3 days 3.00 \$45.00 \$0.00 \$0.00 \$30.00 Meals - Dinner \$30 Dinner for 2 days 2.00 \$60.00 \$0.00 \$0.00 \$60.00 Parking Hotel Parking Fee 2.00 \$160.0 \$0.00 \$1.00.0 \$414.00 days Substitute needed for 3 3.00 \$0.00 \$1.344.50 \$1.344.50 Tarvel / Conference Account Line Account Number Amount 1 01-0000-0-0005-7300-5200-745-0210 \$1.344.50 Substitute Account: 01-0000-0-0045-2110-2440-745-0210 Substitute Account: 01-0000-0-0045-2110-2440-745-0210 \$1.344.50 Other Acct Cost: \$1.00 \$0.00 \$1.00 Other Acct Cost: \$0.00 \$0.00 \$0.00		Expense Type Registration Fee	Description Workshop Fee- Fiscal Fundamentals	Qty/Days 1.00	Empl. Amt \$0.00	PO/Sub. Amt \$250.00	District Card \$0.00	Total Estimate Req. # \$250.00 003456	
Mileage Roundtrip to San Diego \$229.00 \$30.00 \$0.00 \$229.50 Meals - Freakfars(715) Breakfars(for 2 days 3.00 \$45.00 \$0.00 \$30.00 Meals - Lunch(\$15) Lunch for 3 days 3.00 \$45.00 \$0.00 \$0.00 \$45.00 Meals - Dinner(\$30) Dinner for 2 days 2.00 \$60.00 \$0.00 \$0.00 \$60.00 Parking Hoetel Parking Hoetel Parking \$0.00 \$10.00 \$0.00 \$41.00 Substitute Substitute needed for 3 3.00 \$0.00 \$414.00 \$0.00 \$1,344.50 Inter Account Number 1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: 01-0000-0-0905-2110-2440-745-0210 Substitute Account: 01-0000-0-09045-2110-2440-745-0210 \$1,344.50 Substitute Account: 01-0000-0-09045-2110-2440-745-0210 Substitute Account: 01her Account: 0 0 Other Account: 01-000 50.00 4 4 Other Account: 0.00 50.00 50.00 50.00 <td></td> <td>Lodging - Hotel</td> <td>Hilton Garden Inn</td> <td>2.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$300.00</td> <td>\$300.00</td> <td></td>		Lodging - Hotel	Hilton Garden Inn	2.00	\$0.00	\$0.00	\$300.00	\$300.00	
Meals - Lunch \$15 Lunch for 3 days 3.00 \$43.00 \$0.00 \$0.00 \$45.00 Meals - Dinner \$30 Dinner for 2 days 2.00 \$60.00 \$0.00 \$0.00 \$60.00 Parking Hotel Parking Fee 2.00 \$16.00 \$0.00 \$0.00 \$16.00 Substitute Substitute needed for 3 3.00 \$0.00 \$414.00 \$0.00 \$414.00 days Estimated Totals: \$330.50 \$664.00 \$300.00 \$1,344.50 Travel / Conference Account Number 1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account Number 1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: Other Account: 01-0000-0-9045-2110-2440-745-0210 Substitute Acct Cost: \$141.00 \$1.344.50 Other Acctoon: 0ther Acct Cost: \$0.00 Other Acctool: \$0.00 \$1.344.50		Mileage Meals -Breakfast/\$15	Roundtrip to San Diego Breakfast for 2 days	425.00	\$229.50	\$0.00	\$0.00	\$229.50	
Meals - Dinner/\$30 Dinmer for 2 days 2.00 \$60.00 \$0.00 \$0.00 \$60.00 Parking Hotel Parking Fee 2.00 \$16.00 \$0.00 \$0.00 \$16.00 Substitute Substitute feed for 3 3.00 \$0.00 \$414.00 \$0.00 \$11,344.50 Travel / Conference Account Line Account Number 1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: 01-0000-0-9045-2110-2440-745-0210 Other Acct Cost: \$0.00 Attau Other Acct Cost: \$0.00 Attau Attau Attau Attau Other Acct Cost: \$0.00 <		Meals - Lunch/\$15	Lunch for 3 days	3.00	\$45.00	\$0.00	\$0.00	\$45.00	
Parking Hotel Parking Fee 2.00 \$10.00 \$0.00 \$0.00 \$10.00 Substitute Substitute needed for 3 3.00 \$0.00 \$414.00 \$0.00 \$414.00 Estimated Totals: \$380.50 \$664.00 \$300.00 \$1,344.50 Travel / Conference Accounts Line Account Number Amount 1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: 01-0000-0-9045-2110-2440-745-0210 \$1,344.50 \$1,344.50 Substitute Acct Cost: \$414.00 \$1,344.50 \$1,344.50 Actual Expenses \$1,000 \$1,000-0-9045-2110-2440-745-0210 \$1,344.50		Meals - Dinner/\$30	Dinner for 2 days	2.00	\$60.00	\$0.00	\$0.00	\$60.00	
days Extinated Totals: \$330.50 \$664.00 \$300.00 \$1,344.50 Travel / Conference Accounts Line Account Number Amount Image: Account Number Image: Account Number Amount Image: Account Number Image: Acc		Substitute	Substitute needed for 3	3.00	\$10.00	\$414.00	\$0.00	\$414.00	
Estimated Totals: \$330.50 \$304.00 \$300.00 \$1,344.50 Line Account Number Amount 1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: 01-0000-0-9045-2110-2440-745-0210 Substitute Account: 00-0000-0-9045-2110-2440-745-0210 Substitute Account: 00-0000-0-9045-2110-2440-745-0210 Substitute Account: 00-0000-0-9045-2110-2440-745-0210 Substitute Account: 00-00-0-0000-0-9045-2110-2440-745-0210 Account: 00-00-0-0000-0-9045-2110-2440-745-0210 Account: 00-00-0-0000-0-9045-2110-2440-745-0210 Account: 00-00-0-0000-0-9045-2110-2440-745-0210 Account: 00-00-0-0-0000-0-9045-2100-2440-745-0210 Account: 00-00-0-0000-0-9045-2100-2440-745-0210 Account: 00-00-0-0-0000-0-9045-200-2000-2000-2000-2000-2000-2000-20			days	d Tatala	\$280.50	\$661.00	\$200.00	61 244 50	
Line Account Number Amount 1 01-0000-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: 01-0000-0-9045-2110-2440-745-0210 S1,344.50 Substitute Acct Cost: \$414.00 Other Account: Other Acctoont: 50.00 S1,000		Travel / Conference Acc	ounts	d lotals:	\$380.50	\$004.00	\$300.00	\$1,344.50	
1 01-0000-0-0000-7300-5200-745-0210 \$1,344.50 Substitute Account: 01-0000-0-9045-2110-2440-745-0210 Substitute Acct Cost: \$414.00 Other Account: 0000-0-9000-7900-790-745-0210 Other Account: 0000-0-9000-9000-790-745-0210 Actual Expenses 0.00		Line	Account Number			Amount			
Substitute Account: 01-0000-0-9045-2110-2440-745-0210 Substitute Acct Cost: \$414.00 Other Account: Other Acct Cost: \$0.00 Actual Expenses		1	01-0000-0-0000-7300-5200-	745-0210	:	\$1,344.50			
Substitute Acct Cost: \$414.00 Other Account: Other Acct Cost: \$0.00 Actual Expenses		Substitute Account	: 01-0000-0-9045-2110-244	0-745-0210					
Other Account: Other Acct Cost: \$0.00 Actual Expenses		Substitute Acct Cost	: \$414.00						
Actual Expenses		Other Account							
		Actual Expenses	: \$0.00						
		actual Expenses							

**Remember: Have attendee sign the copy you printed and send to Fiscal with all original receipts and back-up

🗾 frmDispla	ayRepo	ort.pdf - Ad	dobe Acrobat	Reader DC										×		
<u>F</u> ile <u>E</u> dit	View	Window	<u>H</u> elp											×		
Home	То	ols [Document		୶		a Q	ᠿ ⊍	2 / 2	75%	• • • •	×	Sign	In		
		Re	eport Date: 10/1 Tiscal Year: 2017	7/2016 7		Rialt	o Unified So Travel Requ	:hool District est Form			Page 2 of 2			^		
		D/	cument #- Th	2V170608		Current Sten	New Requisitio	n (Originator)		Status: New	*					
	Document #: 1 Expense Type Registration Fee Lodging - Hotel Mileage Meals - Breakfast/\$15 Meals - Lunch/\$15 Meals - Dinner/\$30 Parking Substitute		Nocument #: TRV170608 ense Type Description istration Fee Workshop Fee-Fiscr Fundamentals ging - Hotel Hilton Garden Inn age Roundtrip to San Dir ls -Breakfast/\$15 Breakfast for 2 days ls -Lunch/\$15 Lunch for 3 days ls -Dinner/\$30 Dinner for 2 days sting Hotel Parking Fee stitute Substitute needed for			Qty/Day 1.0 2.0 425.0 2.0 3.0 2.0 3.0 3.0 3.0	Sew Requisiti rs Empl. An 0 \$0.0 0 \$0.0 0 \$229.5 0 \$228.5 0 \$43.1 0 \$55.8 0 \$16.0 0 \$10.0	tt PO/Sub. Amt 0 \$250.00 0 \$0.00 0 \$0.00 4 \$0.00 9 \$0.00 7 \$0.00 0 \$414.00	District Card \$0.00 \$300.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Actual Amt \$250.00 \$300.00 \$229.50 \$28.94 \$43.19 \$55.87 \$16.00 \$414.00	Reimb. Amt \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00					
				1	ctual Total	5:	\$373.5	0 \$664.00	\$300.00	\$1,337.50	\$0.00					
		Cost Su	ummary													
٨		Exp Lod Mes Sub Tran	eense Category lging als cistration stitute nsportation	Estim \$30 \$13 \$25 \$41 \$24 \$1,34	ated 0.00 5.00 0.00 4.00 5.50 4.50		Actual \$300.00 \$128.00 \$250.00 \$414.00 \$245.50 \$1,337.50	Differe \$0 \$7 \$0 \$0 \$0 \$0 \$7	nce .00 .00 .00 .00 .00 .00					–		
			I an DO/Em	Total Expense	25:	\$1,3	37.50									
			Net Reimbury	sement Claime	d: d·	53	73 50									
			Actual Reimbur	sement Amou	nt:		\$0.00									
		I certii the Sta	Signature o fy that the above au the of California. I	f Claimant: re actual and ne have read the C	Karen cessary exper conference R	Bryan ises incurred fo eimbursement g	r the school distric guidelines and have	t purposes and in acc e adhered to the proc	cordance with the E redures.	ducational Code of				Ш		

28

TRV REIMBURSEMENT REQUIREMENTS

- Brochure, flyer, or registration form that includes name, address, dates of conference, and what's included (e.g. meals)
- Original itemized receipts for your OWN meals, parking, shuttle, etc.
- If claiming mileage, you need Proof of Insurance for dates of conference & B-61 form on file with Accounts Payable or submit with back-up
- Worksite of person being reimbursed on TRV must be listed this is where the reimbursement will be sent!
- Reimbursements are sent to employee via pony, not on payroll check

Guidelines for Meal Reimbursements

(AR 3350) Meal reimbursements shall be limited to a maximum of <u>\$15.00</u> for breakfast, <u>\$15.00</u> for lunch, and <u>\$30.00</u> for dinner, for a maximum of <u>\$60</u> per day, or a total cost of conference meals that are included in the conference package. Tip/gratuities are not to exceed 15% of the meal cost. Alcoholic beverages will not be reimbursed. Groceries purchased in lieu of a meal will not be reimbursed. *Original itemized receipts must be submitted for reimbursement. If a conference includes meals as part of its registration, a meal reimbursement cannot be claimed.*

Meals may be claimed based on the following timeframes for trips more than 24 hours:

First day of travel:

Trip begins at or before 6:00 a.m., *breakfast* may be claimed

Trip begins at or before 11:00 a.m., *lunch* may be claimed

Trip begins at or before 5:00 p.m., *dinner* may be claimed

Guidelines for Meal Reimbursements (cont.)

Last day of travel (after 24 hours):

Trip ends at or after 8:00 a.m., *breakfast* may be claimed

Trip ends at or after 2:00 p.m., lunch may be claimed

Trip ends at or after 7:00 p.m., dinner may be claimed

Meals may be claimed based on the following timeframes for trips LESS than 24 hours:

Trip begins at or before 6:00 a.m. and ends after 9:00 a.m., *breakfast* may be claimed

Trip begins at or before 11:00 a.m. and ends after 2:00 p.m., *lunch* may be claimed

Once Accounts Payable has processed your TRV for reimbursement, you will receive an email similar to the one shown below:

-----Original Message-----From: Smartetools Automated E mail -DO NOT REPLY [<u>mailto:smartetools@rialto.k12.ca.us</u>] Sent: Monday, October 17, 2016 11:14 AM To:

Subject: Travel Requisition Processed

Dear ,

The Travel Requisition: TRV was processed on 10/17/2016 11:14.

Please do not reply to this email. If you have any questions please email or call the Personnel department.

PSR & TRV Other Info

PSR's: To approve and generate substitute coverage.

Create a PSR for your substitute request if no registration fee, no mileage, no meals....<u>nothing but</u> <u>substitute coverage</u> will be needed for a conference/workshop/training. **DO NOT** create a TRV. PSR's route through the same approvers as TRV's, which means the reason for the substitute coverage is being approved. It would be double work to create a PSR and a TRV, if the need is only for a substitute.

TRV's: For approval of conferences/workshops/trainings and all related expenditures. Complete a TRV for ALL expenses tied to conferences/workshops/trainings, even if the only expense will be mileage (use object code 5200). If an employee attends a conference/workshop/training and for whatever reason only claims mileage, this mileage expense should be on a TRV and paid to a 5200 object code. Employees need approval to attend conferences, which the TRV is supposed to provide beforehand, and object code 5200 represents all costs associated with the conference.

Both a PSR & a TRV:

You must create **both a PSR** and a **TRV**, if you will be requesting **substitute coverage along with** other expenses. The PSR is the approval for payroll to pay the substitute assigned. The TRV is the approval for the employee to attend the conference. Complete the PSR cell on the TRV with your PSR number so Personnel will know you've already requested a substitute. Personnel will complete the AESOP cell on the TRV once the conference is approved by the Lead Personnel Agent. Leave this cell blank.

Further Clarification:

Complete a mileage card for <u>all other</u> mileage as done in the past, coding to a 5210 object code. Example – traveling between multiple school sites for various meetings. You may electronically attach copies of your receipts and other documents when completing a TRV, but must still <u>send original receipts to Fiscal with the signed TRV</u>.

If a PSR or TRV has been approved and the approved individual cannot attend, *you must create another PSR or TRV if you want to substitute one employee for another*. This is the only way another individual can be approved or reimbursed. In the notes section, please state who will be replacing whom, reference the original PSR/TRV #, and state whether or not additional budget is required. Once a PSR/TRV has gone through the approval process, it cannot be edited or modified.

ANY QUESTIONS?

