



Create Expense Reimbursement

Instructions for creating Expense Reimbursement (no Specialized Account Coding)

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html
Under Global Sign In, click CalATERS Global.



Step 1

Step 2

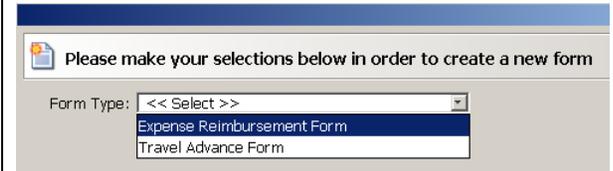


Enter the User ID and Password, and then click **Logon**.

Step 3



Click the **New** icon to begin the Expense Reimbursement form.



Select "Expense Reimbursement Form".

Step 4



Click **Ok**.

Step 5

Key the Report Name (based on department policy), and then click **Ok**.

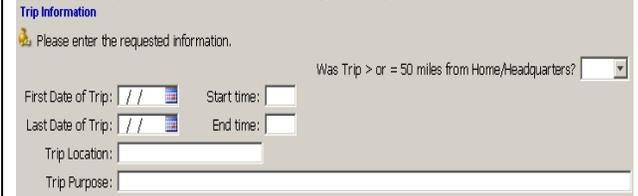


Step 6

Complete trip information as requested.

This example is based on Claim Type-In State Travel and Trip Type-Regular Travel.

Enter the First Date of Trip, Last Date of Trip (or click to select date from the calendar), start/end time, Trip Location and Trip Purpose.



Click to answer question: **Was Trip > or = 50 miles from Home/Headquarters?**



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No entry required.

Step 7

Click or to proceed.

Click or to select an expense.

Step 8

Step 9

Enter required information (based on the expense selected).

Example 1: Breakfast

Example 2: Lodging

After all expenses have been entered,

Step 10

Click or to proceed.

Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary, then click Submission tab.

Step 11

The Submission tab displays your approver. If necessary use **Change Approver** to select a different approver for this form, **Add Approver** to add an additional approver, or **Send Copy** (based on department policy).

Enter password and click .

Step 12

Select print options and . Transmittal page will display.

Req. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	01/02/12	Lodging	91.51 USD	
2)	01/02/12	Auto/Car Rental	75.00 USD	
3)	01/03/12	Lodging	90.51 USD	
4)	01/04/12	Lodging	90.51 USD	

Click and then click .

Attach receipts to Transmittal Sheet and forward to approver (based on Department policy).