

Expense Claim Form Directions:

The link to the Expense Claim form is:

https://app.informedk12.com/link_campaigns/san-jacinto-expense-claim-electronic-form?token=B7iJ6dXofis3fJewTys5i62i

You do not need to create a log in to complete a form or to approve a form.

Complete all sections just as you would have completed the paper copy of the expense claim. Where the form says click here to sign you will click and select a signature for your form (this is you signing that all the information completed is accurate).

 [Download Blank Form](#)

[Save progress](#)



SAN JACINTO UNIFIED SCHOOL DISTRICT EXPENSE CLAIM

NAME: Tiger Pride		EMPLOYEE #: 123456			SITE / DEPT: Business Services		
Date	Purpose/Location	Miles	Parking	Meals	Other		
03/19/2019	Tiger Training	15	15	23	Description	Amount	
mm/dd/yyyy		number	number	number		number	
mm/dd/yyyy		number	number	number		number	
mm/dd/yyyy		number	number	number		number	
mm/dd/yyyy		number	number	number		number	

Should you need additional space, please proceed to the next page

Total miles 8.70 @ \$ 2019 (.58) per mile

Subtotal (Parking, Meals, Other):	38.00
Subtotal (Mileage):	8.70
Total:	\$ 46.70

INSTRUCTIONS:

1. This form must accompany all district orders for reimbursement of travel expenses.
2. Receipt must be attached for expenses other than mileage.
3. Must have signature of principal or supervisor.

"I hereby certify that this claim meets the provisions of E.C. 35172, 35173 for Board members or E.C. 44032 for employees and is for actual and necessary expenses in accordance with adopted Governing Board policy. The supporting receipts and documents are on file in the district office and available for review. Funds expended do not exceed the amount previously budgeted for such purposes by the Governing Board."

Principal / Supervisor

APPROVED FOR PAYMENT:

Business Services

"I hereby certify that the above was necessarily incurred in the performance of my duty for the position indicated below and that I have received no profit from the expenditure(s) listed in this claim. My signature for any applicable mileage claim indicates that my personal vehicle is properly insured according to California law and is currently registered with the Department of Motor Vehicles."

Click to sign here

Submit form / Enviar formulario

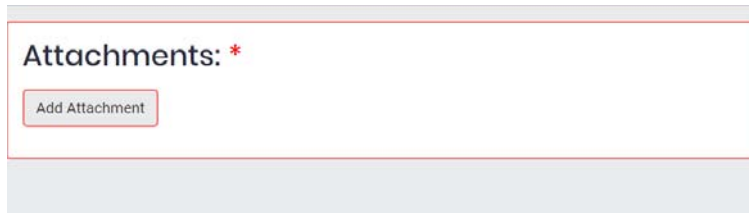
Date: 03/19/2019

SACS ACCOUNT CODE

Fund	School	Resource	PY	Goal	Function	Object
03	510	0000	0	0000	7200	5200
03	510	0000	0	0000	7200	5210

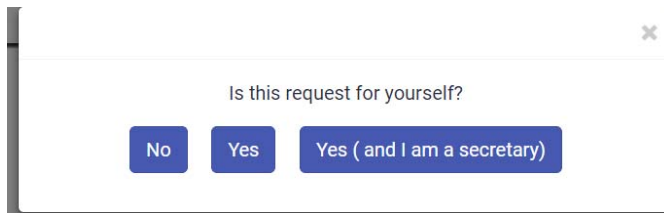
Forms with blank funding lines will be sent back.

At the bottom of the page you will attach any receipts, hotel portfolios, and conference requests that are associated with the reimbursement being requested. The form cannot be submitted until the attachments are included.



The screenshot shows a form section titled "Attachments: *" in a dark grey font. Below the title is a light grey rectangular area containing a single button labeled "Add Attachment" in a smaller, lighter grey font. The entire section is enclosed in a thin red border.

Once everything is completed you will hit the submit button and a question will generate asking if this request is for yourself.



The screenshot shows a white dialog box with a grey border and a close button (an 'x' icon) in the top right corner. The text inside the dialog box asks "Is this request for yourself?". Below the question are three blue buttons with white text: "No", "Yes", and "Yes (and I am a secretary)".

If the answer is “yes” you will choose the Secretary/Office Manager for your site or department.

Please select next recipient below. [Send to this recipient](#)
[Go back to the question](#)

Secretary/Office Manager

Email

Cc
Send a view-only link

Subject

Message

Allow replies to this email

If the answer is “no” you will send it to the person who is getting the reimbursement.

✕

Please enter next recipient below.

[Send to this recipient](#)

[Go back to the question](#)

Employee	Who does this go to?
Email	Email
Confirm Email	Enter email again to confirm
Cc Send a view-only link	Email (include multiple by separating with commas)

Subject

Sign or Review: Form for {recipient} titled San Jacinto Expense Claim

Message

You have received a document for {recipient} from Ashlynn Woods.
Please fill out your parts of the form and submit according to instructions on the
online form and website.

Allow replies to this email

If the person requesting the reimbursement is also the Secretary/Office Manager then you would choose the Administrator at the site or whoever is in charge of the department.

The screenshot shows a web interface for selecting a recipient and sending a document. At the top, there is a prompt "Please select next recipient below." and a blue button labeled "Send to this recipient". Below the button is a link "Go back to the question". The form has several sections: "Administrator" with a dropdown menu showing "Select recipient..."; "Email" section with a "Cc" field and a text input for "Email (include multiple by separating with commas)"; "Subject" section with a text input containing "Sign or Review: Form for {recipient} titled San Jacinto Expense Claim"; "Message" section with a text area containing "You have received a document for {recipient} from Ashlynn Woods. Please fill out your parts of the form and submit according to instructions on the online form and website."; and a checkbox labeled "Allow replies to this email" which is currently unchecked.

Once the appropriate person is selected you will hit the "Send to this Recipient" button and it will route to the next person on the approval list.

Conference Request Form Directions:

The link to the Conference Request form is:

https://app.informedk12.com/link_campaigns/san-jacinto-conference-request-electronic-form?token=jyLZpyUZaHsRrJd2G6YpP7a9

You do not need to create a log in to complete a form or to approve a form.

Complete all sections just as you would have completed the paper copy of the conference request form. Where the form says click here to sign you will click and select a signature for your form (this is you signing that all the information completed is accurate).

At the bottom of the page you will attach any flyers for the conference, mapquest showing miles, hotel information, etc. that are associated with the conference being requested. The form cannot be submitted until the attachments are included.



REQUEST FOR CONFERENCE ATTENDANCE

A Request for Conference Attendance form must be completed to attend workshops, in-service trainings or other staff development activities, **even if there is no cost associated with attendance.** Submit a separate request for each employee attending. Requests must be submitted at least 20 days prior to event. Please refer to the District's Conference and Travel Brochure for reimbursement procedures.

Name:

Position / Title: School / Dept.:

Name of Conference:

Date of Conference:

Location (City, State):

Purpose of Attendance:

* Out-of-state travel requests require Cabinet approval*

Estimate of Conference Cost		Advanced Payment Requested
		Yes / No
Registration	\$ 500	Yes <input type="checkbox"/>
Mileage: # miles: <input type="text" value="25"/> x \$ 2010 (.55) <input type="text" value=""/> /mile	\$ 14.50	
Transportation	\$ <input type="text" value="number"/>	
Food	\$ <input type="text" value="75"/>	
Lodging	\$ <input type="text" value="150"/>	
Parking	\$ <input type="text" value="10"/>	
Materials	\$ <input type="text" value="number"/>	
Substitutes (# of days: <input type="text" value="number"/>) Rate <input type="text" value=""/>	\$	
Other: <input type="text" value=""/>	\$ <input type="text" value="number"/>	
Total Estimated Cost:	\$ 740.50	

Employee Signature: Date:

To be completed by Supervisor:

Fund	Site	Resource	Project Year	Goal	Function	Object
03	510	0000	0	0000	7200	5200
03	510	0000	0	0000	7200	5210

Supervisor's Approval: _____ Date: _____

Business Services Approval: _____ Date: _____

Cabinet Approval (required for all employee out-of-state requests):
 _____ Date: _____

Distribution: Original - Accounting

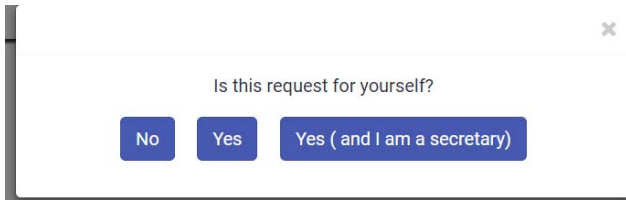
Updated 8/22/2016

Attachments: *

Submit form / Enviar formulario

Add Attachment

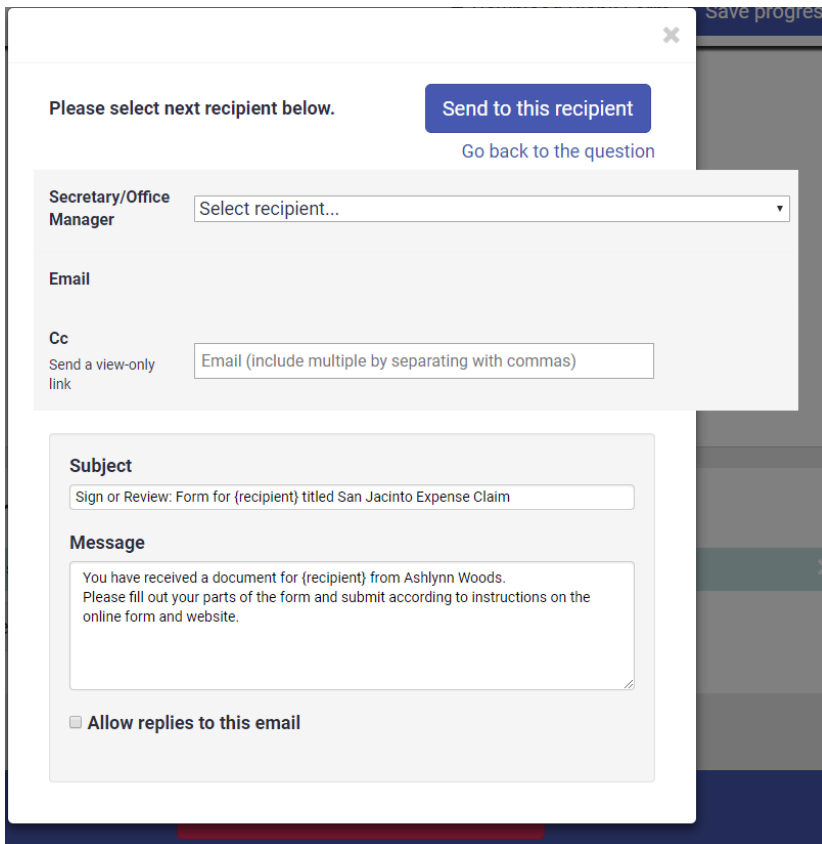
Once everything is completed you will hit the submit button and a question will generate asking if this request is for yourself.



Is this request for yourself?

No Yes Yes (and I am a secretary)

If the answer is “yes” you will choose the Secretary/Office Manager for your site or department.



Please select next recipient below. [Send to this recipient](#)
[Go back to the question](#)

Secretary/Office Manager

Email

Cc
Send a view-only link

Subject

Message

Allow replies to this email

If the answer is “no” you would send it to the person who is going to the conference.

✕

Please enter next recipient below.

[Send to this recipient](#)

[Go back to the question](#)

Employee	Who does this go to?
Email	Email
Confirm Email	Enter email again to confirm
Cc Send a view-only link	Email (include multiple by separating with commas)

Subject

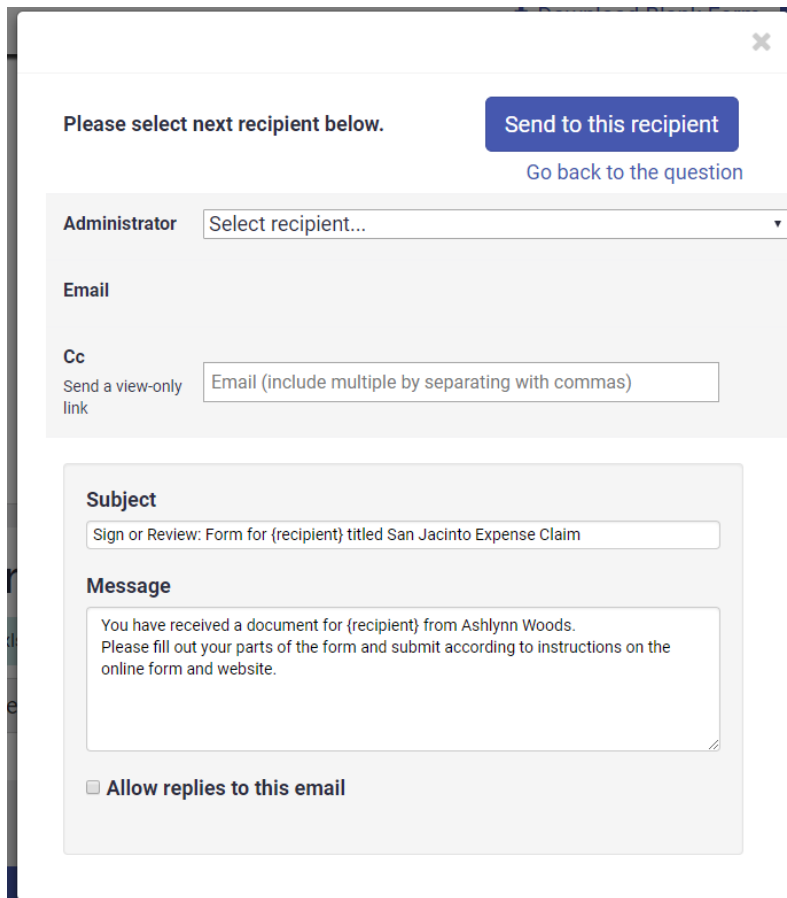
Sign or Review: Form for {recipient} titled San Jacinto Expense Claim

Message

You have received a document for {recipient} from Ashlynn Woods. Please fill out your parts of the form and submit according to instructions on the online form and website.

Allow replies to this email

If the person requesting the reimbursement is also the Secretary/Office Manager then you would choose the Administrator at the site or whoever is in charge of the department.



The screenshot shows a web-based form for sending an email. At the top right, there is a close button (X). Below it, the text "Please select next recipient below." is followed by a blue button labeled "Send to this recipient" and a link "Go back to the question". The form is divided into several sections: "Administrator" with a dropdown menu showing "Select recipient..."; "Email" section; "Cc" section with a text input field containing "Email (include multiple by separating with commas)" and a "Send a view-only link" label; "Subject" section with a text input field containing "Sign or Review: Form for {recipient} titled San Jacinto Expense Claim"; "Message" section with a text area containing "You have received a document for {recipient} from Ashlynn Woods. Please fill out your parts of the form and submit according to instructions on the online form and website."; and a checkbox labeled "Allow replies to this email".

Please select next recipient below. [Send to this recipient](#)
[Go back to the question](#)

Administrator Select recipient...

Email

Cc
Send a view-only link Email (include multiple by separating with commas)

Subject
Sign or Review: Form for {recipient} titled San Jacinto Expense Claim

Message
You have received a document for {recipient} from Ashlynn Woods.
Please fill out your parts of the form and submit according to instructions on the online form and website.

Allow replies to this email