

## Electronic **EMPLOYEE EXPENSE CLAIM** Process

Employees wishing to claim for reimbursement of expenses should click the URL link below:

[https://forms.sd58.bc.ca/Forms/Expense\\_Claim](https://forms.sd58.bc.ca/Forms/Expense_Claim)

The screenshot shows the Laserfiche login interface. The browser address bar displays 'lfichedirectory.sd58.bc...'. The page has an orange header with the 'Laserfiche' logo. The login form includes a 'Username' field with the text 'sd58\drichardson', a 'Password' field with masked characters, and a 'Sign In' button. Annotations with pink boxes and arrows point to the username field (labeled 'Your own network username'), the password field (labeled 'your network password'), and the 'Sign In' button (labeled 'click'). Below the 'Sign In' button are two checkboxes: 'This is a public computer' and 'I have an MFA code'. An 'OR' separator is followed by a 'Sign in with:' section containing a 'Windows Authentication' button. The footer shows '©2024 Laserfiche'.

### Notes:

1. If unable to sign in, contact your IT Department to verify that you have been granted a license and permitted access to this Laserfiche Forms Business Process.
2. My email address is [drichardson@365.sd58.bc.ca](mailto:drichardson@365.sd58.bc.ca). Therefore, my Username to login is, sd58\drichardson
3. Your password is the same password that you use to sign into your computer and/or email.
4. The electronic form should open and look like this

The screenshot shows the 'Expense Reimbursement Form' interface. It features a blue header with the 'sd FIFTY-EIGHT Nicola-Similkameen' logo on the left and the title 'Expense Reimbursement Form' on the right. Below the header is a green section titled 'Employee Information'. Under this section, the text 'User Display Name' is visible.

5. Below are a series of screen shots that guide you through: 1) how to fill out the expense claim, 2) how to submit multiple expense items within the same claim and, 3) how to submit your expense claim. Questions regarding HOW to fill in the form should be directed to: Dylan Richardson, Laura Rusnjak, Rani Lali

### Employee Information

**Employee Information**

**User Display Name**  
Dylan Richardson

**Full Name**  
Dylan Richardson

**First Name**  
Dylan

**Last Name**  
Richardson

**Email \***  
[Empty field]

**Employee ID Number \***  
[Empty field]

**Phone Number \***  
[Empty field]  
digits only, example: 2503785161

**Are you a Teacher? \***  
☐ Education Assistant / School Secretary  
☐ Teacher  
☐ All Other Employment Roles

**Callouts:**

- Enter your School District Email Address (points to Email field)
- Enter your Employee ID (found on your payroll earnings statement) (points to Employee ID Number field)
- Ex. 250-123-4567 (points to Phone Number field)
- Specify the Employee Group For This Claim. (points to Are you a Teacher? section)

## Expense #1 - Mileage

### Employee Expenses

**Expense Title \***  
Out of district travel to the BCPSEA Symposium

**From \***  
10/1/2024

**To \***  
10/31/2024

**School Year**  
2024-2025

**Date \***  
11/11/2024

**Category \***  
Auto Mileage

**From location \***  
Merritt

**To location \***  
Vancouver

**Purpose / Supplemental Information \***  
BCPSEA Symposium

**GL Code (?)**  
GL MASK: ### #### # ## #####  
(example: 49-0000-0-00-33200-?)

**GL Description**

**KM Driven \***  
550

**Mileage Rate**  
\$ 0.70

**Trip Total**  
\$ 385.00

**Add Expense Item**

**Mileage - Supporting Documentation**  
Click here to upload your supporting documents  
Odometer tracking or other documents that support your expense claim

There are various categories to choose from.

Date range when the expense took place.

Provide a reason for the expense.

Leave GL Field Empty if you do not know the correct GL Account

You can add multiple Expense items within one submission by clicking here to add additional expenses.

Input the total KM traveled for the round trip.

Upload your mileage backup log here.

## Expense #2 – Hotel Receipt

**Date\*** 
**Category\*** 
**Vendor\*** 
**Cost\* (?)** 
Input the grand total of the receipt (including taxes)

**Purpose / Supplemental Information\*** 
**Upload Itemized Receipt\***

Hotel Receipt.pdf 16.52KB X
Upload a copy of the receipt.

**GST** (if shown on receipt) 
Input Total GST

**GL Code (?)**  
 GL MASK: ### #### # ## #### #  
 (example: 49-0000-0-00-33200-2)

**GL Description** 
Input the GL or leave empty if you do not know the GL.

**Add Expense Item**

### Submitting Your Expense Claim.

**Expense Summary**

**Expense Total**  
 \$ 385.00
 Grand Total of all expenses for this claim. If approved, this is the amount that you will be paid.

**Comments or Details**  
 Annual attendance to the BCPSEA Symposium in Vancouver. You can provide additional information about your expense claim here that will be helpful for those that are reviewing your expense claim.

Click 'Submit' to process your expense claim. Click 'Save as Draft' if you need more time and want to submit later.

**Expense Categories.**

Airline tickets  
Auto Mileage  
Books  
Lodging  
Field trip expenses (student meals, admissions)  
Luggage fees  
Breakfast Per Diem (myself)  
Lunch Per Diem (myself)  
Supper Per Diem (myself)  
Meals (group)  
Meeting expenses (coffee, snacks, catering)  
Miscellaneous  
Professional fees/dues  
Public Transit  
Parking  
Registration fees for conferences  
Supplies (Classroom, office, program)