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



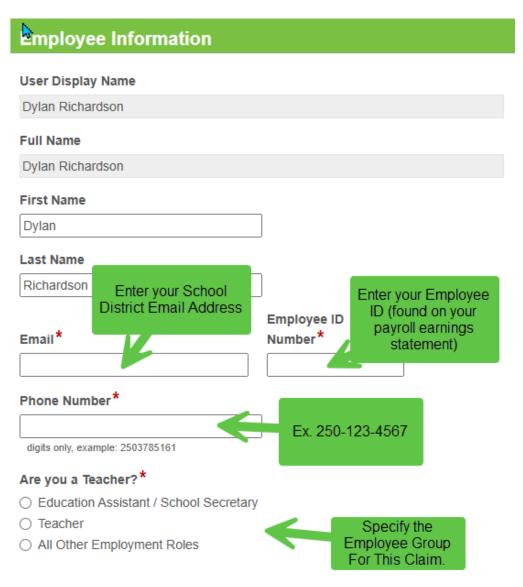
Notes:

- 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. 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

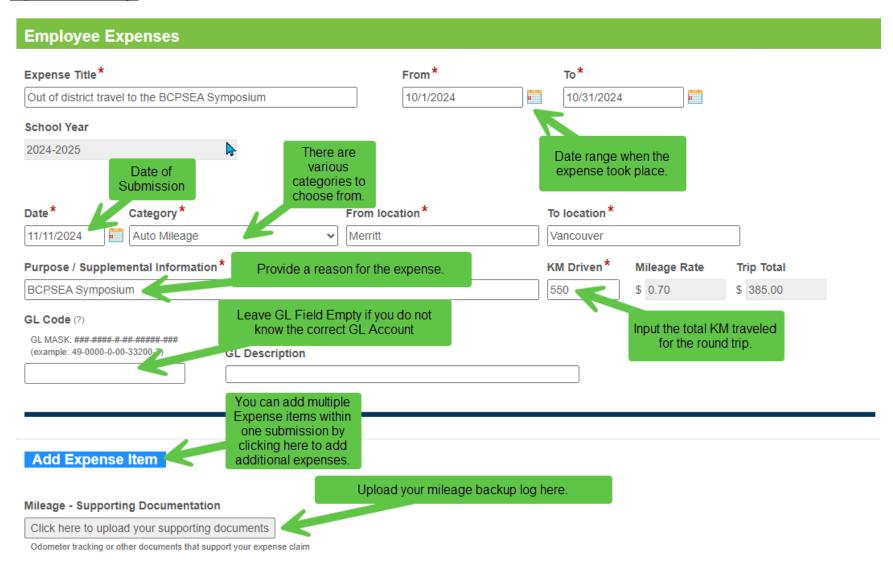


5. Below are a series of screen shots that guide you through: 1) how to fill out the expense claim, 2) how to submit multiple expense items within the same claim and, 3) how to submit your expense claim. Questions regarding HOW to fill in the form should be directed to: Dylan Richardson, Laura Rusnjak,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

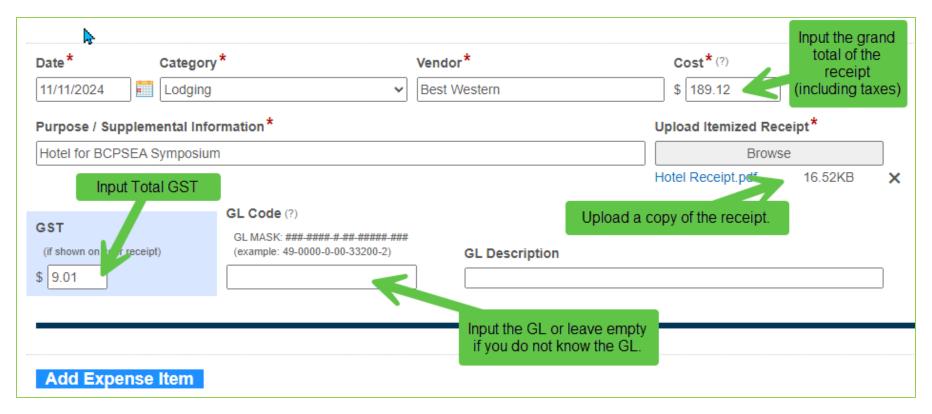
Employee Information



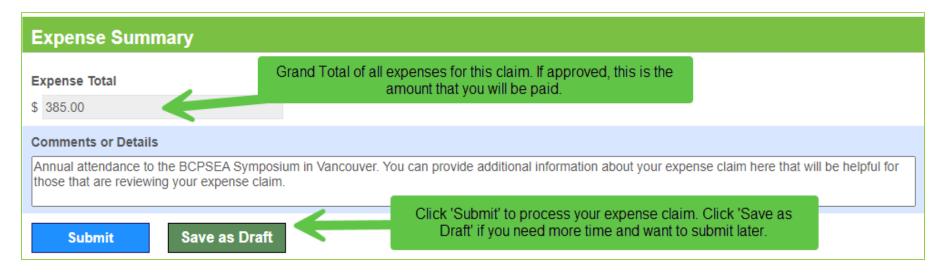
Expense #1 - Mileage



Expense #2 – Hotel Receipt



Submitting Your Expense Claim.



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)