

Login to Document Depot  
 Fiscal Services  
 Out-of-Pocket Expense.

Office Supplies:  
 file folders

Examples of purpose:  
 Title I Office Support.

**Out-of-Pocket Expense Report - Edit**  
 Form No: 5832  
 \*\*To be completed monthly  
 \*\*\*All expenses for the fiscal year end later than July 31st, no exceptions!

Items:	Date	Description	Amount	Purpose
1 -				
2 -				
3 -				
4 -				
5 -				

Add More Lines

Mileage:	Date	From	To	Distance Calc	Road Trip	Tot Dist	Purpose
1	4/1/2012	Carleton	Fynn	4.8	<input type="checkbox"/>	4.8	travel teacher
2	4/2/2012	Carleton	Fynn	4.8	<input type="checkbox"/>	4.8	travel teacher
3					<input type="checkbox"/>		
4					<input type="checkbox"/>		
5					<input type="checkbox"/>		
6					<input type="checkbox"/>		
7					<input type="checkbox"/>		

Add More Lines

**Note:** All forms and accompanying documentation should be submitted to your immediate supervisor.  
 Send To:

Status: **Not Submitted**

Warren Consolidated Schools  
 Information Technology Department  
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 Version 4.0.0000

**Original receipts and packing slip if applicable are necessary to identify the district's obligation for reimbursement. Items purchased should be on a separate receipt from personal purchases.**

Out of Pocket Expense Forms are found in the Document Repository.

Login using your Novell User Name and Password

Expand Fiscal Services clicking the box with the +sign

Select Out of Pocket Expense

Select Add New Form

Important Note:

This expense report is strictly for out-of-pocket expenses.

\*\*To be completed monthly

\*\*\*All expenses for the fiscal year ending June 30th must be submitted no later than July 31st, **no exceptions!**

Complete the form.

A mileage table for the district and some frequently visited locations has been created to automatically calculate mileage and the round trip box must be selected for proper compensation. If your destination is not part of this table, submit a map quest report to use as verification for the mileage reimbursement submitted.

**\*\* Note:** All forms and accompanying documentation should (must) be submitted to your immediate supervisor (or to the instructed supervisor). **Authorization cannot occur without this documentation.** **\*\*All documentation will be submitted to the Business office on a monthly basis\*\*.**

Select the name of the supervisor to send the form to and acknowledge the below statement.

Note: Administrators submitting a form for reimbursement will use the approve button.

Send Form

**I have verified all expenditures. All expenditures include complete and accurate documentation.**

Any Fraudulent Activity will result in disciplinary action up to and including dismissal. Any non-verified expenses will not be reimbursed.

Are you sure?

Yes

Cancel

If a conflict screen appears type in an explanation in the box provided on the screen and select acknowledge. A conflict screen appears, if a request from a prior submitted form has the same date. If cancel is selected, the form has not been sent to the selected supervisor. If this is a duplicate form select cancel and delete the duplicate form.

Payment follows the payroll schedule. Forms that are authorized one week before a pay date are typically included on the payroll check.

**Note: The amount of the out-of-pocket expense is considered a reimbursement and is not taxed nor is this recognized as income earned by the Office of Retirement Services.**

Any form: created and saved, or submitted, can be reopened by selecting the form number or any words in blue. Use the history button at the bottom to view the next authorization level of the form.

Note: In the history, if the form has been denied the comment supplied by the person who denied the form can be seen. Correct and resubmit.

Total Items:	<b>121.92</b>
Total Mileage:	<b>0.00</b>
Requested Reimbursement:	<b>121.92</b>
Total Denied:	<b>0.00</b>
Total Reimbursement:	<b>\$121.92</b>