

Employee Instructions for Entering Reimbursements

Entering Reimbursements in SMARTer:

1. From the homepage: Select “My Requests” from the top tool bar.
2. Select “Reimbursement Entry”, it will default to the Current Reimbursements tab.
3. Select: + Add New
Fields in red will be required.
4. Enter the Purpose in the first portion and select “Save and Enter items”. The date here will default to today’s date.
Examples: Mileage, Meals, Supplies.
5. In the next window enter and choose the specific items you are requesting to be reimbursed and attach the supporting documentation.
 - ** The supporting documentation should be saved in PDF format and have a corresponding name, ex: training lunch
 - If the reimbursement is for mileage enter to and from information in the Comments field. For example: GCED to Cannon Falls High School to GCED. No attachment is needed. The description must include the specific destination. For example, GCED to Mpls to GCED isn’t descriptive enough. Instead it should read GCED to Mpls Convention Center to GCED. B-3 Staff have a separate procedure for home visits - see Page 3.
 - If the reimbursement is for meals, put the actual cost in the “Amount” field. If the cost is greater than the allowed reimbursement, the system will produce a warning message letting you know that the reimbursement will default to the allowable reimbursement. Alcoholic beverages are never reimbursed. Reasonable cost for tips is allowed. Copies of the receipts must be attached. Receipts must show the details of what was purchased, not just the slip showing the credit card charge.
 - The “Account Code” field can be left empty.
6. When all the information has been entered, Select “+ Add Save Row”.
7. If you have multiple items for reimbursement then you can complete another line with the information and select the +Add/Save row. The rows will save towards the bottom of the screen below the blank line.

Home My Payroll **My Requests** About Me

Current Reimbursements Past Reimbursements

Previously saved reimbursements with a Not Routed status are
Fields with a colored background need to be entered before save

← Close

Request Date 03/21/2023

Fiscal Year 2023

Reason

Purpose Training in Owatonna

Comments

✓ Save and Enter Items

✓ Save ← Close Delete

Status Not Routed Reimb # 1

Request Date 03/21/2023 Created By

Fiscal Year 2023 Reimbursement Total 0.00

Type Reimbursement

Reason

Purpose Training in Owatonna

Comments

New Row to be Added

Expense Date	Category	Miles	Limit	Amount	Description	Account Code	Receipt: Orig Req	File
03/05/2023	Mileage	30	0.655	19.65	Miles to training	Q	Yes	Choose a file or drag it here

Comments

+ Add/Save Row

Dist

8. Once all lines have been entered, select “Save” at the top of the entry.
9. It will take you back to the Current Reimbursement screen. You can either “Edit” your entry or select “Sign”. Sign off on your reimbursement entry and verify identity with your current password and last four of your SSN.

10. Next, select “Route” for your reimbursement.
11. The status of your reimbursement will show as Routed.

Mileage Reimbursement Table

From GCED or RWHS to:

Cannon Falls.....	27 miles
Goodhue.....	12 miles
Kenyon.....	37 miles
Lake City.....	17 miles
Zumbrota.....	20 miles
Mazeppa.....	27 miles
Colvill.....	3 miles
TBMS.....	2 miles
Sunnyside.....	3 miles
Burnside.....	8 miles
Tower View.....	9 miles
Brainerd.....	192 miles
Rochester (SSC).....	49 miles
Quora (Little Canada).....	54 miles
ZED.....	44 miles

From Cannon Falls to:

Goodhue.....	22 miles
Kenyon.....	22 miles
Lake City.....	39 miles
Zumbrota.....	23 miles
Mazeppa.....	30 miles
GCED/RWHS.....	27 miles
Rochester (SSC).....	50 miles
ZED.....	37 miles

From Goodhue to:

Cannon Falls.....	22 miles
Kenyon.....	26 miles
Lake City.....	21 miles
Zumbrota.....	15 miles
Mazeppa.....	9 miles
GCED/RWHS.....	12 miles
Rochester (SSC).....	37 miles
ZED.....	31 miles

From Kenyon to:

Cannon Falls.....	22 miles
Goodhue.....	26 miles
Lake City.....	43 miles
Zumbrota.....	17 miles
Mazeppa.....	25 miles
GCED/RWHS.....	37 miles
Rochester (SSC).....	45 miles
ZED.....	24 miles

From Lake City to:

Cannon Falls.....	38 miles
Goodhue.....	24 miles
Kenyon.....	45 miles
Zumbrota.....	27 miles
Mazeppa.....	21 miles
GCED/RWHS.....	17 miles
Rochester (SSC).....	45 miles
ZED.....	49 miles

From Zumbrota to:

Mazeppa.....	8 miles
Goodhue.....	15 miles
Cannon Falls.....	23 miles
Kenyon.....	17 miles
Lake City.....	26 miles
GCED/RWHS.....	20 miles
Rochester (SSC).....	29 miles
ZED.....	24 miles

From Mazeppa to:

Zumbrota.....	8 miles
Goodhue.....	9 miles
Cannon Falls.....	30 miles
Kenyon.....	25 miles
Lake City.....	20 miles
GCED/RWHS.....	27 miles
Rochester (SSC).....	28 miles
ZED.....	28 miles

Reimbursement Process

SMART/SMARTeR Reimbursement Process

- In SMARTeR under My Requests | Reimbursement Entry, employee enters reimbursement, scans & uploads receipts.
- Employees electronically sign the reimbursement & route request. Employees can track reimbursement status.
- Approver receives a notification of reimbursement. Approves or denies reimbursement. Forwards request to the next approver. The next approver receives notification.
- Completed approved reimbursement creates payroll upload file.
- The district payroll processor in Timecard Master clicks the Import Reimbursement button and saves in Timecard Master. Reimbursements are final and cannot be changed.
- The system retains all data for audit review.

The district determines what types of expenses can be reimbursed and who the approvers are. Reimbursement requests are routed based on employees' assignments. The assignment is based on the distribution code in the employee's paycheck data tab.

Birth - 3 Directions

Birth - 3 Mileage Information

In the comments field please enter the student initials and address of the visit. For data privacy, we don't want to enter the specific family name. By entering the student initials in the comments field, if audited by the MDE we can pull specific address information from SpEd Forms. If the visit isn't at the families home, then put both the student initials and the public location. For instance, [beginning address] to [student initials at address] to [student initials at address] to