



Create Expense Reimbursement

Instructions for creating Expense Reimbursement (with Specialized Account Coding)

Step 1

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html Under Global Sign In, click CalATERS Global.



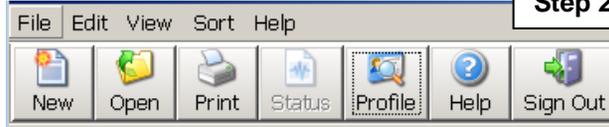
Enter the User ID and Password, and then click **Logon**.

Step 4

Key the Report Name (based on department policy), and then click **Ok**.



Step 2



Click the **New** icon to begin the Expense Reimbursement form.



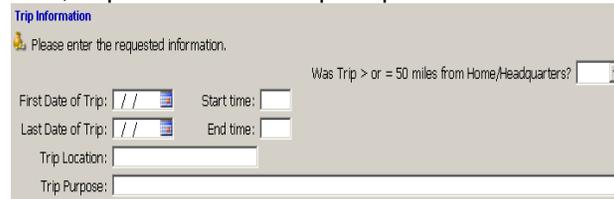
Select "Expense Reimbursement Form".

Step 5

Complete trip information as requested.

This example is based on Claim Type-In State Travel and Trip Type-Regular Travel.

Enter the First Date of Trip, Last Date of Trip (or click to select date from the calendar), start/end time, Trip Location and Trip Purpose.

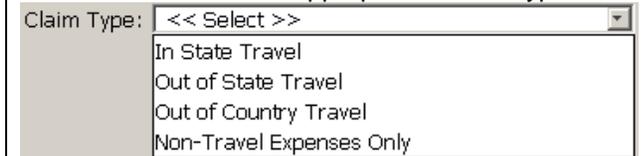


Click to answer question:

Was Trip > or = 50 miles from Home/Headquarters?

Step 3

Click and select the appropriate Claim Type.

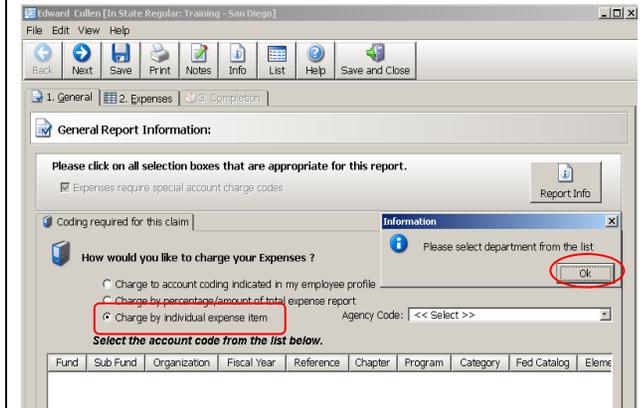


Click and select the appropriate Trip Type.



Click **Ok**.

Step 6



Select "Charge by individual expense item".

Click OK.



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Step 13

After all expenses have been entered, Click or to proceed.

TA Date	TA ID	TA Original Amount	TA Amount Available	Amount to be Recovered
02/13/12	TAF000000278	320.00	320.00	320.00

Review the Receipts, Review Items and Travel Advance Recovery tabs (if applicable). Review Summary, then click Submission tab.

Step 14

The Submission tab displays your approver. If necessary use **Change Approver** to select a different approver for this form, **Add Approver** to add an additional approver, or **Send Copy** (based on department policy).

I hereby certify that this request represents a true statement of the travel expenses incurred by me in accordance with the Department of Personnel Administration Rules and Regulations in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750 through 0754 pertaining to vehicle usage.

Enter password and click

Step 15

Select print options and . Transmittal page will display.

SUBMIT RECEIPTS TO		SUMMARY INFORMATION	
SCO DEPARTMENTAL ACCOUNTING		Name	Edward Cullen
PO BOX 942850		Expense Date	01/02/12-01/04/12
SACRAMENTO CA 94250-0001		Total Expense	698.55 USD
		Advance Scheduled Amount	320.00 USD
		Payroll Deduction	265.47
		Form ID	TEA00000512
		Approver	Professor Plum

REQUIRED RECEIPTS				
Rec. #	Date	Receipt Item	Amount	If not submitted - Explain
1)	01/02/12	Lodging	91.51 USD	
2)	01/02/12	Auto/Car Rental	75.00 USD	
3)	01/03/12	Lodging	90.51 USD	
4)	01/04/12	Lodging	90.51 USD	

Step 16

Click and then click .

Attach receipts to Transmittal Sheet and forward to approver (based on Department policy).