

# Fiscal Services

2016 - 2017



**Personnel Service Request (PSR)  
Travel Request Form (TRV)  
Workshop**

**P**

**S**

**R**



# PERSONNEL SERVICES REQUEST (PSR)

What is the purpose of a PSR and when should one be completed?



- A **PSR** is the official way for you to request approval for staffing changes at your site.
- A **PSR** allows for proper budget alignment of your staffing expenses.
- A **PSR** is required for both temporary changes (extra hours, substitutes) and long-term changes, such as an increase or decrease in staffing needs.

# PSR: PERSONNEL SERVICES REQUEST

## Used for:

- Certificated Extra-Duty
- Certificated Substitute
- Classified Extra Hours
- Classified Substitute
- Other (Ex: AVID Tutors)



**Personnel Services Request**

Route:

PSR Number:   Current Step: Status:

Site Name:  Board Action:   
 Request Type:

Purpose:

Employees:

Employee Name	Employee Name	Employee Name

Date(s) of Service:   
 Hours/Not to Exceed:   
 Rate of Pay:   
 Salary: 0.00 Benefits: 0.00 Total Cost: 0.00

Budget Transfer DT:

Justification:

Program:

Blanket Statement:

Comments:

Account(s)	Line	Pseudo	Account Number	Percent

# PSR-POSITION: REQUEST FOR POSITION

When does a *REQUEST FOR POSITION* PSR need to be completed?

**Anytime** there is **any** change to a position at your site...



A new position is being requested

A vacant position needs to be filled

Hours increase for a position

Hours decrease for a position

A position is eliminated

Position funding changes

**Personnel Services Request - Position**

New Edit Save Cancel Search Notes History Print Attachments Process Reopen

Route:  Go

PSR Number:  Go Current Step: Status:

Site Name:  Effective Date:

Request Type:  Board Action:

Position Type:

Position:

Replacement For:

Hours Per Day:  Days Per Year:

Start Time:    End Time:

Justification:

Comments:

Account(s):

Line	Pseudo	Account Number	Percent
1	<input type="text"/>	<input type="text"/>	0.00
2	<input type="text"/>	<input type="text"/>	0.00
3	<input type="text"/>	<input type="text"/>	0.00
4	<input type="text"/>	<input type="text"/>	0.00
5	<input type="text"/>	<input type="text"/>	0.00

**TO BE COMPLETED BY FISCAL SERVICES**

Position #: Salary: 0.00 Benefits: 0.00 Total Cost: 0.00

## PSR ROUTING PROCESS

Originator

Site or Department completes and routes forward



Fiscal Services

Reviews account codes, funding, and budget



Approvers

Review and Approve



Personnel Services

Fills personnel needs and /or prepares Board Agenda Item

# PSR TOOLS

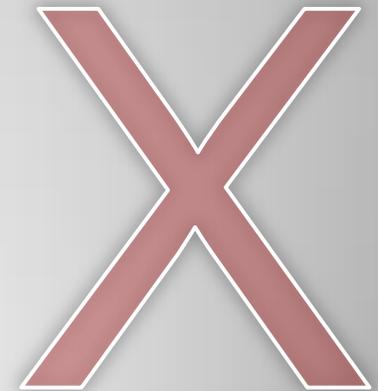


- Site Rosters
- Salary Calculator
- Frequently Used Account Codes
- Blanket Statements

# COMMON ERRORS WITH PSRs

Common reasons for PSRs being rejected include:

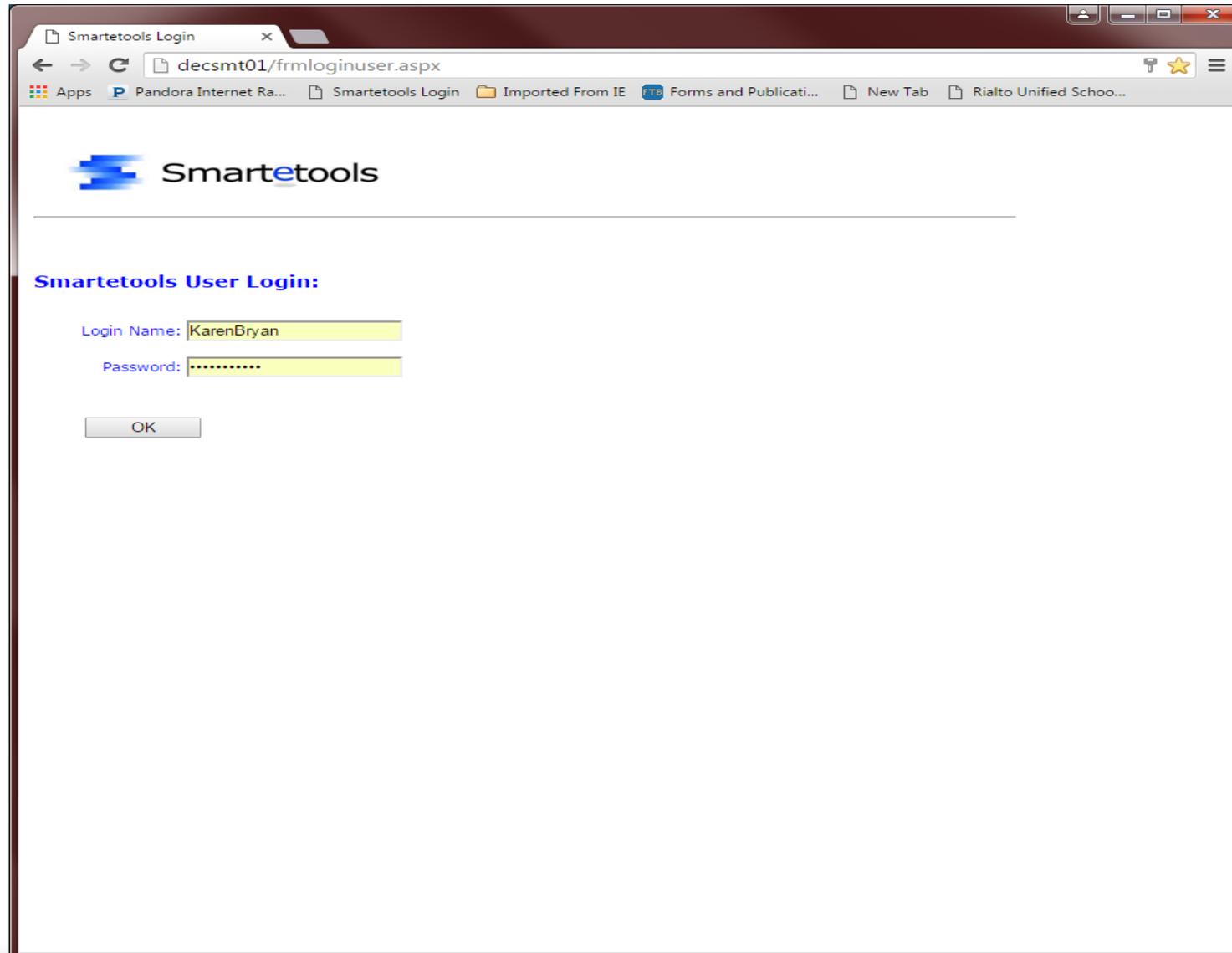
- **Lack of Budget** – Do not route a PSR for approval before submitting a budget transfer (not required for vacancies).
- **Incomplete information** – All PSR's MUST have a salary and benefit cost (not required for position PSRs).
- **Incorrect Account Number** – Please refer to updated, correct account numbers, as this determines how your PSR will route.



# ELECTRONIC TRAVEL REQUEST FORM (TRV)

**The “New and Improved” B-40/B-20**

# Log into Smartetools



The screenshot shows a web browser window titled "Smartetools Login" with the address bar displaying "decsmt01/frmloginuser.aspx". The browser's tab bar shows several open tabs, including "Apps", "Pandora Internet Ra...", "Smartetools Login", "Imported From IE", "FTB Forms and Publicati...", "New Tab", and "Rialto Unified Schoo...". The main content area of the browser displays the Smartetools logo, which consists of a blue stylized 'S' icon followed by the text "Smartetools". Below the logo is a horizontal line. Underneath the line, the text "Smartetools User Login:" is displayed in blue. Below this text are two input fields: "Login Name:" with the text "KarenBryan" entered, and "Password:" with a series of dots representing a masked password. Below the input fields is a button labeled "OK".

Smartetools Login

decsmt01/frmloginuser.aspx

Apps Pandora Internet Ra... Smartetools Login Imported From IE FTB Forms and Publicati... New Tab Rialto Unified Schoo...

 Smartetools

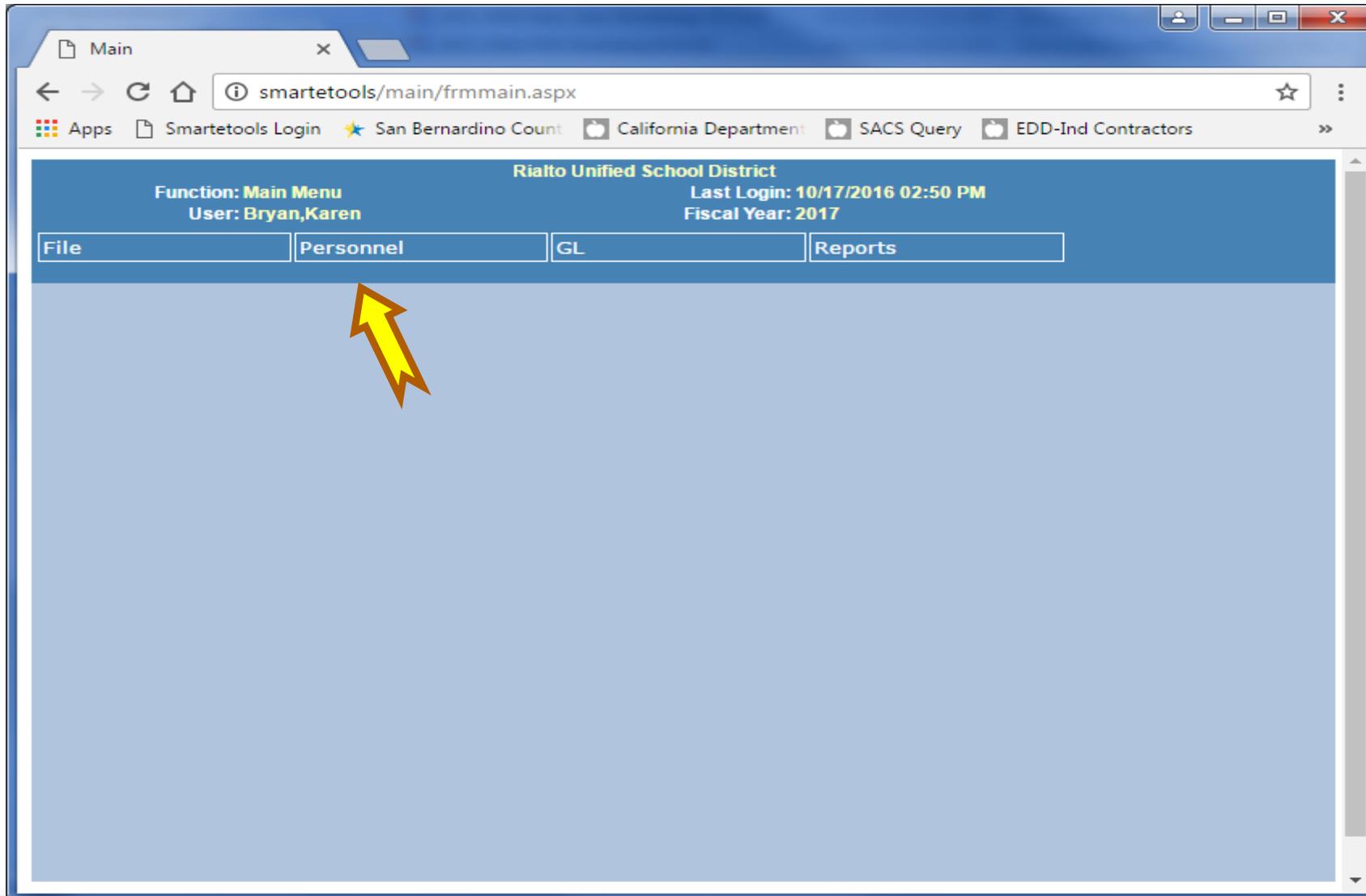
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**Smartetools User Login:**

Login Name:

Password:

Select the 'Personnel' icon to get to the Travel Request area



To create a TRV, first select the Travel Req icon

The screenshot shows a web browser window with the URL `smartetools/personnel/frmRUSDPSRMain.aspx`. The page title is "Personnel Services Request Listing" for the "Rialto Unified School District". The user is identified as "Bryan, Karen" and the fiscal year is "2017". The last login time is "10/17/2016 02:50 PM".

The navigation menu includes the following items:

- File
- Personnel
- GL
- Reports
- PSR
- PSR - Position
- PSR Listing
- Travel Req Listing
- Travel Req

The main heading is "Personnel Services Request - List". Below this, there is a section titled "List Requisitions" with a "Create Req" button and a dropdown menu set to "- None -".

The search criteria section includes the following fields:

- Request Number:
- Request Type:
- Current Step:
- Creation Date From:
- Status:
- Site:
- Employee Name:
- Requested By:

Buttons for "Search" and "Reset" are located at the bottom of the search criteria section.

Next, click 'New'

The screenshot shows a web browser window with the URL `smartetools/personnel/frmRUSDConfReq.aspx`. The page header identifies the user as `Bryan, Karen` and the fiscal year as `2017`. The main navigation bar includes tabs for `File`, `Personnel`, `GL`, and `Reports`. Below this, there are sub-tabs for `PSR`, `PSR - Position`, `PSR Listing`, `Travel Req Listing`, and `Travel Req`.

The **Travel Request** section contains a row of buttons: `New`, `Edit`, `Save`, `Cancel`, `Delete`, `Search`, `Copy Req`, `Notes`, `History`, `Print`, `Attachments`, `Process`, and `Reopen`. A yellow arrow points to the `New` button.

Below the buttons is a `Route:` dropdown menu and a `Go` button. Further down is a `Document #:` input field with a `Go` button. The main form area contains several fields for data entry:

- `Emp. Last/First/Middle Name:`
- `Job Title:`
- `Work Site:`
- `Name of Conference:`
- `Address 1:` (with `City:` and `State:Zip:` sub-fields)
- `Address 2:` (with `County:` sub-field)
- `Conf From Date:` and `Conf To Date:`
- `Departure Date/Time:` and `Return Date/Time:`
- `Description:`
- `Rationale:`
- `Employee Type:` and `PSR Number:`
- `Trip #:` and `AESOP #:`
- `Board Approval:`

At the bottom, there are three expandable sections:

- Estimated Expenses (Must Include Tax and Applicable Fees)**: Includes an `Add Extra Expense Lines` button and a `ReCalculate` button.
- Travel / Conference Accounts**: Includes fields for `Account(s):`, `Substitute Account:`, `Substitute Account Cost:`, `Other Account:`, and `Other Account Cost:`.
- Actual Expenses**

# Create your TRV by filling in all fields, not just those in red

Travel Request Request

smartetools/personnel/frmRUSDCnfReq.aspx

Rialto Unified School District  
 Function: Personnel  
 User: Bryan, Karen  
 Last Login: 10/17/2016 02:50 PM  
 Fiscal Year: 2017

File Personnel GL Reports  
 PSR PSR - Position PSR Listing Travel Req Listing Travel Req

### Travel Request

New Edit Save Cancel Delete Search Copy Req Notes History Print Attachments Process Reopen

Route:  Go

Document #:  Go Current Step: Status:

Emp. Last/First/Middle Name:    Employee Type: - None - Trip #:  ← RUSD Bus  
 Job Title: - None - PSR Number:  ← If sub needed AESOP #: **FOR PERSONNEL USE**  
 Work Site: Fiscal Services

Name of Conference:

Address 1:  Address 2:   
 City:  State:  Zip:  County:

Conf From Date:  Conf To Date:  Board Approval:

Departure Date/Time:   ← To verify qualifying meals → Return Date/Time:

Description:

Rationale:  If using Categorical funding, list Justification here

#### Estimated Expenses (Must Include Tax and Applicable Fees)

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	- None -	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>	<input type="text"/>
2	- None -	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>	<input type="text"/>
3	- None -	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>	<input type="text"/>
4	- None -	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	<input type="text"/>	<input type="text"/>
<b>Estimate Totals:</b>				0.00	0.00	0.00	0.00		

# List estimated expenses and method of payment

Travel Request Request

smartetools/personnel/frmRUSDConfReq.aspx

Emp. Last/First/Middle Name: Bryan Karen Employee Type: District Employee Trip #:   
 Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #:   
 Work Site: Fiscal Services   
 Name of Conference: Fiscal Fundamentals   
 Address 1: 123 S. Main St Address 2:   
 City: San Diego State: CA Zip: 91234 County:   
 Conf From Date: 10/03/2016 Conf To Date: 10/05/2016 Board Approval:   
 Departure Date/Time: 10/03/2016 06:00 AM Return Date/Time: 10/05/2016 05:00 PM   
 Description: Workshop to make fiscal managers aware of recent changes to accounting legislation   
 Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations

**Estimated Expenses (Must Include Tax and Applicable Fees)**

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	003456	
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00		
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50		
4	Meals -Breakfast/\$15	Breakfast for 2 days	2.00	30.00	0.00	0.00	30.00		
5	Meals - Lunch/\$15	Lunch for 3 days	3.00	45.00	0.00	0.00	45.00		
6	Meals - Dinner/\$30	Dinner for 2 days	2.00	60.00	0.00	0.00	60.00		
7	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00		
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00		
9	- None -		0.00	0.00	0.00	0.00	0.00		
10	- None -		0.00	0.00	0.00	0.00	0.00		
11	- None -		0.00	0.00	0.00	0.00	0.00		
12	- None -		0.00	0.00	0.00	0.00	0.00		
<b>Estimate Totals:</b>				380.50	664.00	300.00	1,344.50		

Select account number(s) to be charged in the 'Travel/Conference Accounts' chart, along with corresponding costs.

Travel Request Request

smartetools/personnel/frmRUSDConfReq.aspx

Apps Smartetools Login San Bernardino Count California Department SACS Query EDD-Ind Contractors Adobe PDF Services Logon - PGMS (CA De Rialto Unified School Pandora Radio - Liste

**Estimated Expenses (Must Include Tax and Applicable Fees)**

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	003456	<input type="checkbox"/>
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00		<input type="checkbox"/>
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50		<input type="checkbox"/>
4	Meals -Breakfast/\$15	Breakfast for 2 days	2.00	30.00	0.00	0.00	30.00		<input type="checkbox"/>
5	Meals - Lunch/\$15	Lunch for 3 days	3.00	45.00	0.00	0.00	45.00		<input type="checkbox"/>
6	Meals - Dinner/\$30	Dinner for 2 days	2.00	60.00	0.00	0.00	60.00		<input type="checkbox"/>
7	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00		<input type="checkbox"/>
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00		<input type="checkbox"/>
9	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
10	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
11	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
12	- None -		0.00	0.00	0.00	0.00	0.00		<input type="checkbox"/>
<b>Estimate Totals:</b>				0.50	664.00	300.00	1,344.50		

Add Extra Expense Lines ReCalculate

**Travel / Conference Accounts**

Account(s):

Line	Account Number	Estimated Cost	Delete
1	01-0000-0-0000-7300-5200-745-0210	1,344.50	<input type="checkbox"/>
2		0.00	<input type="checkbox"/>
3		0.00	<input type="checkbox"/>
4		0.00	<input type="checkbox"/>
5		0.00	<input type="checkbox"/>

Substitute Account: 01-0000-0-9045-2110-2440-745-0210

Substitute Account Cost: 414.00

Other Account:

**\*\* Remember to list substitute cost as a line item under 'Estimated Expenses' and enter cost in the PO/Sub Amount column**

# Check 'Cost Summary' for accuracy

Travel Request Request

smartetools/personnel/frmRUSDCnfReq.aspx

Apps Smartetools Login San Bernardino Count California Department SACS Query EDD-Ind Contractors Adobe PDF Services Logon - PGMS (CA De Rialto Unified School Pandora Radio - Liste

11	- None -		0.00	0.00	0.00	0.00	0.00
12	- None -		0.00	0.00	0.00	0.00	0.00
<b>Estimate Totals:</b>				380.50	664.00	300.00	1,344.50

Add Extra Expense Lines ReCalculate

**Travel / Conference Accounts**

Account(s)	Line	Account Number	Estimated Cost	Delete
	1	01-0000-0-0000-7300-5200-745-0210	1,344.50	<input type="checkbox"/>
	2		0.00	<input type="checkbox"/>
	3		0.00	<input type="checkbox"/>
	4		0.00	<input type="checkbox"/>
	5		0.00	<input type="checkbox"/>

Substitute Account: 01-0000-0-9045-2110-2440-745-0210

Substitute Account Cost: 414.00

Other Account:

Other Account Cost: 0.00

**+ Actual Expenses**

**Cost Summary**

Expense Category	Estimated	Actual	Difference
Registration	250.00	0.00	250.00
Lodging	300.00	0.00	300.00
Transportation	245.50	0.00	245.50
Meals	135.00	0.00	135.00
Substitute	414.00	0.00	414.00
<b>Totals:</b>	<b>1,344.50</b>	<b>0.00</b>	<b>1,344.50</b>

**Total Expenses:** 0.00

**Less PO/Substitute/District Card:** 0.00

**Net Reimbursement Claimed:** 0.00

**Actual Reimbursement Amount:** 0.00

I certify that the above are actual and necessary expenses incurred for the school district purposes and in accordance with the Educational Code of the State of California. I have read the Conference Reimbursement guidelines and have adhered to the procedures.

Review all data and click “Save.” Attach a copy of flyer/brochure if available. Print a copy of the TRV to give to attendee, so he/she will know what is pre-approved for reimbursement. Be sure correct approver is selected and click “Go” to route the Travel Request to the next approver

**Rialto Unified School District**  
 Function: Personnel  
 User: Bryan, Karen  
 Last Login: 10/17/2016 02:50 PM  
 Fiscal Year: 2017

File Personnel GL Reports  
 PSR PSR - Position PSR - Position Listing Travel Req Listing Travel Req

**Travel Request**

New Edit Save Cancel Delete Search Copy Req Notes(0) History Print Attachments(0) Process Reopen

Route: Send to Fiscal Services Approver **Go**

**Travel Request has been successfully saved.**

Document #: TRV170608 **Go** Current Step: New Requisition (Originator) Status: Open

Emp. Last/First/Middle Name: Bryan, Karen Employee Type: District Employee Trip #:   
 Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #:   
 Work Site: Fiscal Services  
 Fiscal Fundamentals  
 Name of Conference:   
 Address 1: 123 S. Main St Address 2:   
 City: San Diego State: CA Zip: 91234 - County:   
 Conf From Date: 10/03/2016 Conf To Date: 10/05/2016 Board Approval:   
 Departure Date/Time: 10/03/2016 06:00 AM Return Date/Time: 10/05/2016 05:00 PM  
 Description: Workshop to make fiscal managers aware of recent changes to accounting legislation  
 Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations

**Estimated Expenses (Must Include Tax and Applicable Fees)**

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	003456	
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00		
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50		
4	Meals - Breakfast/\$15	Breakfast for 2 days	2.00	30.00	0.00	0.00	30.00		
5	Meals - Lunch/\$15	Lunch for 3 days	3.00	45.00	0.00	0.00	45.00		

## TRV ROUTING PROCESS

Originator

Site or Department completes and routes forward



Fiscal Services

Reviews account codes, funding, and budget



Approvers

Review and Approve



Personnel Services

Reviews/Approves/Checks for subs and routes back to Originator for processing (Travel Approved-Awaiting Receipts)

Once employee returns, search for Travel Request by TRV #, and select

Rialto Unified School District  
Function: Last Login: 10/17/2016 02:50 PM  
User: Bryan, Karen Fiscal Year: 2017

File Personnel GL Reports  
PSR PSR - Position PSR Listing Travel Req Listing Travel Req

### Travel Requisition Search

List Requisitions Where

Create Requisition

Document Number: TRV170608 Requisition Status: Pending Approval  
Employee Type: - None - Request Site: - None -  
Requisition Step: - None - Creation Date From: To:  
Employee Last Name: Employee First Name:

Search Reset

**1 requisition found.** Note: Click on a table column heading to sort results by that column

Select	Document #	Created	Employee Type	Employee Name	Work Site	Requisition Step	Status
Select	TRV170608	10/17/2016	District Employee	Bryan, Karen	Fiscal Services	Travel Approved - Awaiting Receipts	Pending Approval

Fill out 'Actual Expenses' section by selecting the 'Edit' button, then.....

The screenshot shows a web browser window with the URL `smartetools/personnel/firmRUSDConfReq.aspx`. The page header identifies the user as **Bryan, Karen** with a last login of **10/17/2016 02:50 PM** for the **Fiscal Year: 2017**. The navigation menu includes **File**, **Personnel**, **GL**, and **Reports**, with sub-menus for **PSR**, **PSR - Position**, **PSR Listing**, **Travel Req Listing**, and **Travel Req**.

The **Travel Request** section features a toolbar with buttons for **New**, **Edit**, **Save**, **Cancel**, **Delete**, **Search**, **Copy Req**, **Notes(0)**, **History**, **Print**, **Attachments(0)**, **Process**, and **Reopen**. A yellow arrow points to the **Edit** button. Below the toolbar is a dropdown menu set to **Send to Accounts Payable** with a **Go** button.

The form details include:

- Document #:** TRV170608 (with a **Go** button)
- Current Step:** Travel Approved - Awaiting Receipts
- Emp. Last/First/Middle Name:** Bryan Karen
- Employee Type:** District Employee
- Trip #:** (blank)
- Job Title:** FISCAL SERVICES SUPERVISOR
- PSR Number:** 171234
- AESOP #:** (blank)
- Work Site:** Fiscal Services
- Name of Conference:** Fiscal Fundamentals
- Address 1:** 123 S. Main St
- Address 2:** (blank)
- City:** San Diego
- State:** CA
- Zip:** 91234
- County:** (blank)
- Conf From Date:** 10/03/2016
- Conf To Date:** 10/05/2016
- Board Approval:** (blank)
- Departure Date/Time:** 10/03/2016 06:00 AM
- Return Date/Time:** 10/05/2016 05:00 PM
- Description:** Workshop to make fiscal managers aware of recent changes to accounting legislation
- Rationale:** RUSD Fiscal Services must be up-to-date with legislative regulations

...fill in expenses, where applicable, using receipts given to you by attendee. Choose the last date of expense, if it spans more than 1 day.

Travel Request Request

smartetools/personnel/frmRUSDConfReq.aspx

Apps Smartetools Login San Bernardino Count California Department SACS Query EDD-Ind Contractors Adobe PDF Services Logon - PGMS (CA De Rialto Unified School Pandora Radio - Listen

Actual Expenses

Copy From Estimated

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	0.00
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00	0.00
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50	0.00
4	Meals -Breakfast/\$15	Breakfast for 2 days	2.00	28.94	0.00	0.00	30.00	0.00
5	Meals - Lunch/\$15	Lunch for 3 days	3.00	43.19	0.00	0.00	45.00	0.00
6	Meals - Dinner/\$30	Dinner for 2 days	2.00	55.87	0.00	0.00	60.00	0.00
7	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00	0.00
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00	0.00
9	- None -		0.00	0.00	0.00	0.00	0.00	0.00
10	- None -		0.00	0.00	0.00	0.00	0.00	0.00
11	- None -		0.00	0.00	0.00	0.00	0.00	0.00
12	- None -		0.00	0.00	0.00	0.00	0.00	0.00
13	- None -		0.00	0.00	0.00	0.00	0.00	0.00
14	- None -		0.00	0.00	0.00	0.00	0.00	0.00
15	- None -		0.00	0.00	0.00	0.00	0.00	0.00
16	- None -		0.00	0.00	0.00	0.00	0.00	0.00
<b>Actual Totals:</b>				380.50	664.00	300.00	1,344.50	0.00

If you try to claim more than the pre-approved amount for meals, you will receive the error message shown below.

Travel Request Request

smartetools/personnel/frmRUSDConfReq.aspx

Rialto Unified School District  
 Function: Personnel  
 User: Bryan, Karen  
 Last Login: 10/17/2016 02:50 PM  
 Fiscal Year: 2017

File Personnel GL Reports  
 PSR PSR - Position PSR Listing Travel Req Listing Travel Req

### Travel Request

New Edit Save Cancel Delete Search Copy Req Notes(0) History Print Attachments(0) Process Reopen

Route: Send to Accounts Payable

**The Actual cost for the expense type 'Meals - Dinner/\$30 ' as entered on Line 6 exceeds the maximum allowable of \$60.00.** 

Document #: TRV170608  Current Step: Travel Approved - Awaiting Receipts Status: Open

Emp. Last/First/Middle Name: Bryan Karen Employee Type: District Employee Trip #:   
 Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #:   
 Work Site: Fiscal Services  
 Name of Conference: Fiscal Fundamentals  
 Address 1: 123 S. Main St Address 2:   
 City: San Diego State: CA Zip: 91234 County:   
 Conf From Date: 10/03/2016 Conf To Date: 10/05/2016 Board Approval:   
 Departure Date/Time: 10/03/2016 06:00 AM Return Date/Time: 10/05/2016 05:00 PM  
 Description: Workshop to make fiscal managers aware of recent changes to accounting legislation  
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**Estimated Expenses (Must Include Tax and Applicable Fees)**

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Sub. Amount	District Card	Total Estimate	Req. #	Delete
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	003456	<input type="checkbox"/>
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00		<input type="checkbox"/>
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50		<input type="checkbox"/>
4	Meals -Breakfast/\$15	Breakfast for 2 days	2.00	30.00	0.00	0.00	30.00		<input type="checkbox"/>

Double check your entries for accuracy and click 'Save.' Make sure 'Total Expenses' section looks correct, print a copy, and route to next approver (Accounts Payable) to start the reimbursement process.

Travel Request Request

smartetools/personnel/frmRUSDCnfReq.aspx

Substitute Account: 01-0000-0-9045-2110-2440-745-0210  
 Substitute Account Cost: 414.00  
 Other Account:  
 Other Account Cost: 0.00

**Actual Expenses**

Copy From Estimated

Line	Expense Type	Description	Qty/Days	Employee Amt	PO/Substitute Amount	District Card	Actual Amount	Reimbursed Amount
1	Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	0.00	250.00	0.00	250.00	0.00
2	Lodging - Hotel	Hilton Garden Inn	2.00	0.00	0.00	300.00	300.00	0.00
3	Mileage	Roundtrip to San Diego	425.00	229.50	0.00	0.00	229.50	0.00
4	Meals - Breakfast/\$15	Breakfast for 2 days	2.00	28.94	0.00	0.00	28.94	0.00
5	Meals - Lunch/\$15	Lunch for 3 days	3.00	43.19	0.00	0.00	43.19	0.00
6	Meals - Dinner/\$30	Dinner for 2 days	2.00	55.87	0.00	0.00	55.87	0.00
7	Parking	Hotel Parking Fee	2.00	16.00	0.00	0.00	16.00	0.00
8	Substitute	Substitute needed for 3 days	3.00	0.00	414.00	0.00	414.00	0.00
<b>Actual Totals:</b>				373.50	664.00	300.00	1,337.50	0.00

**Cost Summary**

Expense Category	Estimated	Actual	Difference
Registration	250.00	250.00	0.00
Lodging	300.00	300.00	0.00
Transportation	245.50	245.50	0.00
Meals	135.00	128.00	7.00
Substitute	414.00	414.00	0.00
<b>Totals:</b>	<b>1,344.50</b>	<b>1,337.50</b>	<b>7.00</b>

**Total Expenses:** 1,337.50

**Less PO/Substitute/District Card:** 964.00

**Net Reimbursement Claimed:** 373.50

**Actual Reimbursement Amount:** 0.00

I certify that the above are actual and necessary expenses incurred for the school district purposes and in accordance with the Educational Code of the State of California. I have read the Conference Reimbursement guidelines and have adhere

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Report Date: 10/17/2016 Rialto Unified School District Page 1 of 2  
 Fiscal Year: 2017

Travel Request Form

Document #: TRV170608 Current Step: New Requisition (Originator) Status: New

Employee Name: Bryan, Karen Employee Type: District Employee Trip #:  
 Job Title: FISCAL SERVICES SUPERVISOR PSR Number: 171234 AESOP #:  
 Work Site: Fiscal Services

Conference Name: Fiscal Fundamentals

Address 1: 123 S. Main St Address 2:  
 City: San Diego State: CA ZipCode: 91234 County:  
 Conf From Date: 10/03/2016 Conf To Date: 10/05/2016 Board Approval:  
 Depart Date/Time: 10/03/2016 06:00 AM Return Date/Time: 10/05/2016 05:00 PM

Description: Workshop to make fiscal managers aware of recent changes to accounting legislation  
 Rationale: RUSD Fiscal Services must be up-to-date with legislative regulations

**Estimated Expenses (Must Include Tax and Applicable Fees)**

Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Total Estimate	Req. #
Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	\$0.00	\$250.00	\$0.00	\$250.00	003456
Lodging - Hotel	Hilton Garden Inn	2.00	\$0.00	\$0.00	\$300.00	\$300.00	
Mileage	Roundtrip to San Diego	425.00	\$229.50	\$0.00	\$0.00	\$229.50	
Meals -Breakfast/\$15	Breakfast for 2 days	2.00	\$30.00	\$0.00	\$0.00	\$30.00	
Meals - Lunch/\$15	Lunch for 3 days	3.00	\$45.00	\$0.00	\$0.00	\$45.00	
Meals - Dinner/\$30	Dinner for 2 days	2.00	\$60.00	\$0.00	\$0.00	\$60.00	
Parking	Hotel Parking Fee	2.00	\$16.00	\$0.00	\$0.00	\$16.00	
Substitute	Substitute needed for 3 days	3.00	\$0.00	\$414.00	\$0.00	\$414.00	
<b>Estimated Totals:</b>			<b>\$380.50</b>	<b>\$664.00</b>	<b>\$300.00</b>	<b>\$1,344.50</b>	

**Travel / Conference Accounts**

Line	Account Number	Amount
1	01-0000-0-0000-7300-5200-745-0210	\$1,344.50

Substitute Account: 01-0000-0-9045-2110-2440-745-0210  
 Substitute Acct Cost: \$414.00  
 Other Account:  
 Other Acct Cost: \$0.00

**Actual Expenses**

**\*\*Remember: Have attendee sign the copy you printed and send to Fiscal with all original receipts and back-up**

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Report Date: 10/17/2016  
Fiscal Year: 2017

**Rialto Unified School District** Page 2 of 2

**Travel Request Form**

Document #: TRV170608 Current Step: New Requisition (Originator) Status: New

Expense Type	Description	Qty/Days	Empl. Amt	PO/Sub. Amt	District Card	Actual Amt	Reimb. Amt
Registration Fee	Workshop Fee- Fiscal Fundamentals	1.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00
Lodging - Hotel	Hilton Garden Inn	2.00	\$0.00	\$0.00	\$300.00	\$300.00	\$0.00
Mileage	Roundtrip to San Diego	425.00	\$229.50	\$0.00	\$0.00	\$229.50	\$0.00
Meals - Breakfast/\$15	Breakfast for 2 days	2.00	\$28.94	\$0.00	\$0.00	\$28.94	\$0.00
Meals - Lunch/\$15	Lunch for 3 days	3.00	\$43.19	\$0.00	\$0.00	\$43.19	\$0.00
Meals - Dinner/\$30	Dinner for 2 days	2.00	\$55.87	\$0.00	\$0.00	\$55.87	\$0.00
Parking	Hotel Parking Fee	2.00	\$16.00	\$0.00	\$0.00	\$16.00	\$0.00
Substitute	Substitute needed for 3 days	3.00	\$0.00	\$414.00	\$0.00	\$414.00	\$0.00
<b>Actual Totals:</b>			<b>\$373.50</b>	<b>\$664.00</b>	<b>\$300.00</b>	<b>\$1,337.50</b>	<b>\$0.00</b>

**Cost Summary**

Expense Category	Estimated	Actual	Difference
Lodging	\$300.00	\$300.00	\$0.00
Meals	\$135.00	\$128.00	\$7.00
Registration	\$250.00	\$250.00	\$0.00
Substitute	\$414.00	\$414.00	\$0.00
Transportation	\$245.50	\$245.50	\$0.00
	<b>\$1,344.50</b>	<b>\$1,337.50</b>	<b>\$7.00</b>

Total Expenses: \$1,337.50  
Less PO/Sub./District Card: \$964.00  
Net Reimbursement Claimed: \$373.50  
Actual Reimbursement Amount: \$0.00

Signature of Claimant: Karen Bryan 

I certify that the above are actual and necessary expenses incurred for the school district purposes and in accordance with the Educational Code of the State of California. I have read the Conference Reimbursement guidelines and have adhered to the procedures.

## TRV REIMBURSEMENT REQUIREMENTS

- Brochure, flyer, or registration form that includes name, address, dates of conference, and what's included (e.g. meals)
- Original itemized receipts for your OWN meals, parking, shuttle, etc.
- If claiming mileage, you need Proof of Insurance for dates of conference & B-61 form on file with Accounts Payable or submit with back-up
- Worksite of person being reimbursed on TRV must be listed - this is where the reimbursement will be sent!
- Reimbursements are sent to employee via pony, not on payroll check

## Guidelines for Meal Reimbursements

(AR 3350) Meal reimbursements shall be limited to a maximum of \$15.00 for breakfast, \$15.00 for lunch, and \$30.00 for dinner, for a maximum of \$60 per day, or a total cost of conference meals that are included in the conference package. Tip/gratuities are not to exceed 15% of the meal cost. Alcoholic beverages will not be reimbursed. Groceries purchased in lieu of a meal will not be reimbursed. *Original itemized receipts must be submitted for reimbursement. If a conference includes meals as part of its registration, a meal reimbursement cannot be claimed.*

**Meals may be claimed based on the following timeframes for trips more than 24 hours:**

### **First day of travel:**

Trip begins at or before 6:00 a.m., breakfast may be claimed

Trip begins at or before 11:00 a.m., lunch may be claimed

Trip begins at or before 5:00 p.m., dinner may be claimed

## Guidelines for Meal Reimbursements (cont.)

### Last day of travel (after 24 hours):

Trip ends at or after 8:00 a.m., breakfast may be claimed

Trip ends at or after 2:00 p.m., lunch may be claimed

Trip ends at or after 7:00 p.m., dinner may be claimed

### Meals may be claimed based on the following timeframes for trips LESS than 24 hours:

Trip begins at or before 6:00 a.m. and ends after 9:00 a.m., breakfast may be claimed

Trip begins at or before 11:00 a.m. and ends after 2:00 p.m., lunch may be claimed

Once Accounts Payable has processed your TRV for reimbursement, you will receive an email similar to the one shown below:

-----Original Message-----

From: Smartetools Automated E mail -DO NOT REPLY  
[<mailto:smartetools@rialto.k12.ca.us>]

Sent: Monday, October 17, 2016 11:14 AM

To: [REDACTED]

Subject: Travel Requisition Processed

Dear [REDACTED],

The Travel Requisition: TRV [REDACTED] was processed on 10/17/2016 11:14.

Please do not reply to this email. If you have any questions please email or call the Personnel department.

## PSR & TRV Other Info

### **PSR's: To approve and generate substitute coverage.**

Create a PSR for your substitute request if no registration fee, no mileage, no meals....*nothing but substitute coverage* will be needed for a conference/workshop/training. **DO NOT** create a TRV.

PSR's route through the same approvers as TRV's, which means the reason for the substitute coverage is being approved. It would be double work to create a PSR and a TRV, if the need is only for a substitute.

### **TRV's: For approval of conferences/workshops/trainings and all related expenditures.**

Complete a TRV for **ALL** expenses tied to conferences/workshops/trainings, even if the only expense will be mileage (use object code 5200). If an employee attends a conference/workshop/training and for whatever reason only claims mileage, this mileage expense should be on a TRV and paid to a 5200 object code. Employees need approval to attend conferences, which the TRV is supposed to provide beforehand, and object code 5200 represents all costs associated with the conference.

## Both a PSR & a TRV:

You must create **both a PSR and a TRV**, if you will be requesting ***substitute coverage along with other expenses***. The PSR is the approval for payroll to pay the substitute assigned. The TRV is the approval for the employee to attend the conference. *Complete the PSR cell on the TRV with your PSR number so Personnel will know you've already requested a substitute.*

Personnel will complete the AESOP cell on the TRV once the conference is approved by the Lead Personnel Agent. **Leave this cell blank.**

## Further Clarification:

Complete a mileage card for *all other* mileage as done in the past, coding to a 5210 object code. Example – traveling between multiple school sites for various meetings.

You may electronically attach copies of your receipts and other documents when completing a TRV, but must still **send original receipts to Fiscal with the signed TRV.**

If a PSR or TRV has been approved and the approved individual cannot attend, *you must create another PSR or TRV if you want to substitute one employee for another.* This is the only way another individual can be approved or reimbursed. In the notes section, please state who will be replacing whom, reference the original PSR/TRV #, and state whether or not additional budget is required. Once a PSR/TRV has gone through the approval process, it cannot be edited or modified.



**ANY QUESTIONS?**