



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### Expense Reimbursement Policy Settings

Expense reimbursement policies apply to specific expense items. Expense amounts need to be determined for each policy. Examples and screen prints are provided in this section for each expense reimbursement policy.

#### ER Department Policy #1

**System Setting:** When Commercial Air Fare is selected, CalATERS will prompt employee to attach travel itinerary to the Transmittal Sheet.

**Scenario:** An employee submits an expense reimbursement form for \$1.00 for the expense type of Commercial Air Fare.

**Exception Notice:** Travel itinerary required and must be attached to the Transmittal Sheet.

The screenshot shows the 'Expense Reimbursement Form: Test' window. The '3. Expenses' tab is active. A table lists expenses with columns for date, amount, and totals. A dialog box titled 'Review Items - Exceptions' is open, displaying the following information:

Item: **ER Department Policy #1**  
Exception: **Travel itinerary required and must be attached to the Transmittal Sheet.**

Buttons: Ok, Cancel, Policy...

Below the dialog box, the form fields are visible:

- Expense: Commercial Air Fare
- Date: 03/03/03
- Amount: 1.00
- Payment type: Cash
- Contracted Provider: Southwest Airlines
- Receipt included: Yes

Buttons: Enter, Delete, New



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #2

**System Setting:** When Conference Fees is selected, CalATERS will prompt employee to attach conference itinerary to the Transmittal Sheet.

**Scenario:** An employee submits an expense reimbursement form for \$1.00 for the expense type of Conference Fees.

**Exception Notice:** Conference itinerary required and must be attached to the Transmittal Sheet.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The '3. Expenses' tab is active, displaying a table with columns for dates and a 'Totals' column. A row for 'Conference Fees' on 'Mon Mar 3' is highlighted. A dialog box titled 'Review Items - Exceptions' is open, displaying the following text:

Item: **ER Department Policy #2**  
Exception: **Conference itinerary required and must be attached to the Transmittal Sheet.**

Buttons: Ok, Cancel, Policy...

Below the dialog box, the form fields are visible:

- Expense: Conference Fees
- Payment type: Cash
- Date: 03/03/03 (Monday)
- Amount: 1.00
- Location: LA
- Receipt included: Yes
- Conference Name: Preparedness

Buttons: Enter, Delete, New



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #3

**System Setting:** When Training/Tuition is selected, CalATERS will prompt employee to attach training request form and certificate of completion to the Transmittal Sheet.

**Scenario:** An employee submits an expense reimbursement form for \$1.00 for the expense type of Training/Tuition.

**Exception Notice:** Training request form and certificate of completion required and must be attached to the Transmittal Sheet.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The '3. Expenses' tab is active, and a table lists an expense for 'Training/Tuition' on 'Mon Mar 3' for an amount of '1.00'. An exception dialog box titled 'Review Items - Exceptions' is displayed, containing the following text:

Item: **ER Department Policy #3**  
Exception: Training request form and certificate of completion required and must be attached to the Transmittal Sheet.

Buttons: Ok, Cancel, Policy...

Below the dialog, the form fields are visible:

- Expense: Training/Tuition
- Date: 03/03/03
- Amount: 1.00
- Training Course: Grammar
- Payment type: Cash
- Location: LA
- Receipt included: Yes

Buttons: Enter, Delete, New



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #4

**System Setting:** When Auto Rental is selected, CalATERS will prompt employee to attach the rental car agreement to the Transmittal Sheet.

**Scenario:** An employee submits an expense reimbursement form for \$1.00 for the expense type of Auto Rental.

**Exception Notice:** Rental car agreement required and must be attached to the Transmittal Sheet.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user Sue W Bushnell. The '3. Expenses' tab is active, showing a table with one entry: 'Auto Rental' on 'Mon Mar 3' for an amount of '1.00'. An 'Exceptions' dialog box is open, displaying the message: 'Item: ER Department Policy #4. Exception: Rental car agreement required and must be attached to the Transmittal Sheet.' Below the dialog, the form fields are visible: Expense: Auto Rental, Date: 03/03/03, Amount: 1.00, Payment type: Cash, Contracted Provider: Alamo Rent A Car, Inc, Location: LA, and Receipt included: Yes.

	Mon Mar 3									Totals
Auto Rental										

**Review Items - Exceptions**

Item: **ER Department Policy #4**  
Exception: Rental car agreement required and must be attached to the Transmittal Sheet.

Ok Cancel Policy...

Expense: Auto Rental Payment type: Cash  
Date: 03/03/03 Contracted Provider: Alamo Rent A Car, Inc  
Amount: 1.00 Location: LA  
Receipt included: Yes

Enter Delete New



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #5

**System Setting:** When Professional Fees is selected, CalATERS will prompt employee to attach copy of professional license to the Transmittal Sheet.

**Scenario:** An employee submits an expense reimbursement form for \$1.00 for the expense type of Professional Fees.

**Exception Notice:** Copy of professional license required and must be attached to the Transmittal Sheet.

Sue W Bushnell [Expense Reimbursement Form: Test]

File Edit View Help

Back Next Save Notes Info List Print Help

1. General 2. Trip/Expense Categories 3. Expenses 4. Completion

	Mon Mar 3										Totals
Professional Fees											

**Review Items - Exceptions**

Item: **ER Department Policy #5**

Exception: Copy of professional license required and must be attached to the Transmittal Sheet.

Ok Cancel Policy...

Totals

Expense: Professional Fees Payment type: Cash

Date: 03/03/03

Amount: 1.00

Enter  
Delete  
New

Receipt included: Yes



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #6.0

**System Setting:** If expense type is "blank" and the dollar amount exceeds \$0.00, CalATERS will prompt employee to route form to an Additional Approver.

**Scenario:** An employee submits an expense reimbursement form for \$0.01 for the expense type of Hotel Bus Fare.

**Exception Notice:** Additional approver required. Use Add Approver to route form to Additional Approver.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The 'Expenses' tab is active, showing a table with one entry: 'Hotel Bus Fare' on 'Thu Apr 3' for an amount of '0.01'. A dialog box titled 'Review Items - Exceptions' is overlaid on the form, displaying the following text:

Item: ER Department Policy #6.0  
Exception: Additional approver required. Use Add Approver to route form to Additional Approver.

The dialog box has 'Ok', 'Cancel', and 'Policy...' buttons. Below the dialog, the form fields are visible: Expense: Hotel Bus Fare, Date: 04/03/03, Amount: 0.01, Payment type: Cash, and Location: L.A. Buttons for 'Enter', 'Delete', and 'New' are also present.



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #6.5

**System Setting:** If expense type is "blank" and the dollar amount is equal to or greater than \$5.00, CalATERS will prompt employee to route form to an Additional Approver.

**Scenario:** An employee submits an expense reimbursement form for \$5.00 for the expense type of Tool Allowance.

**Exception Notice:** Additional approver required. Use Add Approver to route form to Additional Approver.

The screenshot shows the 'Expense Reimbursement Form: Test' window. The '3. Expenses' tab is active. A table lists expenses, with 'Tool Allowance' selected for 'Fri Apr 4'. An exception dialog box is displayed, stating: 'Item: ER Department Policy #6.5. Exception: Additional Approver required. Use Add Approver to route form to Additional Approver.' The dialog has 'Ok', 'Cancel', and 'Policy...' buttons. Below the table, the 'Totals' section shows 'Expense: Tool Allowance', 'Date: 04/04/03', and 'Amount: 5.00'. The 'Payment type' is set to 'Cash'. Buttons for 'Enter', 'Delete', and 'New' are visible.

	Fri Apr 4										Totals
Tool Allowance											

Item: **ER Department Policy #6.5**  
Exception: **Additional Approver required. Use Add Approver to route form to Additional Approver.**

Expense: Tool Allowance      Payment type: Cash

Date: 04/04/03

Amount: 5.00

Buttons: Enter, Delete, New



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #6.10

**System Setting:** If expense type is "blank" and the dollar amount is equal to or greater than \$10.00, CalATERS will prompt employee to route form to an Additional Approver.

**Scenario:** An employee submits an expense reimbursement form for \$10.00 for the expense type of Uniform Allowance.

**Exception Notice:** Additional approver required. Use Add Approver to route form to Additional Approver.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The form is in the '3. Expenses' tab. A table lists expenses, with 'Uniform Allowance' selected for 'Fri Apr 4'. A dialog box titled 'Review Items - Exceptions' is open, displaying the message: 'Item: ER Department Policy #6.1' and 'Exception: Additional Approver required. Use Add Approver to route form to Additional Approver.' Below the dialog, the form fields are visible: Expense: Uniform Allowance, Date: 04/04/03, Amount: 10.00, and Payment type: Cash. Buttons for 'Enter', 'Delete', and 'New' are also present.

	Fri Apr 4											Totals
Uniform Allowance												

Review Items - Exceptions

Item: ER Department Policy #6.1  
Exception: Additional Approver required. Use Add Approver to route form to Additional Approver.

Ok Cancel Policy...

Expense: Uniform Allowance Payment type: Cash

Date: 04/04/03

Amount: 10.00

Enter Delete New



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #6.15

**System Setting:** If expense type is "blank" and the dollar amount is equal to or greater than \$15.00, CalATERS will prompt employee to route form to an Additional Approver.

**Scenario:** An employee submits an expense reimbursement form for \$15.00 for the expense type of Telegraph.

**Exception Notice:** Additional approver required. Use Add Approver to route form to Additional Approver.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The '3. Expenses' tab is active, displaying a table with one row for 'Telegraph' on 'Fri Apr 4' with an amount of '15.00'. A 'Review Items - Exceptions' dialog box is overlaid on the table, containing the following text:

Item: **ER Department Policy #6.15**  
Exception: **Additional Approver required. Use Add Approver to route form to Additional Approver.**

The dialog box has 'Ok', 'Cancel', and 'Policy...' buttons. Below the dialog box, the form fields are visible:

- Expense: Telegraph
- Payment type: Cash
- Date: 04/04/03 (Friday)
- Amount: 15.00
- Location: LA
- Receipt included: Yes

Buttons for 'Enter', 'Delete', and 'New' are also present on the right side of the form.



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #6.20

**System Setting:** If expense type is "blank" and the dollar amount is equal to or greater than \$20.00, CalATERS will prompt employee to route form to an Additional Approver.

**Scenario:** An employee submits an expense reimbursement form for \$20.00 for the expense type of Regional Transit (Subsidy).

**Exception Notice:** Additional approver required. Use Add Approver to route form to Additional Approver.

The screenshot shows a software window titled "Sue W Bushnell [Expense Reimbursement Form: Test]". The window has a menu bar (File, Edit, View, Help) and a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help. Below the toolbar are four tabs: "1. General", "2. Trip/Expense Categories", "3. Expenses", and "4. Completion". The "3. Expenses" tab is active, showing a table with columns for date, amount, and a "Totals" column. A row is visible for "Regional Transit (Subsidy)" on "Fri Apr 4" with an amount of "20.00". A dialog box titled "Review Items - Exceptions" is overlaid on the table. The dialog has a yellow background and contains the text: "Item: ER Department Policy #6.2" and "Exception: Additional Approver required. Use Add Approver to route form to Additional Approver." Below the text are three buttons: "Ok", "Cancel", and "Policy...". At the bottom of the window, there is a form for the selected expense. It includes a red car icon, a dropdown for "Expense: Regional Transit (Subsidy)", a "Date: 04/04/03" field with a calendar icon and the text "Friday", and an "Amount: 20.00" field with a calculator icon. To the right of these fields are three buttons: "Enter", "Delete", and "New". At the bottom left, there is a "Receipt included: Yes" dropdown menu.



# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #6.25

**System Setting:** If expense type is “blank” and the dollar amount is equal to or greater than \$25.00, CalATERS will prompt employee to route form to an Additional Approver.

**Scenario:** An employee submits an expense reimbursement form for \$25.00 for the expense type of Training/Tuition.

**Exception Notice:** Additional approver required. Use Add Approver to route form to Additional Approver.

The screenshot shows the 'Review Items - Exceptions' dialog box in the CalATERS software. The dialog box contains a table with the following data:

Item	Comment	Status
ER Department Po	Training request form and certificate of completion required and must be attached to	Complete
ER Department Po	Additional Approver required. Use Add Approver to route form to Additional Approv	Complete

Below the table, there is a yellow box with the following text:

Item: **ER Department Policy #6.25**  
Exception: **Additional Approver required. Use Add Approver to route form to Additional Approver.**

Buttons: Ok, Cancel, Policy...

The main window shows the following fields:

Expense: Training/Tuition  
Date: 04/04/03 Friday  
Amount: 25.00  
Training Course: Grammar  
Payment type: Cash  
Location: L.A.  
Receipt included: Yes







# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #7.10

**System Setting:** If expense type is "blank" and the dollar amount is equal to or greater than \$10.00, CalATERS will prompt employee to attach a receipt (Receipt indicator is activated on Expense Grid and items requiring receipts are identified on the Transmittal Document).

**Scenario:** An employee submits an expense reimbursement form for \$10.00 for the expense type of Parking, Auto.

**Exception Notice:** Receipt included box displays.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help, and a tabbed interface with four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses (selected), and 4. Completion.

The main area contains a grid with columns for dates and a 'Totals' column. The first row is labeled 'Mon Mar 3'. The first cell of the grid is 'Parking, Auto'. Below the grid is a form section with the following fields:

- Expense: Parking, Auto (dropdown menu)
- Payment type: Cash (dropdown menu)
- Date: 03/03/03 (calendar icon)
- Amount: 10.00 (calendar icon)
- Location: LA (dropdown menu)
- Receipt included: Yes (dropdown menu)

Buttons for 'Enter', 'Delete', and 'New' are located on the right side of the form section.





# California Automated Travel Expense Reimbursement System

## Expense Reimbursement Policies

### ER Department Policy #7.20

**System Setting:** If expense type is "blank" and the dollar amount is equal to or greater than \$20.00, CalATERS will prompt employee to attach a receipt (Receipt indicator is activated on Expense Grid and items requiring receipts are identified on the Transmittal Document).

**Scenario:** An employee submits an expense reimbursement form for \$20.00 for the expense type of Overtime Meals.

**Exception Notice:** Receipt included box displays.

The screenshot shows the 'Expense Reimbursement Form: Test' window for user 'Sue W Bushnell'. The interface includes a menu bar (File, Edit, View, Help), a toolbar with icons for Back, Next, Save, Notes, Info, List, Print, and Help, and a tabbed interface with four tabs: 1. General, 2. Trip/Expense Categories, 3. Expenses, and 4. Completion. The '3. Expenses' tab is active, displaying a table with columns for dates and a 'Totals' column. The first row of the table is for 'Fri Apr 4' and contains an entry for 'Overtime Meals' with a dropdown arrow. Below the table is a summary box with a yellow background containing the following fields: Expense: Overtime Meals (dropdown), Date: 04/04/03 (calendar icon), Friday, Amount: 20.00 (calendar icon), Start Time: (empty), End Time: (empty), and Receipt included: Yes (dropdown). On the right side of the summary box are three buttons: Enter, Delete, and New.

