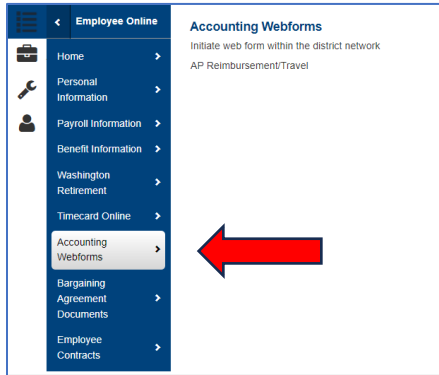


EAP CBA Section 5.4.1 Personal Property Protection

Step 1: Log into [Employee Online](#)

Step 2: Open Accounting Webforms



Step 3: Access Expense Claim (Mileage and Other Reimbursements) from the Request Type dropdown menu.

The screenshot shows the 'Travel Prior Approval and Expense Reimbursement Request' form. At the top left is the 'EVERETT PUBLIC SCHOOLS' logo. The title 'Travel Prior Approval and Expense Reimbursement Request.' is centered, with a 'Help' link on the right. Below the title is a 'New Instance' button. The form contains several fields: 'Request Date' (02/29/2024), 'Employee' (07266 | O'BRIEN, MARY ELIZABETH), and 'Request Type' (Expense Claim (Mileage & Other Reimbursements)). The 'Request Type' dropdown menu is open, showing three options: 'Travel Authorization Request (Prior Approval)', 'Travel Expense Reimbursement (Pre-Authorized)', and 'Expense Claim (Mileage & Other Reimbursements)'. A red arrow points to the 'Expense Claim (Mileage & Other Reimbursements)' option. Below these fields is a 'Purpose of Trip and Destination or Claim' field with the placeholder text 'Please enter reason for this trip'. There is also a 'Notes' section with a text area. The 'Expenses' section features a table with columns: Actions, Date, Type, Purpose, Start Loc, End Loc, Qty/Mileage, Rate, and Amount. A red circle highlights the '+ADD EXPENSE' button in the Actions column. The 'Attachments' section has a table with columns: Actions, Description, and Document, and a '+ADD ATTACHMENT' button. At the bottom are three buttons: 'SAVE AS DRAFT', 'RESET', and 'SUBMIT'.


Actions	Date	Type	Purpose	Start Loc	End Loc	Qty/Mileage	Rate	Amount
+ADD EXPENSE								0.00

Actions	Description	Document
+ADD ATTACHMENT		

Step 4: Click +ADD EXPENSE (see above)

Step 5: Complete Add Expense and Save

Add Expense ×

Date
Enter Date Expense Anticipated/Occurred 

Type
Select Expense Type ▼

Purpose
Enter Expense Description or Purpose (Max Length 25)

Key Parts from FQA
Enter FQA Key Parts or Description ▼

GL Object
▼

Amount

CLOSE **SAVE** **SAVE + ADD ANOTHER**

Talk to your office manager or administrator to get these numbers/items.