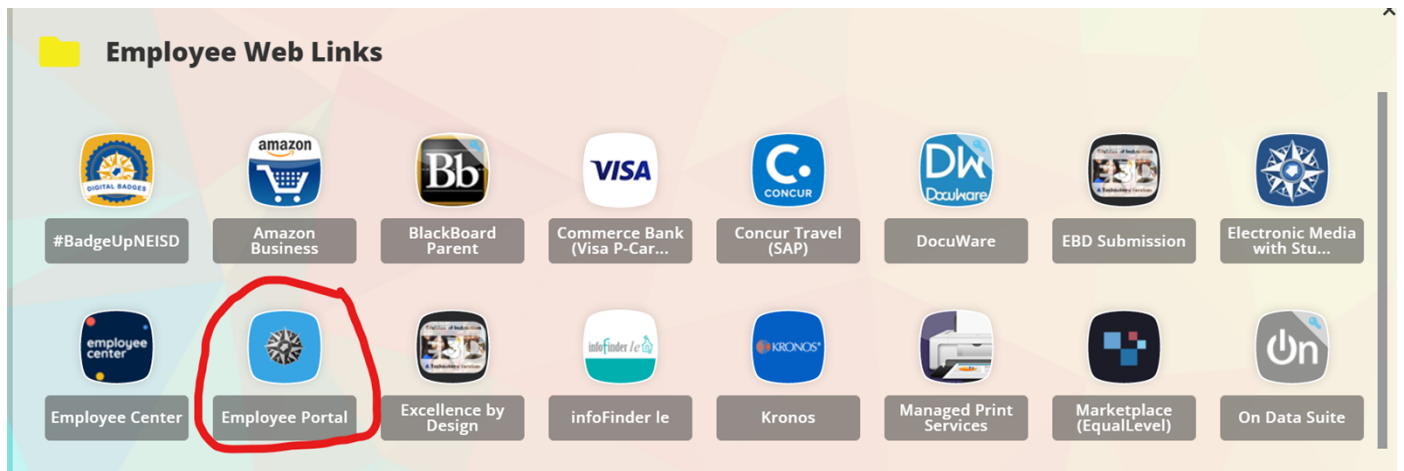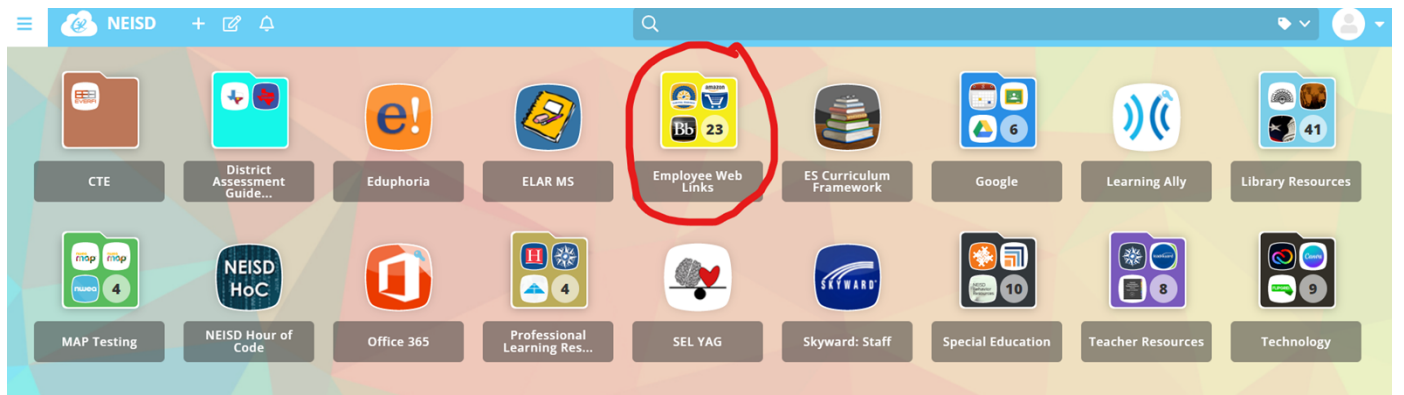Go to NEISD website – Launchpad – Sign in

Go to Employee Web Links – Employee Portal – Sign in

Go to Travel Expense Reimbursement

Create a new request

If one of the listed departments is paying for the reimbursement be sure you choose the correct bullet so that the reimbursement request is routed through the correct approval process

It's best to enter the travel ID number so that the system will pull all their information over for you.

Most Travel Reimbursements should have a pre-approved travel ID number. Since trips are normally approved through the NEISD Professional Travel System, you need to attach the travel ID if this trip had been entered through Professional Travel System.

If you have travel request ID please enter ID and click on 'Continue' button.

[   ] Click here for travel ID look up if you do not remember travel ID number

Continue

If this trip has not been pre-approved through the NEISD Professional Travel System, click on "I do not have a travel ID" button to continue, you will be asked to input the detail information on the trip and an explanation on why this trip was not pre-approved.

I do not have travel ID

Most Travel Reimbursements should have a pre-approved travel ID number. Since trips are normally approved through the NEISD Professional Travel System, you need to attach the travel ID if this trip had been entered through Professional Travel System.

If you have travel request ID please enter ID and click on 'Continue' button.

[140321   ] Click here for travel ID look up if you do not remember travel ID number

Continue

If this trip has not been pre-approved through the NEISD Professional Travel System, click on "I do not have a travel ID" button to continue, you will be asked to input the detail information on the trip and an explanation on why this trip was not pre-approved.

I do not have travel ID

When you enter their travel ID, the travel event details will be pulled over from the travel system – otherwise you'll have to enter it manually.

Travel Expense Reimbursement

Travel request ID: **140321**

Employee Info: Sara Rodriguez (003463) - ACCOUNTING & TAX   Title: Accounts Payable Supervisor

Event Name:	TASBO Webinar
Date and Location:	01/11/2022 - 01/11/2022 San Antonio, TX.
Estimated Cost:	Cost:75.00 Lodging:0.00
Expense Will Be Paid By:	Local Conference Campus/Department

Request was approved by:

Email	Name	Campus	Approved Date
JCOATS@NEISD.NET	Jeffrey Coats	ACCOUNTING	11/17/2021
BMOY@NEISD.NET	Brian Moy	ACCOUNTING & TAX	11/17/2021
DVILLA2@NEISD.NET	Daniel Villarreal	ASSOC SUPT BUSINESS SRV	11/17/2021

Back to Search   Continue

This is where you begin the reimbursement and breakdown lodging, meals, mileage, parking etc. day by day – the "Other" column is used only for registartion reimbursment or parking

Travel Expense Reimbursement

Travel Reimbursement ID 40026 (Sara Rodriguez-741 Travel ID: 140321) Input by: Sara Rodriguez   Input Request Step 3 of 6

Please input itemized expenses. (Expenses on the same date need to be input on the same line)
North East will not reimburse for personal charges (e.g.: extra night stays, charges incurred by spouse, car rental for personal use, etc.)

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total	
								Add

Note: For advance received, fill in the blank then click on 'Upd Less Advance' button.
Total Expense: $0.00
Less Advance: $0.00   **Upd Less Advance**
Due NEISD/DUE Undersigned: $0.00

Cancel Request without Processing

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The dates entered need to match the dates from the travel request – one line for each day. Do not lump it all together on one line.

Travel Expense Reimbursement

Travel Reimbursement ID 40026 (Sara Rodriguez-741 Travel ID: 140321) Input by: Sara Rodriguez   Input Request Step 3 of 6

Please input itemized expenses. (Expenses on the same date need to be input on the same line)
North East will not reimburse for personal charges (e.g.: extra night stays, charges incurred by spouse, car rental for personal use, etc.)

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total	
1/10/2022		27.00	73			meals no receipts - mileage to TASBO workshop		Add

Note: For advance received, fill in the blank then click on 'Upd Less Advance' button.
Total Expense: $0.00
Less Advance: $0.00   **Upd Less Advance**
Due NEISD/DUE Undersigned: $0.00

Cancel Request without Processing

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Depending on what you've entered for reimbursement, the system will tell you what back up is needed. This is very important! Any back up missing delays the reimbursement.

If requesting meals, an agenda MUST be included in the backup and we need to know how lodging was paid. Lodging statement can be indicated on the first line of your request. For example, "Lodging paid by PCard" "Lodging paid by SAF/CAF' "Lodging paid by Athletic Dpt"

If you have other days to add, do not hit continue until all lines are added but the check boxes of ackowledgement need to be checked.

Travel Expense Reimbursement

Travel Reimbursement ID 40026 (Sara Rodriguez-741 Travel ID: 140321) Input by: Sara Rodriguez   Input Request Step 3 of 6

Please input itemized expenses. (Expenses on the same date need to be input on the same line)
North East will not reimburse for personal charges (e.g.: extra night stays, charges incurred by spouse, car rental for personal use, etc.)

	Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total	
Edit	01/10/2022	$0.00	$27.00	73	$42.71	$0.00	meals no receipts - mileage to TASBO workshop	$69.71	Del
									Add

⚠ Copy of electronic mapping required for mileage reimbursement. ☑**Acknowledged**

⚠ Itinerary or Conference Agenda required for meal reimbursement. ☑**Acknowledged**

Note: For advance received, fill in the blank then click on 'Upd Less Advance' button.
Total Expense: $69.71
Less Advance: $0.00   **Upd Less Advance**
Due NEISD/DUE Undersigned: $69.71

Continue   **Cancel Request without Processing**

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Continue to add your days – once complete you can then hit continue

Travel Reimbursement ID 40026 (Sara Rodriguez-741 Travel ID: 140321) Input by: Sara Rodriguez Input Request Step 3 of 6
Please input itemized expenses. (Expenses on the same date need to be input on the same line)
North East will not reimburse for personal charges (e.g.: extra night stays, charges incurred by spouse, car rental for personal use, etc.)

	Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total	
Edit	01/10/2022	$0.00	$27.00	73	$42.71	$0.00	meals no receipts - mileage to TASBO workshop	$69.71	Del
	1/11/2022		27.00	73			meals no receipts - mileage returning from		Add

⚠ Copy of electronic mapping required for mileage reimbursement. ☑**Acknowledged**

⚠ Itinerary or Conference Agenda required for meal reimbursement. ☑**Acknowledged**

Note: For advance received, fill in the blank then click on 'Upd Less Advance' button.
Total Expense: $69.71
Less Advance: $0.00 **Upd Less Advance**
Due NEISD/DUE Undersigned: $69.71

Continue **Cancel Request without Processing**

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The system again will tell you about the back up needed

Enter your campus/department travel budget code using 6411 or 6412 (used only if traveling with students)

Travel Expense Reimbursement

Travel Reimbursement ID 40026 (Sara Rodriguez-741 Travel ID: 140321) Input by: Sara Rodriguez   Input Request Step 4 of 6

Please input account code, if you are not sure about the account code click on 'Bypass Account Code' button.
If the amount is to be split between two or more accounts, enter each account code with the correct amount. The total for all lines inputted must equal the total of the trip cost on the previous step.

	Company	Accounting Unit			Account	Sub Account	Activity	Account Category	Amount	
	199	13	846	24 - 846	6411	0000			$139.42	Add

Continue   Bypass Account Code   Cancel Request without Processing

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This is how the completed request will look like. When you submit the request, it will go to the next person for approval (budget manager). Typically we want the employee to enter their own request so that you're the second check, the budget manager is the 3rd, and finally to Accounts Payable for final approval.

Travel Expense Reimbursement

Travel Reimbursement ID 40026 (Sara Rodriguez-741 Travel ID: 140321) Input by: Sara Rodriguez   Input
Request Step 5 of 6

Itemized Expenses:

Date	Lodging	Meals	Miles	@ Current Rate	Other	Description	Total
01/10/2022	$0.00	$27.00	73	$42.71	$0.00	meals no receipts - mileage to TASBO workshop	$69.71
01/11/2022	$0.00	$27.00	73	$42.71	$0.00	meals no receipts - mileage returning from TASBO workshop	$69.71
Total:	$0.00	$54.00	146	$85.42	$0.00		$139.42

Edit Itemized Expense

Total Expense: $139.42
Less Advance: $0.00 Edit Less Advance
Due NEISD/DUE Undersigned: $139.42

Account Code Information:

Account Code	Amount
199 - 13-846-24-846 - 6411 - 0000 - -	$139.42
	Total: $139.42

Edit Account Code

MAC Code: (For SHARS billing only)
-none-

This request needs to be reviewed by:

Additional Approval Person Prior To Budget Manager or BookKeeper:(Optional)	Email:	Search Email
Additional Approval Person Prior To Budget Manager or BookKeeper:(Optional)	Email:	Search Email
Budget Manager or BookKeeper:	**Lori Stillings**	

click on 'Submit' button to submit.

If the routing information is incorrect, click here to email Accounting Department then click the 'Back to Menu' button to save the request and submit later after Bookkeeper's information has been corrected.

Note: **Itemized meal** receipts (receipts with the list of items purchased) are required:
a. If expense will be paid by Federal/State grants
b. If traveling out of state, to receive the Federal per diem rate

Please contact your Bookkeeper/Secretary if you have any questions.

[Back to Menu]   [Submit]   [Cancel Request without Processing]

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