



# Create Expense Reimbursement

## GUIDE CARD-G08

### Instructions for creating Expense Reimbursement (with Specialized Account Coding)

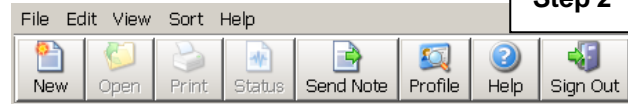
From the CalATERS Global web site at

[http://www.sco.ca.gov/calaters\\_global.html](http://www.sco.ca.gov/calaters_global.html)  
Under Global Sign In, click CalATERS Global.

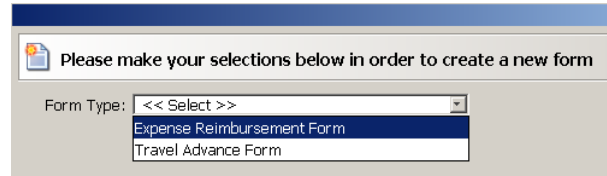


Enter the User ID and Password, and then click **Logon**.

**Step 1**

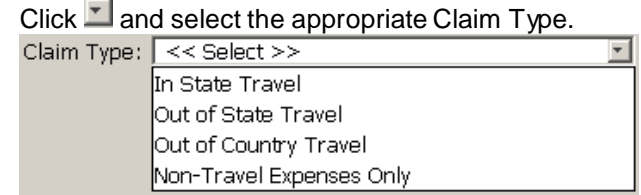


Click the **New** icon to begin the Expense Reimbursement form.



Select "Expense Reimbursement Form".

**Step 2**



Click **>** and select the appropriate Claim Type.



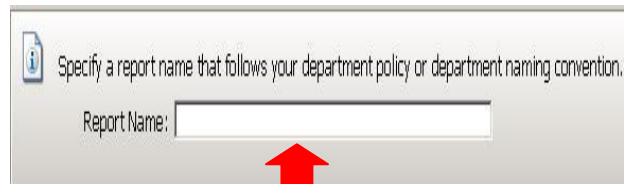
Click **>** and select the appropriate Trip Type.

Click **Ok**.

**Step 3**

**Step 4**

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



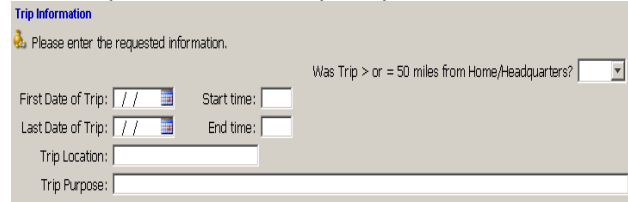
Home Index - Fiscal Year - Report Name  
(i.e 7000-2012-July XX travel)

**Step 5**

Complete trip information as requested.

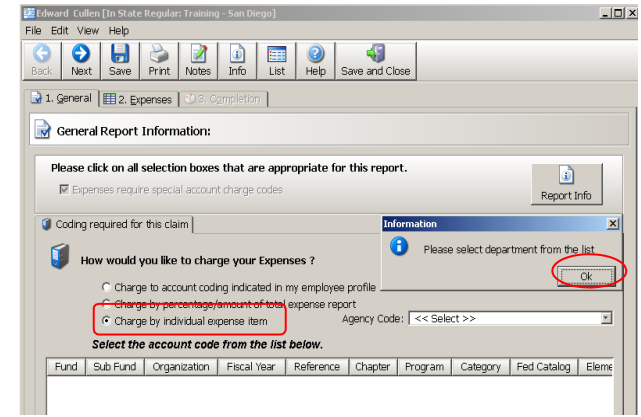
*This example is based on Claim Type-In State Travel and Trip Type-Regular Travel.*

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 6**



Select "Charge by individual expense item".

Click OK.



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**Step 7**

Select from the Agency Code dropdown list.

Select the high level account code that applies to your Expense Reimbursement. (Consult your Department's Travel Unit for the appropriate account codes.)

Select the account code from the list below.

Fund	Sub Fund	Organization	Fiscal Year	Reference	Chapter	Prog	Category	Fed	Element	Comp	Task	Prime	Sub	Source
0001	0840	2009	001	1	30		0000							
0001	0840	2009	001	1	10		0000							
0001	0840	2010	001	712	30		0000							
0001	0840	2010	001	712	10		0000							
0001	0840	2011	001	33	30		0000							
0001	0840	2011	001	33	10		0000							

**Step 8**

Click or to select an expense.

**Step 9**

Enter required information (based on the expense selected).

**Example 1: Breakfast**

**Example 2: Lodging**

Click or to proceed.

**Step 10**

Enter a "Charge to" name. Click .

FFY(Field 1) – 4 digits fiscal year  
 Index(Field 2) – 4 digits index code  
 PCA(Field 3) – 5 digits PCA code, If required fire/order number  
 Multipurpose(Field 8) – 1st half (i.e. CACDF)  
 General Use 1(Field 9) – 2nd half (i.e. 12345)

**Step 11**

Enter detail account coding. (Consult your Department's Travel Unit for the appropriate account codes.)

**Step 12**

Click .

Then click .

Click twice.



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### Step 13

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

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).

Enter password and click



### Step 15

Select print options and . Transmittal page will display.

Click and then click .

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

Employee or Approver (unit policy) must submit a copy of Expense Reimbursement to Finance for AFAS input. Include vendor number (00+CalATERS Global User ID) and CalSTARS coding

**IF ASSISTANCE NEEDED, ALL STAFF CAN CONTACT THE FOLLOWING**  
Send email – [CALATERSHelpDesk@fire.ca.gov](mailto:CALATERSHelpDesk@fire.ca.gov)  
Call (916) 653-8971