



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Create Expense Report

DATE DEVELOPED: 07/15/2021 REVISED DATE: 02/23/2021

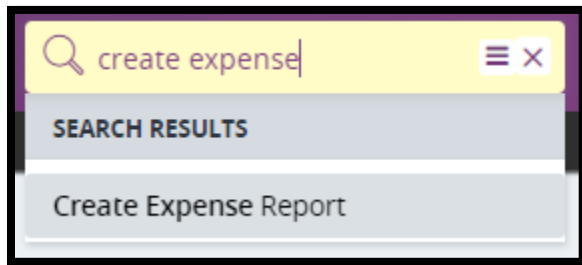
SUBJECT: Create Expense Report

Expense Report: Second part of the travel process. Filling out the Expense Report creates the reimbursement.

Expense Report must be completed WITHIN 10 days of travel

[Login in option 1: Secretary, Bookkeepers and Administrators- follow this log in](#)

Enter **Create Expense Report** in the Search field. Located upper right corner on the purple ribbon.



This will take you to the Create Expense Report screen

- **Entered by:** You or the person who filled out the Travel Request
- Click Continue

SKIP TO PAGE 5



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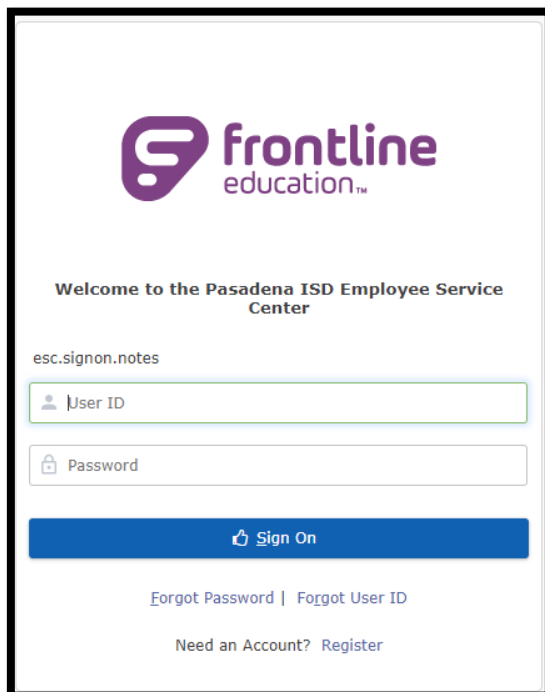
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Login in option 2: Everyone else

- Log into Frontline
- Employee Service Center – on the Dashboard



Employee Service Center Log in – enter credentials





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Select to receive Voice or SMS/Text Identity confirmation

The screenshot shows the Frontline Education logo at the top. Below it, the text reads "Welcome to the Pasadena ISD Employee Service Center". The question "How would you like to confirm your identity?" is followed by two radio button options: "(281) - - Voice" and "(281) - - SMS/Text". The "SMS/Text" option is selected and highlighted in yellow. At the bottom, there are two blue buttons: "Next" and "Cancel".

- Enter **Access Code**
- Select - **No, this is a public/shared computer**
- Click, **OKAY**

The screenshot shows the Frontline Education logo at the top. Below it, the text reads "Welcome to the Pasadena ISD Employee Service Center". The instruction "Please enter the access code:" is followed by a yellow input field. Below the input field, there are two radio button options under the heading "Remember Me:": "Yes, This is a trusted, private computer" and "No, this is a public/shared computer". The "No, this is a public/shared computer" option is selected. At the bottom, there are two buttons: "Ok" and "Resend".



FRONTLINE PROCEDURES

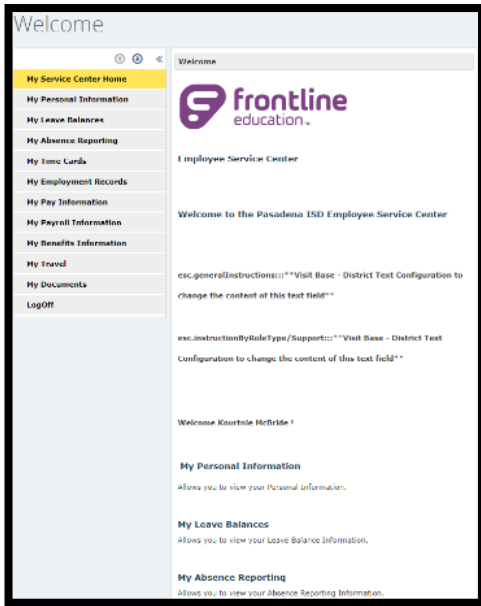
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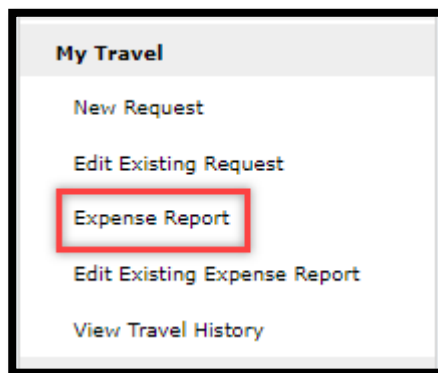
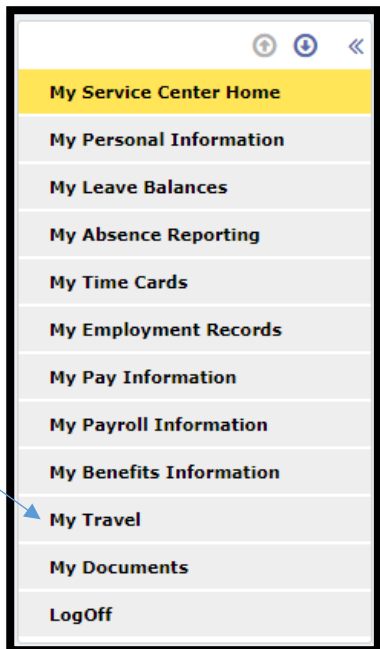
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Frontline Dashboard comes up



Select the **"MY TRAVEL"** tab located on the left hand side of the Dashboard
Here you can see the different options – click, Expense Report





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This will take you to the Employee Travel General page

- Highlight the Travel Request
- Click Edit

Employee Travel General

When completing your travel request you agree to comply with all district travel policies and procedures. These district policies, guidelines and other information are available [HERE](#).

Information **NEEDED** to prepare the Travel Request:
 - Registration - Lodging
 - Vehicle - Airline
 - Meals - Other Expenses (taxi, fuel, parking etc.)
 - General Ledger Account (available from secretary/bookkeeper)

*****OUT OF STATE TRAVEL REQUIRES OUT OF STATE APPROVAL FORM TO BE ATTACHED TO TRAVEL REQUEST***** OUT OF STATE APPROVAL FORM

The General tab **MUST** be completed before you can proceed to any other tab in the "Travel Request Module". Please make sure to go through EACH section of the request that applies to your trip. If you leave any area blank unintentionally it will affect the travel request and the amount you are approved for. If any information is left out or not complete and must be edited, it will have to go through the approval process again. **All tabs do not have to be completed. ONLY** those that apply to your trip. Once everything is entered, click the **"Save Changes"** button and then the **"Continue"** button to go to the next section. Once you have completed **ALL** sections that apply and have saved each tab, you must **SUBMIT** the request for it to go through the approval process.

Description for "General" tab for fields that need to be completed

Traveler: Enter the name of the individual that will be traveling
Event: currently not used leave blank
Event Number: currently not used leave blank
Activity/Purpose: Name of event
Destination - State/City:
Departure - Date/Time:
Return - Date/Time:
Will an advance of expenses be expected: ENTER "No". Employees will not be approved for Travel Advances. Student related travel advances can be requested. Federal funds will not be issued a travel advance.
General Ledger Account: Enter the budget that will be used to expense the purchase. The "General Ledger Account" can be provided by the secretary/bookkeeper.

OUT OF STATE TRAVEL - REQUIRES approved Out of State Approval Form to be attached prior to the travel or if student related travel Board Agenda.

Request ID	Event	City	Status	Next in Workflow	State	Departure Date	Return Date	Reimbursement Expected	Traveler
75	TASA Conference	AUSTIN	Not Started		TX	11-15-2021	11-17-2021	N	Franklin Moses

General

Event: _____ Event Number: _____

Activity/Purpose: * TASA Conference

Destination State: * Texas City: *

Departure Date: * _____ Time: * _____ * AM PM

Return Date: * _____ Time: * _____ * AM PM

This brings up the travel request you entered

You will see the tabs that were filled out have a check mark next to them

- Enter the actual Departure Date and Time
- Enter the actual Return Date and Time
- Click Continue

When completing your travel request you agree to comply with all district travel policies and procedures. These district policies, guidelines and other information are available [HERE](#).

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General

Event: _____ Event Number: _____

Activity/Purpose: * TASA Conference

Destination State: * Texas City: * AUSTIN

Departure Date: * _____ Time: * _____ * AM PM

Return Date: * _____ Time: * _____ * AM PM



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Go through the tabs

- Click, Yes to enter your actuals

Employee Travel Registration Expense

Traveler: Franklin Moses Entered By: Cathy Barnett Departure: 11-15-2021 Activity/Purpose: TASA Conference Request ID: 75
Role Name: Principal - High School

Do you need to enter Registration Information?
 or

General ✓
Registration ✓
Lodging ✓
Vehicle ✓
Airline ✓
Meals ✓
Other Expenses ✓
Submit/Summary
Approval History
Return

- Enter the Actual Amount - then hit tab (do this every time you enter the actual)
- Upload any attachments you may have
- Click Save and Continue

Registration Expense

Advance Required: Yes No
Expense For: Employee Payment Type: Reimbursement
Registration Title: TASA Conference
Begin Date: 11-15-2021
Projected Amount: 125.0
Actual Amount:

Fund	Func	Obj	SubObj	Org	PIC	Local	Year	Owner	Prct	Amount	Available Budget Balance						
199	-	23	-	6411	-	000	-	004	-	99	-	000000	2022	004 Doble High School	100	125.00	\$3,845.00
100%											\$125.00						

Attachments

Drop files here or use the Upload button to attach, up to 10 MB per file.

File Name	Delete
Event Registration.pdf	<input type="button" value="Delete"/>

Notes: Characters remaining: 2000 (2000 max)



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Repeat the same steps to enter the actuals that pertain to your travel
Once you have gone through the tabs you will finish with the Submit/Summary tab.

Submit/Summary

Here you will review the expenses you have entered. Once reviewed click, Submit.

Employee Travel Submit

Traveler: Franklin Moses Entered By: Cathy Barnett Departure: 11-15-2021 Activity/Purpose: TASA Conference Request ID: 75 Advances 0.00 - Expenses 672.00 = Your Reimbursement 672.00
Role Name: Principal - High School

Summary													5 Records	
Expense Type	Expense Description	Payment Type	Expense For	Proj Amt	Actl Amt	Account Number	Traveler	Vendor	Check Number	Check Date	Needed By	A	N	
+	Event Registration	TASA Conference	Reimbursement Employee	125.00	125.00	199...6411.000.004...000000	Franklin Moses						A	
+	Lodging	Omni Austin Hotel Downtown	Reimbursement Employee	300.00	300.00	199...6411.000.004...000000	Franklin Moses							
+	Vehicle	Personal	Reimbursement Employee	199.36	168.00	199...6411.000.004...000000	Franklin Moses							
+	Meals		Reimbursement Employee	66.00	54.00	199...6411.000.004...000000	Franklin Moses						A	
+	Other	Parking - Hotel	Reimbursement Employee	25.00	25.00	199...6411.000.004...000000	Franklin Moses							

Projected Total: 715.36
Actual Total: 672.00

General Section Attachments										1 Record	
Request ID	Event	City	Status	Next in Workflow	State	Departure Date	Return Date	Reimbursement Expected	Traveler	A	N
+	75	TASA Conference	AUSTIN	Not Started		TX	11-15-2021	11-17-2021	N	Franklin Moses ()	

[Submit](#)

The Expense Report will now go through the workflow.