

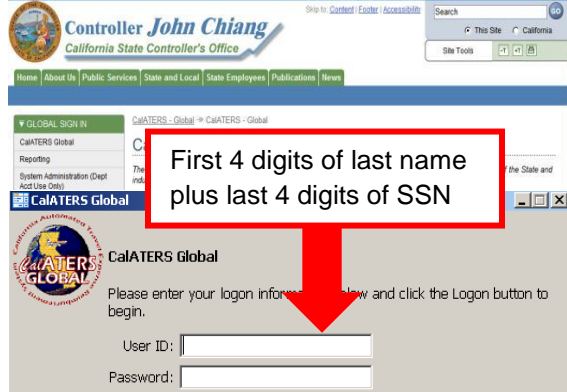


Expense Reimbursement (Non-Travel) - Employee

GUIDE CARD-G07A

Step 1

From the CalATERS Global web site at http://www.sco.ca.gov/calaters_global.html Under Global Sign In, click CalATERS Global.

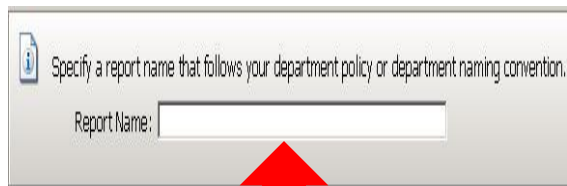


First 4 digits of last name plus last 4 digits of SSN

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

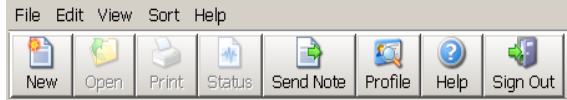
Step 4

Enter the Report Name and the click

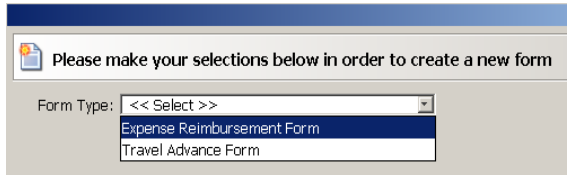


Home Index – Fiscal Year – Report Name
(i.e. 7000-2012-July XX travel)

Step 2



Click the New icon to begin the Expense Reimbursement form.

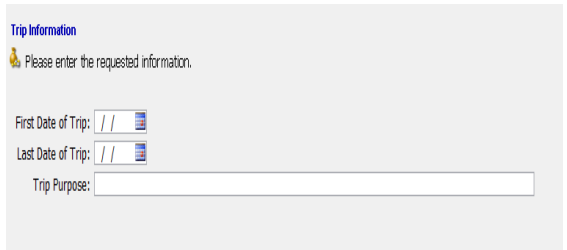


Select "Expense Reimbursement Form".

Step 5

Complete trip information as requested.

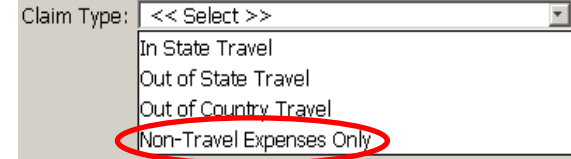
Enter the First Date of Trip, Last Date of Trip (or click to select date from the calendar), Trip Location and Trip Purpose.



Click Ok

Step 3

Click and select "Non-Travel Expenses Only".

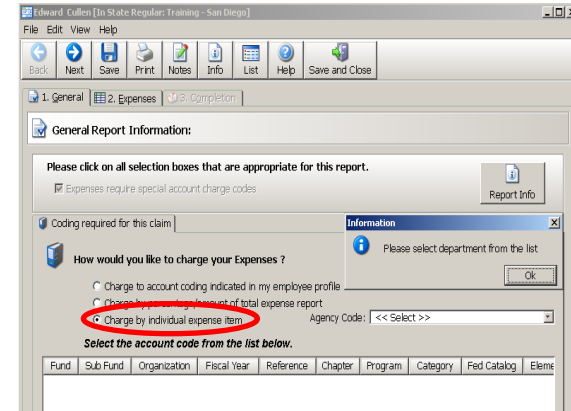


Click and select "Non-Travel Expense".



Click Ok

Step 6



Select "Charge by individual expense item" and

click Ok.

See Guide Card G08 for more information.

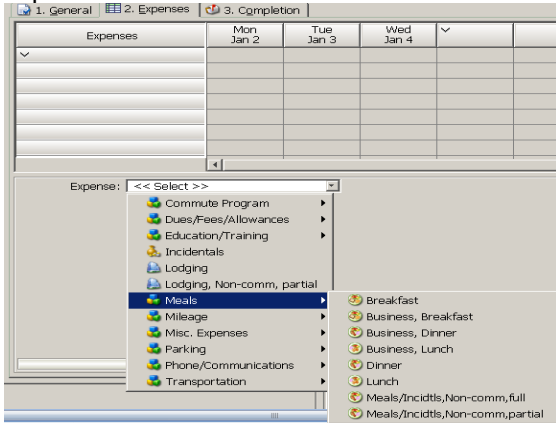


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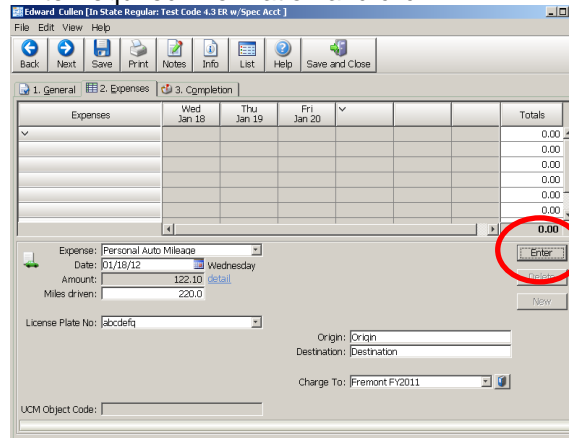
Step 7

On Tab #2 "Expenses", click or to select an expense.



Step 8

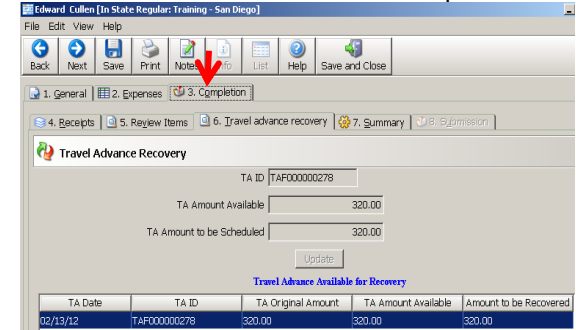
Enter required information and click



Step 9

After all expenses have been entered,

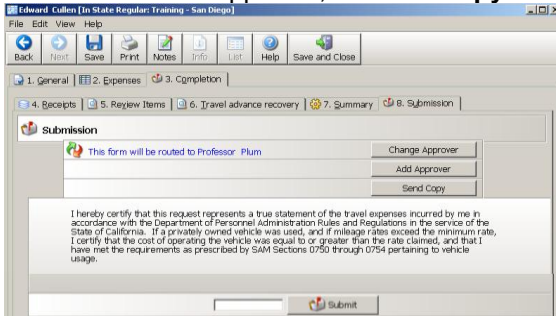
Click or to proceed.



Review Summary, then click Submission tab.

Step 10

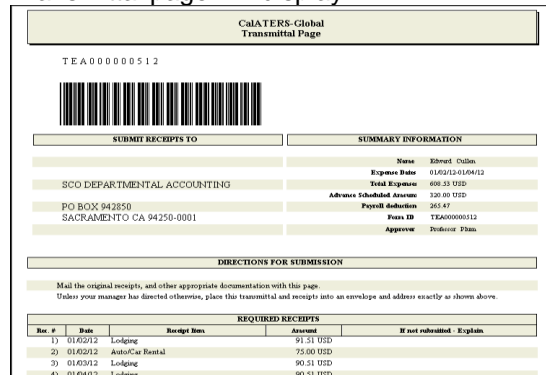
The Submission tab displays your approver. If necessary, use **Change Approver** to select a different approver for this form, **Add Approver** to add an additional approver, or **Send Copy**.



Enter password and click

Step 11

Select print options and . Transmittal page will display.



Click and then click .

Attach receipts to Transmittal Sheet and forward to approver.

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

If assistance needed, all staff can contact following:
Send email - CALATERSHelpDesk@fire.ca.gov
Call (916) 653-8971