



Warren Consolidated Schools

Creating Dynamic Futures through Student Achievement, High Expectations, and Strong Relationships

MEMORANDUM Facilities & Property Services

TO: WCS Staff Members

FROM: Kari Elenbaas, Chief Officer of Employee and Fiscal Services *K.E.*

RE: Submitting an Out-of-Pocket Expense Report in Document Depot

General reminders for expenses

- All purchases over \$500 must be on a purchase order
- Purchases over \$5,000 must include 3 quotes
- Purchases over the state bid threshold must include a formal bid
- Purchased items may not be sent to a home address
- Expense reports must be completed at least monthly
- Mileage reimbursements to follow timeline distributed annually by OCI
- All expenses for the fiscal year ending June 30th must be submitted no later than July 6th
- Refer to Board Policy 6320 for additional purchasing guidance

Instructions – General Out-of-Pocket Expense

- Log into Document Depot and select the “Out-of-Pocket Expense” link and then select “Add New Form”

The screenshot shows the Document Depot interface. At the top left is the WCS logo. Below it is a search bar labeled 'Search for document'. A navigation menu on the left lists various categories, with 'Business Services' expanded to show 'Out-Of-Pocket Expense' highlighted by a blue arrow. The main content area shows the breadcrumb path 'Home > Business Services > Out-Of-Pocket Expense' and a large blue box containing an 'Add New Form' button (pointed to by a blue arrow) and a 'File Cabinet' view showing a list of years from 2016 to 2023.

- Enter in reimbursable expenses into the following screen:

Out-of-Pocket Expense Report - Add

This expense report is strictly for out-of-pocket expenses.

REQUIREMENTS - Please read before completing form!!!

- Complete monthly. All expenses for the fiscal year ending June 30th must be submitted no later than **July 6th. No exceptions!**
- Each expenditure must be accompanied by an original receipt, including packing slip of item shipped.
- All out-of-district mileage must include a mapquest printout showing number of miles from origination point to destination point.
- All mileage with home as an origination (from) or destination (to) point must show the "Work To Home" mileage deduction.

Items: Default ASN: 3120310 - EMPLOYEE TRAINI

Date	Description	Amount	Purpose	ASN
1 - 10/31/2023	Professional Development	120		Same as default...
2 -				Same as default...
3 -				Same as default...
4 -				Same as default...
5 -				Same as default...

Add More Lines

File: Choose File No file chosen

Add

**** Note:** This electronic form and scanned documentation will be forwarded to the "send to" selection for initial approval. All original forms and required documentation must be submitted to Accounts Payable. Payroll reimbursement will not be processed until the supervisor has approved and the documentation is received and verified by the Business Office.

Send To: Select Supervisor...

Save Cancel Print Send Form

- Copies of receipts for all expenditures are required to be uploaded to the Out-of-Pocket form before the form is submitted to your supervisor for approval. Select "Choose File" to select electronic receipt for all expenditures/receipts.
- Click "Add File" – the file name will turn blue
- Once report is completed select supervisor and click "Send Form" (hitting "save" will allow you return and make changes but does not submit the report to your supervisor)
- ASN will be assigned after you complete and submit the report
- A paper copy of the expense report is no longer needed

Instructions – Mileage

- Mileage from home to work and/or work to home (normal daily commute) is not reimbursable
- Round trip mileage reimbursement - Deduct round trip normal daily commute for round trip mileage. This is done by checking the "round trip" option. Internal WCS locations can be selected from the drop down menu.

Round-trip mileage

Mileage:

Date	From	To	Distance Miles	Total Miles	Home to Work	Round Trip	Tot Dist	Purpose
1 - 10/11/2023	Administration Building	Stirling Heights High School	2.9	0.0	<input checked="" type="checkbox"/>		5.8	Meeting
2 -					<input type="checkbox"/>			
3 -					<input type="checkbox"/>			
4 -					<input type="checkbox"/>			
5 -					<input type="checkbox"/>			
6 -					<input type="checkbox"/>			

Add More Lines

Mileage ASN: Same as default...

Select locations from the drop down and hit "calc"

- For a one-way trip (i.e. overnight conference) deduct ½ of normal daily commute. Do this by NOT selecting the “round trip” option.

One way reimbursable trip

Enter miles and
Click “calc”

Date	From	To	Distance City/Total Miles	Home to Work	Round Trip	Tot Dist	Purpose
10/12/2023	Home in Royal Oak	Lansing	54.0	17.0	<input type="checkbox"/>	47.0	New GASBs
10/13/2023	Lansing	Home in Royal Oak	54.0	17.0	<input type="checkbox"/>	47.0	New GASBs
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		
					<input type="checkbox"/>		

Add More Lines

Mileage ASN: Same as default.

File: Choose File No file chosen
Add File

- Mileage to/from work does not need to be entered in the following instances:
 - The reimbursable mileage is incurred in a non-work day (i.e. Saturday conference)
 - Mileage incurred is in addition to normal daily commute (i.e. employee drives from home to work at SHHS then to Harwood and back to SHHS and then home)
- A map showing the number of miles from origination point to destination point must be uploaded for all mileage reimbursement unless the “from” and “to” boxes were both selections from the drop down box (i.e. the number of miles to drive from SHHS to Harwood is pre-programed into Document Depot)
- A map showing the number of miles from home to work must also be included
- Once report is completed select supervisor and click “Send Form” (hitting save will allow you return and make changes but does not submit the report to your supervisor)
- ASN will be assigned after you complete and submit the report

You are able to check the status of your expense report by logging into Document Depot and clicking on out of pocket expense reports. If you have any questions about your expense report contact the Accounts Payable Coordinator at 72130.