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Overview

## Pre-Approval Request » History

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Pre-Approval Request  
ID: 1-24205

Add Note

DATE	USER	ACTION	COMMENTS / NOTES
Aug 18, 2017	Approver, HRD02	Added note	<i>GREAT EMPLOYEE is eligible to be reimbursed up to \$INSERT for TEST EXPENSE. Please make a copy of the pre-approval request history screen. This copy will serve as your DHR authorization letter. Account codes: GL Unit ID: SFGOV; Account ID: 522010; Fund ID: INSERT; Dept ID: 232024; Authority ID: 17358; PC Business Unit: SFGOV; Project ID: 10024327; Activity ID: INSERT</i>
Aug 18, 2017	Approver, HRD02	Added note	<i>There are no partial reimbursements. Once you have successfully completed the course/examination and/or incurred the expense, log into the employee gateway located at <a href="http://sfgov.org/sfc/employee-gateway">http://sfgov.org/sfc/employee-gateway</a> and submit an expense report. Click on Employee Links, then Create/Modify Expense Reports. Select the Add New Value tab. Attach a copy of the Pre-Approval Request History screen. (The attachment button is located under the location field). Your Expense Report should include: an itemized receipt from the vendor with zero balance to demonstrate what was purchased; proof of payment documentation to demonstrate the employee incurred an expense; and proof of successful completion (for courses and examinations) or proof of attendance for pre-conferences and conferences. Enter the DHR Pre-Approval Request ID in the Report Description Field, followed by a description of the expense in the description field (for example: 1-24204 Algebra). Enter your Department in the Reference Field (for example: ZSFG for San Francisco General Hospital). For Payment Type, select Check. Expand the Accounting Details section and enter the account codes provided on your pre-approval request. Once your department approves the request, direct deposit payments are made on non-payday Tuesdays.</i>
Aug 18, 2017	Approver, HRD02	Pending, 123 days	-