



Online Tuition Reimbursement Program

Next Steps after Receiving Pre-Approval: Entering an Expense Report

1. Once the class or is complete, **gather required expense report supporting documentation:**
 - a. **Copy of Your Pre-Approval Request History screen** with the **chartfields** (i.e., account codes, highlighted in this example):

Pre-Approval Request
ID: 1-38034

DATE	USER	ACTION	COMMENTS / NOTES
Apr 30, 2021	Approver, HRD02	Approved -\$25.00	-
Apr 30, 2021	Approver, HRD02	Added note	SAMPLE EMPLOYEE is eligible to be reimbursed in FY20/21 up to \$00.00 for SAMPLE COURSE 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: 00000, Fund ID: 00000, Dept ID: 000000, Authority ID: 00000, PG: Business Unit: SFGOV, Project ID: 00000, Activity ID: 0000. Your Expense Report should include: 1) a copy of the "Pre-Approval Request History and Notes" screen with the chartfields (account codes) shown on the "Pre-Approval Request History and Notes" screen with

- b. **Itemized receipt** from the vendor (with zero balance) to demonstrate what was purchased.
- c. **Proof of payment** documentation to demonstrate the employee incurred an expense. *If one document includes all pertinent information, it may serve as an itemized receipt and proof of payment.*
- d. **Proof of successful course or conference completion** (e.g., copy of certificate, transcript).

Important Notes:

- All expenses must be incurred on or before June 30, 2021.
- To avoid needing further delays, the expense report needs to be submitted and approved by June 29, 2021, 5:00 p.m.

2. Log into the Employee Gateway at

<https://sfgov.org/sfc/employee-gateway> to submit your expense report.

- a. **Enter the DHR Pre-Approval Request ID FIRST in the “Event Name” field (for example: 1-34804).**
- b. Enter your **Department** in the Pre-Authorization # Field (for example: ZSFG for San Francisco General Hospital).
- c. For Reimbursement Method, select **Direct Deposit**.
- d. Under the **Additional Information** header, click on **“Attach Receipt”** to upload your required supporting documentation (described in 1.a - 1.d, above).
- e. Click on **“Accounting”** to enter the account codes provided on your pre-approval request (example highlighted in 1.a above).
- f. Click **“Submit”** to submit your expense report and start the approval process.
 - i. Once the employee submits the expense report, the status updates to “Submission in Process” or “Submitted for Approval”
 - ii. A “Pending” status indicates the employee needs to submit the expense report (described in 2.d above).

General Information

*Business Purpose Training

*Event Name 1-34804

*Location where primary expense was incurred CA, San Francisco

Pre Authorization # (if known) ZSFG

Important Notes:

- For a more detailed reference guide, with helpful screenshots, go to <https://sfdhr.org/sites/default/files/documents/Online-Tuition-Reimbursement-Process/Expense-Report-Guide.pdf>
- Once your department expense manager approves the request, a direct deposit payment will be made on Tuesday of the following week.
- You can log into the Employee Gateway to check the expense report status. Click on **Manage Expense Reimbursement** and select the appropriate expense report ID.

