



Online Tuition Reimbursement Program

Sample Pre-Approval Request Authorization

- Once the reviewer approves the pre-approval request, the reviewer will add notes to the pre-approval request. The notes include detailed instructions on how to submit an expense report. See sample screenshot below.

City and County of San Francisco Great Employee | Sign Out **HELP**

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Pre-Approval Request ID: 1-30413 [Add Note](#)

DATE	USER	ACTION	COMMENTS / NOTES
Dec 3, 2018	Approver, HRD02	Approved - \$125.00	-
Dec 3, 2018	Approver, HRD02	Added note	GREAT EMPLOYEE is eligible to be reimbursed in FY18/19 up to \$125 for SAMPLE COURSE REGISTRATION. 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: 0000; Fund ID: 0000; Dept ID: 0000; Authority ID: 0000; PC Business Unit: SFGOV; Project ID: 0000; Activity ID: 0000. Your Expense Report should include: 1) a copy of the Pre-Approval Request History screen with the chartfields (account codes), 2) an itemized receipt from the vendor with zero balance to demonstrate what was purchased; 3) proof of payment documentation to demonstrate the employee incurred an expense; and 4) proof of successful completion.
Dec 3, 2018	Approver, HRD02	Added note	EMPLOYEE INSTRUCTIONS PART ONE: This approval is valid for one FY2018/2019 expense report. Please make a copy of this DHR approval (that includes the employee's name, eligible expense and account codes) because you will need to upload the DHR approval to your expense report. You may log into the online tuition reimbursement system, select the approved request, click on History and Notes and copy the notes screen.
Dec 3, 2018	Approver, HRD02	Added note	EMPLOYEE INSTRUCTIONS PART TWO: After incurring the expense and successfully completing the course, log into the employee gateway located at http://sfgov.org/sfc/employee-gateway and submit an expense report. Click on Employee Links, then Create/Modify Expense Reports. Select the Add New Value tab. 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 Tuesdays.
Dec 3, 2018	Approver, HRD02	Added note	EMPLOYEE INSTRUCTIONS PART THREE: All expenses must be incurred on or before June 30, 2019. Please submit the expense report within 14 days of receiving proof of successful completion. The expense report must be submitted by June 30, 2019. Once the City closes the system for FY2018/2019, the City will have no mechanism to issue a reimbursement.

- Once you are ready to submit an expense report, please complete the following steps:
 - Log into the online tuition reimbursement system (located at <https://sfdhr.org/online-tuition-reimbursement-process>) and make a screenshot of your history screen with the approval notes and directions (such as the image above). You will need to upload the document to show the expense was pre-approved and to copy the various chartfields (account codes) into the expense report.
 - Gather your itemized receipt, proof of payment, and proof of successful completion.
- Submit an expense report at <https://sfgov.org/sfc/employee-gateway>.

One South Van Ness Avenue, 4th Floor • San Francisco, CA 94103-5413 • (415) 557-4800