How it works

1. Gather Supporting Documents
   Expense justification documents include: Signed Pre-approval Request Form, registration brochures, screen shots, membership invoice, travel quote, etc.

2. Request Pre-Approval Online
   Login to the DHR Tuition Reimbursement System to request pre-approval of your expenses.
   [http://sfdhr.org/online-tuition-reimbursement-process](http://sfdhr.org/online-tuition-reimbursement-process)

3. Receive DHR Approval
   DHR will determine whether the expense is eligible per the applicable Memorandum of Understanding. Once approved, the DHR Tuition Reimbursement System will automatically send an approval email.

4. Gather Expense Documentation
   Expense documents include: DHR approval; itemized receipt; proof of payment; and, proof of completion.

Further instruction provided on next page...
Submit Expense Report
Login to the SF Employee Portal and submit an Expense Report under Employee Links, so your supervisor and department accountant can review and approve your request.
http://sfgov.org/sfc/employee-gateway

Receive Direct Deposit
Direct deposit payments are made every Tuesday.

Additional Training and Resources

Getting Started with the SF Employee Portal
LINK:
http://citysystemtraining.sfgov.org/CityStaff/Get_Started_w_%20SF_EE_Portal_Log_In/data/toc.html

How to Enter Expense Report
LINK:
https://sfgov1.sharepoint.com/sites/CON-FSP/Training/SitePages/Training%20Courses.aspx