Travel/Expenses Class Description

Length of Class: 4 hours: 8:00 a.m. - 12:00 p.m.

Intended Audience: Financial Clerks, Administrative Assistants, Secretaries, Teachers, and any district employee who submits travel expenses for traveling on job-related trips. This is a comprehensive class.

Purpose: This class is for employees who travel on district-related business *(such as conferences)*. This class provides employees with detailed information and hands-on practice needed to submit travel expenses for themselves or on behalf of someone in their dept or school site. Mileage reimbursement is included in this class.

Pre-requisite: Must be able to use the Internet on a PC with Windows. This course is required for employees submitting travel expenses.

Objectives: After successfully completing this class, participants will be able to:

- Log in to the district's PeopleSoft Financials web site and use the appropriate menus
- Create and submit Travel Authorizations and Expense Reports
- Edit and Track their Travel Authorizations and Expense Reports
- Perform minor troubleshooting and know how to find help and support

Register for this class in [ERO](ERO)