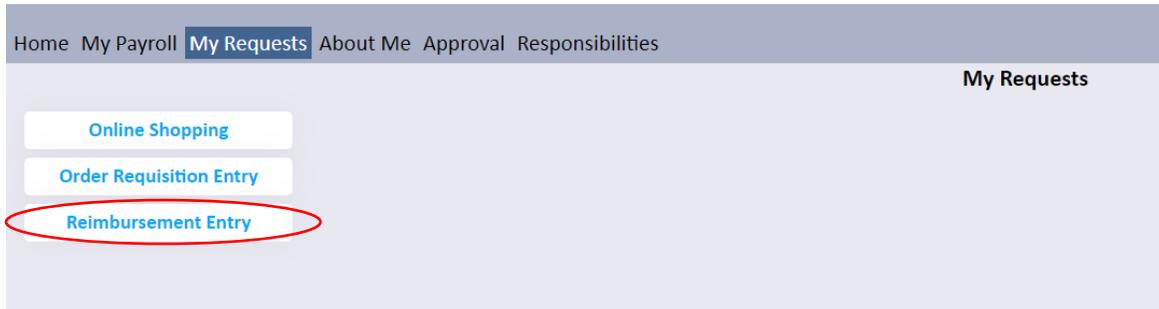
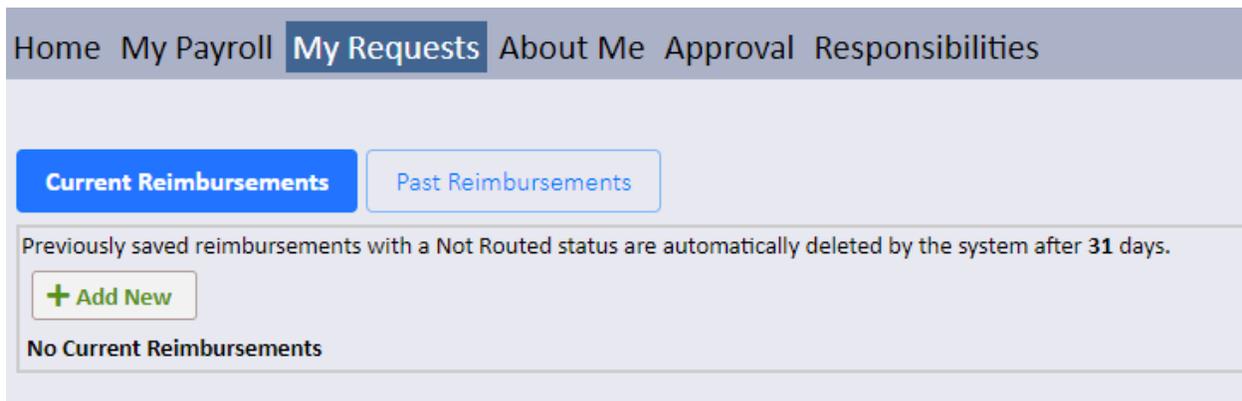


Reimbursement Entry Instructions

1. Under My Request tab in SMARTer
 - a. Click on “Reimbursement Entry”



2. Click +Add New button



3. Complete all the field
 - i. Request Date
 - ii. Fiscal Year = 2022
 - iii. Reason
 - iv. Purpose
 - v. Comments
- b. Click Save and Enter Items

Reimbursement Entry Instructions

Current Reimbursements Past Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after 31 days.
Fields with a colored background need to be entered before saving.

← Close

Request Date 10/18/2021 

Fiscal Year 2022

Reason Supplies

Purpose OFFICE SUPPLIES

Comments PURCHASE FROM TARGET.COM

✓ Save and Enter Items

4. Complete item details

- i. Expense date
- ii. Category
- iii. Amount
- iv. Description
- v. Account Code (Optional)
- vi. Attached copy of your itemized receipt
- vii. Comments

- b. Click +Add/Save button to move to next step

Current Reimbursements Past Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after 31 days.
Fields with a colored background need to be entered before saving.
All receipts are required to be turned into the business office, after form is completed in SMART eR. Please print and attach original itemized receipts.

✓ Save ← Close Delete

Status: Not Routed Reimb #: 2
Request Date: 10/18/2021  Created By: Rodolfo J. Martinez Diaz - 1354
Fiscal Year: 2022 Reimbursement Total: 0.00
Type: Reimbursement
Reason: Supplies
Purpose: OFFICE SUPPLIES
Comments: PURCHASE FROM TARGET.COM

New Row to be Added

Expense Date	Category	Limit	Amount	Description	Account Code	Receipt: Orig Req	File
10/18/2021 	Supplies-Office		35	TESTING ONLY	Q	Yes	 Choose a file or drag it here

Comments:

Dist

Detail Items

Reimbursement Entry Instructions

- Click Sign your Reimbursement Request to be routed to the business office

Home My Payroll **My Requests** About Me Approval Responsibilities

Reimbursement Entry

Current Reimbursements Past Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after 31 days.

[+ Add New](#)

	Reimb #	Type	Purpose	Created By	Request Date	Status	Reimb Total	Approved Total	Signed	
Edit	2	Reimbursement	OFFICE SUPPLIES	Rodolfo . Martinez Diaz - 1354	10/18/2021	Not Routed	35.00		Sign	Unless you sign and route, your reimbursement is not submitted.

- Check the box to agree with disclosure statement

Home My Payroll **My Requests** About Me Approval Responsibilities

Reimbursement Entry

Current Reimbursements Past Reimbursements

I declare under penalty of law that this claim is just and correct and that no part of it has been paid. I understand that my applicable tax laws may require me to provide additional information to the IRS.

[Sign Reimbursement](#) [Close](#)

- Electronically Sign by clicking and holding your mouse to draw your signature
 - Click Save Signature

Home **My Payroll** My Requests About Me Approval Responsibilities

Signature

If you are not on a mobile device you can use your mouse to sign. If you are on a mobile device you can use your finger to sign.

[Save Signature](#) [Clear Signature](#) [Close](#)

Please sign in box below...



Reimbursement Entry Instructions

8. Enter your password and last four of your SSN
 - a. Click Verify

Please complete the following information and click Verify to validate your identity.

Current Password:

Last four digits of your SSN:

Fields with a colored background need to be entered before saving.

9. Lastly, Click Route

Current Reimbursements

Previously saved reimbursements with a Not Routed status are automatically deleted by the system after 31 days.

	Reimb #	Type	Purpose	Created By	Request Date	Status	Reimb Total	Approved Total	Signed	
<input type="button" value="Edit"/>	2	Reimbursement	OFFICE SUPPLIES	Rodolfo . Martinez Diaz - 1354	10/18/2021	Not Routed	35.00		10/18/2021	<input type="button" value="Route"/>

Unless you sign and route, your reimbursement is not submitted.