

# Employee Expense Module

## General information:

This program replaces City's paper process for getting approvals for employee travel, training, education, and other expenses related to the City business.

While travel and training are often intermingled, by City Ordinance all travel outside the Collier County that requires City funds must be approved by the City Manager. Meanwhile training is regulated by the administrative policy and City Manager has requested that only training that exceeds \$1,000 per class per person should be forwarded to him for his approval. Additionally, City's administrative policy allows for up to \$1,500 per employee per year reimbursement for tuition and books towards a degree program. This requires City Manager approval as well. Lastly, all of the above has to have all the necessary funding in the budget.

New process consists of two main steps – (1) employee request for advance or reimbursement through employee self- service and (2) submitted claim review and approval through TylerMunis workflow. Once the claim is approved it will be converted into payroll check. Employees will no longer have to be added as vendors as their regular payroll information will be used for payment.

Step (1) can be skipped and assigned person in each department will be able to enter the claim and go straight to step (2). This will be up to each department how they wish to manage this process as well as each individual claim – have employees do data entry through self-service for their own travel or have assigned staff member enter data directly into TylerMunis Employee Expense Module.

## Claim types:

Six (6) claim types were created based on the City's experience. Additional claims can be created, or existing claims modified should the end users feel the need.

1. Travel & Training – Advance. This claim should be used when out of County travel is requested for training purposes. Must be approved by the City Manager prior to taking place.
2. Travel Only – Advance. This claim should be used when out of County travel is requested for purposes other than training, conference, seminar, etc. Must be approved by the City Manager prior to taking place.
3. Training Only – Advance. This claim must be used for training that does not involve out of County travel, for example online classes, and must be entered only if over \$1,000 per class per person prior to taking place. Note: this is separate from Educational Assistance claim.
4. Educational Assistance – Reimbursement. This should be entered after the employee passes a class towards a degree program as outlined in the employee handbook regarding educational assistance.
5. Travel & Training – Reimbursement. As outlined above, all the approvals need to happen prior to travel or training happening. This type of claim should be used to reimburse employees for after the fact, typically small incidentals, for example toll fees, parking, etc.
6. Other Expense – Reimbursement. This claim is reserved for instances when the employee needs to be reimbursed for something else outside of the above five (5) claims.

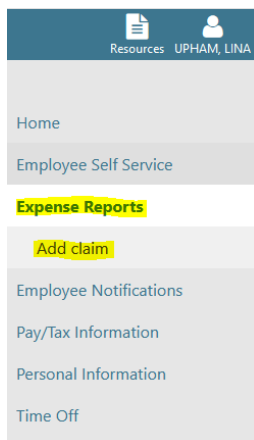
## Rate types:

1. Per diem: reimbursements for breakfast, lunch, and dinner
2. Unit rates: reimbursements for mileage, parking, etc.
3. Informational: those are for informational purposes only for the instances when payment is made directly to the hotel, transportation (i.e. plane ticket), or for registration. Employee does not get reimburse for those expenses, but they need to be entered in the claim to show the total cost to the City.

## Step-by-step instructions:

### I. Entering claim through the employee self-service:

On the right-hand side after logging in:



From the drop-down boxes pick your type of claim, department, travel dates and times, etc.

A screenshot of a claim entry form. At the top left is a logo featuring a palm tree and a sun. The form contains several fields: 'Claim type' with a dropdown menu showing 'FY21 REQUEST FOR TRAVEL AND TRAINING - ADVANCE'; 'Department\*' with a dropdown menu showing 'Finance'; 'Description\*' with a text input field containing '2021 FL ASSOCIATION OF PUBLIC PROCUREMENT C'; 'Start date\*' with a date input field showing '05/10/2021'; 'Start time\*' with a time input field showing '08:00' and a note below it: 'NOTE: Use HH:MM format. For example, use '08:30' for 8.30 am, '17:00' for 5 pm.'; 'End date\*' with a date input field showing '05/12/2021'; and 'End time\*' with a time input field showing '17:00' and the same note as above. At the bottom are two buttons: 'Continue' and 'Cancel'.

On the next screen enter location of the travel, if applicable. If class is held online, enter online under the city and state.

Under per diem rates add how many of each meal employee needs to get an advance for. Make sure there are no duplicates with meals provided by the host.

Location

Destination city\*

Destination state\*

Destination country

Per diem expenses
\$67.00

	<input checked="" type="checkbox"/> A. BREAKFAST \$6.00	<input type="checkbox"/> B. LUNCH \$11.00	<input type="checkbox"/> C. DINNER \$19.00	Total
Monday, May 10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$25.00
Tuesday, May 11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$36.00
Wednesday, May 12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$6.00
	\$18.00	\$11.00	\$38.00	

Under unit expenses enter all that apply from drop-down box, like mileage, parking, etc.

### Expense information

Expense type:  ⓘ

@ \$  MILES  
= \$0.56

Date incurred:

Comments:

Save expense
Cancel

Under informational expenses enter all that apply from drop-down box, like hotel, registration fees, etc. Please note those are those are for informational purposes only when payment is made directly to the hotel, transportation (i.e. plane ticket), or for registration. Employee does not get reimburse for those expenses, but they need to be entered in the claim to show the total cost to the City.

### Expense information

Expense type:  ⓘ

Comment:

HOTEL

REGISTRATION

TRANSPORTATION

Save expense
Cancel

Attach all the supporting receipts/backup.

Final entry should look like this. Click Submit Claim to have it flow into TylerMunis for approvals.

Munis Self Service

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**Claim type** FY21 REQUEST FOR TRAVEL AND TRAINING - ADVANCE

**Status** Entering

**Department** Finance

**Start date** Monday, May 10, 2021 8:00 AM

**End date** Wednesday, May 12, 2021 5:00 PM

**Destination city** Orlando

**Destination state** FL

**Amount claimed** \$3336.00 Amount to be reimbursed to the employee (per diem + per unit expenses)

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**Per diem expenses**

	A. BREAKFAST	B. LUNCH	C. DINNER	Total
Monday, May 10	6.000		19.000	25.000
Tuesday, May 11	6.000	11.000	19.000	36.000
Wednesday, May 12	6.000			6.000
				<span style="background-color: yellow; border-radius: 10px; padding: 2px 5px;">\$67.00</span>
Cash advances	0.00	0.00	0.00	\$0.00

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**Per unit expenses**

	Date	Comments	Cash advance	Amount claimed
2021 MILEAGE	5/10/2021	round trip to Orlando	0.00	224.00
PARKING	5/10/2021	3 days at \$15	0.00	45.00
			\$0.00	<span style="background-color: yellow; border-radius: 10px; padding: 2px 5px;">\$269.00</span>

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**Informational expenses**

	Comments	
HOTEL	\$435 (3 nights @\$145/night)	<span style="color: blue;">Paid directly to the host/vendor</span>
REGISTRATION	\$300	

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**Attached documents**

[210596.pdf](#)

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By submitting this request requesting person declares that the request is true and correct as to every material matter. Any individual who makes or aids in the making of a false or fraudulent request shall be guilty of a violation against the city, and upon conviction thereof shall be punished as provided in the city's personnel rules and regulations. In addition, any person who receives a travel allowance, advance or reimbursement by means of a false request shall be civilly liable for the repayment of the amount into the public fund from which the request was paid.

I have read and agree to the terms above.

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**Submit Claim**

## II. Approving/entering claim in TylerMunis:

Submitted claim from self-service will look like this. Employees assigned to receive initial notification will need to go in the claim, make sure everything is correct, and release into the workflow.

It is also possible to enter the claim directly in TylerMunis. Click on green + and enter all the information as to time, date, location, all rate types, attach backup and release into the workflow.

The screenshot shows the TylerMunis interface for entering a claim. The top navigation bar includes a 'HOME' button and various utility icons. A red circle highlights the green '+' icon in the 'Actions' section, labeled 'Add'. Below this is the 'Claims' form with the following fields:

- Claim number: 2021003
- Claim template: TTA21
- Claim status: 11 - Actual, Entering
- Employee number: 41
- Employee location: 5130
- Entered by: employee via website
- Dept: 5130 Finance
- Default org: 0015130
- Default project: ...
- Fiscal year: 2021 (Current Year selected)
- Event: ...
- Allocation code: ...

Below the form is a 'Details' tab (circled in red) with the following information:

- Start date: 05/10/2021
- Start time: 08:00
- End date: 05/12/2021
- End time: 17:00
- Destination city: Orlando
- Destination state: FL
- Destination country: ...
- Comment: 2021 FL ASSOCIATION OF PUBLIC

At the bottom is the 'Per Diem Expenses' table (circled in red):

Date	A. BREAKFAST	C. DINNER	B. LUNCH	Daily Total
05/10/2021	6.00	19.00	.00	25.00
05/11/2021	6.00	19.00	11.00	36.00
05/12/2021	6.00	.00	.00	6.00
<b>Totals</b>	<b>18.00</b>	<b>38.00</b>	<b>11.00</b>	<b>67.00</b>