

Northern Gateway Public Schools

TRUSTEE EXPENSE CLAIM

LOGGING INTO THE EMPLOYEE SELF SERVE WEB PORTAL

The Trustee Expense Claim is accessible through the following on the District web page:

Go to Staff Connections then to Person Links click on Atrieve (SRB) Web Portal.

Personal Links

[Staff Portal](#)

[Alberta School Employee Benefit Plan \(ASERP\)](#)

[SunLife Financial](#)

[Alberta Blue Cross](#)

[Atrieve \(SRB\) Web Portal](#)

[Homewood Health](#)



The web forms are compatible with Internet Explorer, Google Chrome or Firefox browsers.

Enter your email Username and Password at the login:



Sign in to your account

Enter your username and password to sign in

Username

Password

If you do not know your email username and password, please contact the IT Department for assistance.

HOW TO ACCESS THE EMPLOYEE REIMBURSEMENT FORM

Click on the 'My Info' menu and select 'My Forms' from the dropdown options:



The following screen will appear:

my forms

Submit a New Form

My Forms

- Expense Reimbursement
 - Expense Claim Form
 - Trustee Expense Claim Form

This area shows the forms in which you have been given access. Click on the "Trustee Reimbursement Form" to load the form to screen.

My Un-Submitted Forms - Click on a form below to edit and submit it.

Form Description	I.D.	Created	Other Info
This area will list all unsubmitted or saved forms. You can enter information into your forms on a daily/weekly basis and save the form. Be sure to submit form for authorization at the end of the month			

My Submitted Forms - Click on the links below to view details

Form Description	Edit Or Cancel	Track I.D.	Created	Other Info
This area will list all submitted forms. Note that you can "Edit or Cancel" your submitted forms up to the point of authorization. You can also click on the "Track" hyperlink to see the authorization status.				

My Processed Forms - Click on the links below to view details

Form Description	Track	I.D.	Created	Other Info	Status
This area will list all processed forms. You can view all processed forms and also track status.					

THE 'TRUSTEE REMUNERATION CLAIM FORM' ENTRY INSTRUCTIONS

Under the Submit a New Form, click on the 'Trustee Expense Claim Form'.

The Trustee Expense Claim Form will load to your screen allowing you to enter your monthly expense claim:

Trustee Expense Claim Form Entry

Enter the Trustee Expense Claim Form information and press the submit button.

Receipts
None

TRUSTEE TIMESHEET

NORTHERN GATEWAY PUBLIC SCHOOLS
TRUSTEE REMUNERATION

Name: Month:

Description, Location	Mtg. Date(s)	Please enter Hours of Day Portion of Day	HONORARIA Rate \$	TRAVEL Division Office Regular \$ /km	TRAVEL Division Office Car/Pool \$ /km	TRAVEL Regular \$ /km	TRAVEL Car Pool \$ /km	SUBSISTENCE ALLOWANCE Please select all that apply			RECEIPT Amount	
								Breakfast	Lunch	Supper		
COMMITTEE CHAIR (\$80.00)												
COMMUNICATION ALLOWANCE (\$75.00)												75.00
REGULAR MTG'S-SCHEDULED BM	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
REGULAR MTG'S-SCHEDULED BM	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
REGULAR MTG'S-SCHEDULED BM	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
SUBTOTAL KM'S:												
OTHER												
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
CONVENTIONS												
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
COMMITTEE MEETINGS												
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
	<input type="text" value="YYYYMMDD"/>	- Select Hours -	0.00					- Select -	- Select -	- Select -		
SUB-TOTAL				0.00	0.00			0.00	0.00	0.00	0.00	
RATES				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL \$				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
				Total Honoraria	Total Km	Total Car/Pool	Total Km	Total Car/Pool	Total Subsistence		Total Receipts	

I certify that the whole of the expenditure was incurred for Northern Gateway Public Schools and that amounts claimed have not previously been paid to me or on my behalf, nor have they been charged to Northern Gateway Public Schools credit card.

0.00	Shaded area payroll and 1/3 not taxable
75.00	White area payable through Accts Payable

Note that the following employee information fields are mandatory:

Month Claimed: Use the drop down option to select the month (Claims must be submitted for the full month – one claim per month).

Mandatory fields in the form section:

Date: Type in the date in the YYYYMMDD format, or click on the  to select the calendar date.

