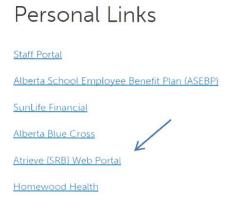
Northern Gateway Public Schools

TRUSTEE EXPENSE CLAIM

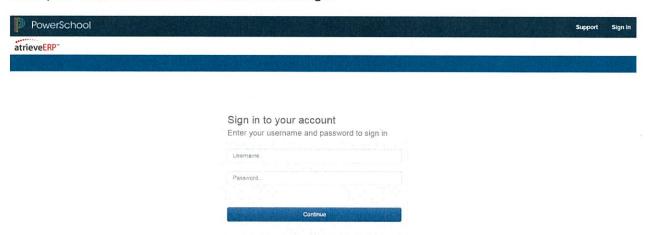
LOGGING INTO THE EMPLOYEE SELF SERVE WEB PORTAL

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.



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

Enter your email Username and Password at the login:



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:



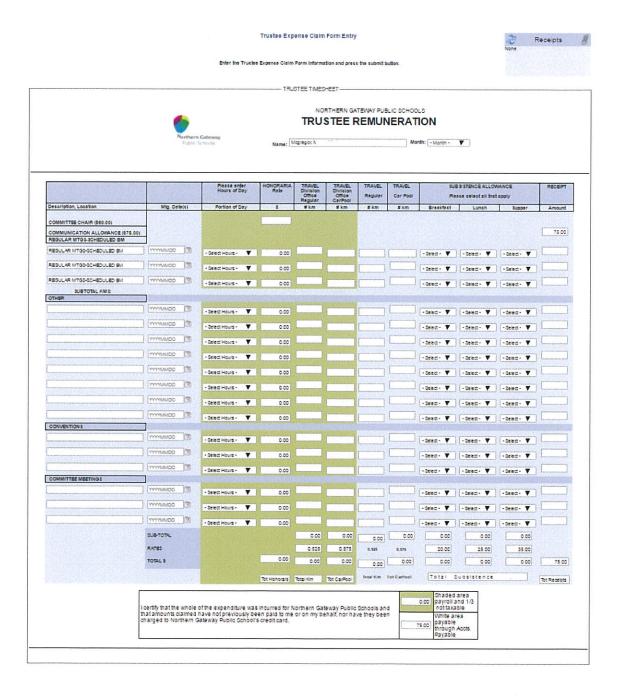
The following screen will appear:



THE 'TRUSTEE RENUMERATION 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:



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.

