

QUICK REFERENCE GUIDE

MISCELLANEOUS EXPENSE CLAIM – CSR TRAINING & DEVELOPMENT

1. Click the link to access the Miscellaneous Expense Claim: <https://lacourts.sharepoint.com/sites/FinAdm-ExpenseMisc>

MISCELLANEOUS EXPENSE CLAIM SHAREPOINT SITE

HOME PAGE

On the homepage you will see the following content:



The screenshot shows the SharePoint homepage for 'FinAdm-ExpenseMisc'. The page has a dark blue header with the site logo and name. Below the header is a search bar and navigation options like '+ New', 'Page details', and 'Analytics'. The main content area is titled 'Welcome to Miscellaneous Expense Claim' and includes instructions for users, such as 'For best results, use Chrome browser and Court owned devices/computers.' and 'This page is intended for the employees under the following classifications: ALL COURT STAFF'. A left navigation panel contains links for 'My Claims' and 'Start New Claim', both of which are highlighted with red arrows.

The left navigation panel is available on every page and includes quick links to:


- **My Claims:** Allows viewing the status of requests you have submitted
- **Start New Claim:** Brings up the empty form for the Claimant to enter a claim for reimbursement. (Continuous education courses/seminars must be Court-approved in advance by management before any costs were incurred to be reimbursable).

MISCELLANEOUS EXPENSE CLAIM REQUEST

Start New Claim

2. Click on **Start New Claim:** The form will be loaded and ready to be filled out.

I. Entering a New Claim



The form is titled "Miscellaneous Expense Claims Form" and is for the Superior Court of California, County of Los Angeles. It includes a logo in the top left corner. The form fields are as follows:

- Requesting For:** A text box containing "Christopher Fedoroff" with a red box labeled "1" next to it.
- Exception:** A checkbox that is currently unchecked.
- Manager:** A text box containing "Veronika Cohen" with a red box labeled "2" next to it.
- Claim Type *:** A dropdown menu with a red box labeled "3" next to it. The menu is open, showing options: "Please select a value...", "CSR Training & Development" (highlighted in blue), "Other", and "Probate Investigator Internet Service".
- Vendor #:** A text box containing "Not Required" with a red box labeled "4" next to it. Below the text box, the text "E19-NNNNNN" is visible.

1. **Requesting For:** Auto populated by Court Relationship Management (CRM), based on login credentials.
2. **Manager:** Auto populated by (CRM), based on login credentials.
3. **Claim Type*:** Select CSR Training & Development from drop down menu.
4. **Vendor #:** Enter if known.

II. Employee Information

Employee Information

Remittance Address (mail payment to) 5

5. Remittance Address (mail payment to)

Enter the complete address (number, street, city, state, zip) where payment is to be sent.

Note that State can only be two alphabetical characters and must not contain numbers or special characters, and zip code must not contain alpha or special characters.


III. Expenses

Expenses

Payment Type: * 6

How did you pay for your purchase?

Description of Expense * 7

Course Completion/Paid Date 8  Amount Requested * 9

[Add up to 4 more expense line items](#) 10

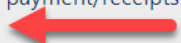
Total Amount Requested
\$ 0.00

6. **Payment Type***: Select the method you used to pay for the courses: Check, Credit Card, Money Order/Cashier's Check or if selecting Other, please type in the payment type.
7. **Description of Expense***: Enter the name of the course taken.
8. **Course Completion/Paid Date***: To select date click on the calendar icon or manually type in MM/DD/YYYY format. Only claims submitted within 30 days from the course completion date are eligible for reimbursement. **If your request exceeds 30 days from the course completion date, you will not be allowed to submit the claim.**
9. **Amount Requested***: \$400.00 is the maximum reimbursable amount allowed per course.
10. **Add up to 4 more expense line items**. If only 1 course, skip this step and go to step #11. If 2 or more courses, click on the "Add up to 4 more expense items" a new window will open to allow repetition of steps 6 – 9 for each additional course.

IV. Proof of Payment/ Receipts


Proof of Payment/Receipts

Attach proof of payment/receipts 11

[+ Add Attachment](#) 

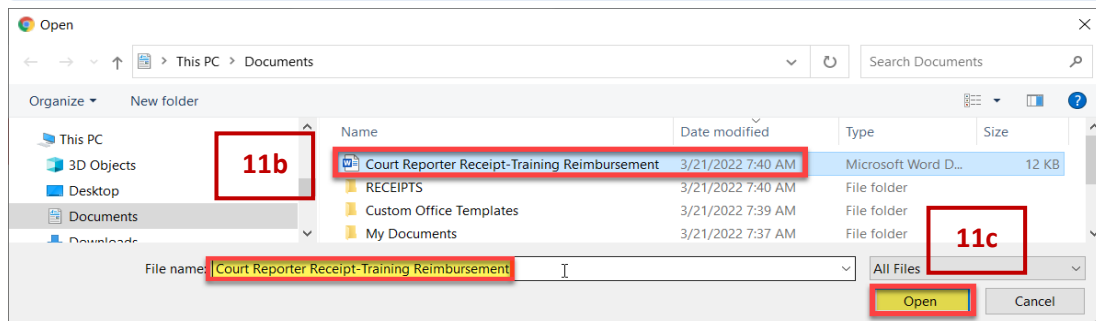
If paid by check, attach a copy of the front and back of the cancelled check.

Attach proof of payment/receipts 11a

[Add file](#) 

The maximum file size allowed is: 250 MB

If paid by check, attach a copy of the front and back of the cancelled check.



11. **Attach/Upload Proof of Payment/Receipts**: Click "+ Add Attachment".

- Click on "Add file".
- Scroll and then click once on the file so the name transfers to "File Name."
- Click "Open".

Attach proof of payment/receipts

Court Reporter Receipt-Training Reimbursement.docx x

+ Add Attachment

If paid by check, attach a copy of the front and back of the cancelled check.

12. **File Name Should be Seen in the Box.** Your saved document name should appear. If not, repeat steps 11 – 11c.

V. Direct Deposit of Expense Reimbursement

Direct Deposit of Expense Reimbursement

This form is for direct deposit of expense reimbursements issued by the Court/Judicial Council. Payroll direct deposit is a separate process through the County.

Please select a value... * **13**

Please select a value...

Attached is my direct deposit form.

I have a direct deposit form on file with my current banking information.

I do not wish to have direct deposit.

ata Record form on file.

13. This form is for direct deposit of expense reimbursements issued by the Court/Judicial Council. **Payroll direct deposit is a separate process done through the County.** There are 3 Options:

- Attached is my direct deposit form:** Go to step #14.
- I have a direct deposit form on file with my current bank information:** If selected, skip step #14 and go to step #15.
- I do not wish to have direct deposit:** If selected, and you want to receive a check by mail, it will be sent to the remittance address under your employee information (see section II). Skip step #14 and got to step #15.

Remittance Address (mail payment to)

111 N. HILL STREET, ROOM 105B
LOS ANGELES, CA 90012

This form is for direct deposit of expense reimbursements issued by the Court/Judicial Council. Payroll direct deposit is a separate process through the County.

Attached is my direct deposit form. * **14**

To receive your reimbursement faster, please complete a direct deposit (Electronic Funds Transfer Authorization) form and upload. This form is only required to be completed once unless you need to change/update your banking information. To complete a Direct Deposit form, click [here](#). After completing and saving the document, please upload it.

+ Add Attachment **14b** **14a**

The attachment will be deleted after claim approval/denial/withdrawal.

Attach proof of payment/receipts

Add file 14c

The maximum file size allowed is: 250 MB

If paid by check, attach a copy of the front and back of the cancelled check.

- 14. Attached is my direct deposit form:** Select to add direct deposit preference to your SAP vendor profile.
- Download the direct deposit EFT (Electronic Funds Transfer Authorization) form, by clicking on the word “here”. Complete, electronically sign and save the form to your computer/device.
 - To upload, click “+ Add Attachment”.
 - Click on “Add file”.

Open

This PC > Documents

Name	Date modified	Type	Size
MY EFT Authorization Form	3/21/2022 11:54 AM	Adobe Acrobat D...	2
My Payee Data Record	3/21/2022 10:22 AM	Adobe Acrobat D...	28
Toner Receipt 3	3/21/2022 9:55 AM	Adobe Acrobat D...	3

File name: **MY EFT Authorization Form**

Open 16

15. Selecting a saved file: Scroll to locate the saved EFT file from your computer/device, click once so the name transfers to “File Name”.

16. Final step: Click “Open”.

To receive your reimbursement faster, please complete a direct deposit (Electronic Funds Transfer Authorization) form and upload. This form is only required to be completed once unless you need to change/update your banking information. To complete a Direct Deposit form, click [here](#). After completing and saving the document, please upload it.

MY EFT Authorization Form.pdf 17

[+ Add Attachment](#)

The attachment will be deleted after claim approval/denial/withdrawal.

17. The file name should be seen in the box. The attached EFT form will be deleted from SharePoint as soon as the claim is approved or denied by AP-Approve/ AP-Park.

VI. Payee Data Record

Payee Data Record

If you have received a reimbursement check/deposit from the Court, you have a Payee Data Record form on file.

I have a Payee Data Record form on file with Accounts Payable with my current remittance address (mail payment to). 18

To complete a Payee Data Record form click [here](#). After completing and saving the document, please upload it. 19

Attach Payee Data Record form 20

[+ Add Attachment](#)

The attachment will be deleted after claim approval/denial/withdrawal.

18. **Check the box confirming you have a Payee Data Record (PDR) on file:** If so, skip to step #25 Certification.
19. **If not, download the PDR form by clicking on the word “here”:** Fill out, electronically sign and save the form to your computer/device.
20. **To upload:** Click “+ Add Attachment”.

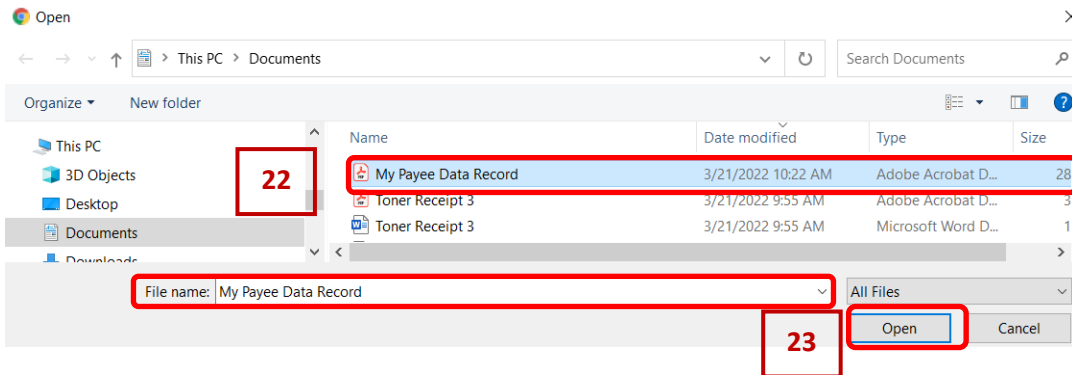
Attach proof of payment/receipts

Add file 21

The maximum file size allowed is: 250 MB

If paid by check, attach a copy of the front and back of the cancelled check.

21. **Next click:** “Add file”.



22. **Selecting saved file:** Scroll to locate the saved PDR file, click once so the name transfers to “File Name”.

23. **Final step:** Click “Open”.

To complete a Payee Data Record form click [here](#). After completing and saving the document, please upload it.

Attach Payee Data Record form

My Payee Data Record.pdf 24

+ Add Attachment

The attachment will be deleted after claim approval/denial/withdrawal.

24. **File name should be seen in the box.** The attached form will be deleted PDR form SharePoint as soon as the claim is approved or denied by AP-Approve/ AP-Park.

VII. Certification

Certification 25

I hereby certify that the above expense(s) was (were) necessarily incurred in the performance of my duty as court employee. I understand that falsifying this document may cause for disciplinary action.

Signature Date

Submit 26 **Save**

25. **Check the certification box:** Your electronic signature and the date submitted will auto populate.

26. **Click “Submit”:** A pop-up message will appear to confirm all required documents are attached and the claim is ready to be submitted. Click OK to submit or to go back to the form to finish, attach or make changes, click “Cancel”.

An embedded page at formso365.nintex.com says

I have attached all required documents and the claim is ready to be submitted. Click OK to submit the form. I need to go back to the form to complete the claim. Click CANCEL to go back to form.

OK

Cancel

27. **Miscellaneous Expense (ME)-ID:** SharePoint will generate a claim number automatically after a claim is submitted (i.e., 2022-ME-12345).

28. **The workflow will move forward to AP-Park after all the required fields are completed.**

(SUBMIT): Claim workflows to Accounts Payable. Once submitted, you cannot make changes to the claim)

(SAVE): Enables claimant to edit and complete the claim later after starting the claim).

(WITHDRAW): Allows claimant to retract the claim in case of duplicate entry).

Note: Should your approving manager be on an extended leave. Please attach a copy of the email thread showing your backup manager's written approval to process the claim.