



# Detached Duty

---

New Online Application and  
Reimbursement Forms

# Process Overview



Application Form – Request Access



Application Form – Submit Details



Reimbursement Form – Request Access



Reimbursement Form – Submit Details



Submit Expenses in AtrieveERP

# Application Request

## Two Primary Steps:

1. Request an Access Code
2. Submit a new Application Form to Detached Duty

Note: A separate application is required for each conference.

# Detached Duty Online Application: Request Access

**URL:** When applying for Detached Duty, teachers must request access to the online application by using the following link:

<https://forms.sd41.bc.ca/Forms/DDACC>

## Steps:

1. When entering the **employee #**, no 'e' is required
2. Detached Duty Request Type = **Application**
3. Select the **Request Access Code** button

## IMPORTANT:

A link and unique code will be sent to your **district email** which is required to access the online application form

The link and access code are only valid for one use

**Detached Duty: Request Access Link**

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

**Employee Number\***  
12345  
Numeric only - 5 digits (no 'e' required)

**Detached Duty Request Type\***  
 Application  Request for Reimbursement

**VALID!**  
After selecting the Request Access Code button you will receive an email (to your district email account) with an Access Code and unique web link to submit either your application or request for reimbursement form.

Validate

**Request Access Code**

# Detached Duty Online Application: Submit Details

## Employee Information

After clicking on the link in your email AND entering your access code, then the Application form will open.

Please read these sections 1<sup>st</sup>:

1. Important Information
2. If Approval is granted

## STEPS

1. Verify Employee #, Last and First Name
2. Select 'Submit' a new request'
3. Next

**Detached Duty: Application**

Employee Information | Conference Information | Conference Expenses | Application Terms and Conditions

**Important Information:**

- Please complete all sections of this form. Incomplete forms may be rejected.
- You will be notified by email of the Detached Duty Committee's decision with respect to your application.
- All conference fees should be indicated with Canadian dollar amounts.

If Approval is granted:

1. A Request for Leave of Absence form must be submitted to the school administrator
2. The Applicant, after attending the conference must complete the Request for Reimbursement Form

Employee Number  
12345  
Numeric only (no 'e' required)

Last Name  
Verify Last

First Name  
Verify First

Previous Approved or Completed Request  
Last 3 years

Label	Conference	TOC Requested	TOC Approved	Amount Requested	Amount Approved	Reimbursed	Status	Year
-------	------------	---------------	--------------	------------------	-----------------	------------	--------	------

Select an Action\*

Delete an Approved request  Submit a new request

Previous Next

# Detached Duty Online Application: Submit Details

## Conference Information

### STEPS

1. Enter Reason for Attending
2. Enter Area of Study/Conference Content
3. Enter Name of Conference
4. Enter Sponsor of Conference
5. Enter Location of Conference
6. Upload Conference Information
7. Enter Conference URL (if known)
8. Enter Start Date & End Date
9. Click Next

### Detached Duty: Application

Employee Information | **Conference Information** | Conference Expenses | Application Terms and Conditions

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

**Reason for Attending \***

Please offer comments on the reason(s) you wish to attend this particular conference.

**Area of Study/Conference Content \***

**Name of Conference \***

**Sponsor of Conference \*** **Location of Conference \***

**Conference - Supporting Information \***

Upload Conference Details: Bulletins, Newsletters etc.

**Conference URL**

Conference URL if available

**Start Date \*** **End Date \***

Drop down menu ranges from several department areas with an option to use **OTHER**

Conference details are required. Multiple Uploads are allowed. Simply click the Upload button for each additional attachment

# Detached Duty Online Application: Submit Details

## Conference Expense Information

### STEPS

If response to Conference Location = YES

1. Complete cost for **Accommodation** of Conference
2. Enter Cost for **Meals**
3. Enter Cost for **Transportation**
4. Enter **Registration Fee** for Conference
5. Click **Next**

**\*\*Expense Total** will automatically tabulate

### Detached Duty: Application

Employee Information | Conference Information | **Conference Expenses** | Application Terms and Conditions

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

Is the conference outside the Lower Mainland/Greater Vancouver?\*

Yes  No

Please note: All non-Canadian conference fees must be calculated and displayed in Canadian funds.

**Accommodation**  
\$ 0.00

**Meals**  
\$ 0.00

**Transportation**  
\$ 0.00

**Registration Fee\***  
\$ 0.00

**Expense Total**  
\$ 0.00  
Total amount of expenses.

Previous Next

# Detached Duty Online Application: Submit Details

## Conference Expense Information

### STEPS

If response to Conference Location = NO

1. Enter **Registration Fee** for Conference
2. Click **Next**

**\*\*Expense Total will automatically tabulate**

The screenshot shows the 'Detached Duty: Application' form for 'BURNABY SCHOOL DISTRICT 41'. The 'Conference Expenses' tab is active. The form asks 'Is the conference outside the Lower Mainland/Greater Vancouver?' with 'No' selected. A note states that non-Canadian conference fees must be in Canadian funds. The 'Registration Fee' field is set to '\$ 0.00' and is highlighted with a blue arrow. The 'Expense Total' field is also set to '\$ 0.00'. Navigation buttons for 'Previous' and 'Next' are visible at the bottom.

**Detached Duty: Application** BOARD OF EDUCATION BURNABY SCHOOL DISTRICT 41

Employee Information Conference Information **Conference Expenses** Application Terms and Conditions

Is the conference outside the Lower Mainland/Greater Vancouver?\*

Yes  No

Please note: All non-Canadian conference fees must be calculated and displayed in Canadian funds.

Registration Fee\*

\$ 0.00

Expense Total

\$ 0.00

Total amount of expenses.

Previous Next



# Detached Duty Online Application: Submit Details

## Application Terms & Conditions

### PLEASE READ

1. Application Terms and Conditions

### STEPS

1. Click the 'Accept' toggle to confirm your acceptance
2. Enter your Signature
3. SUBMIT

### Detached Duty: Application

Employee Information | Conference Information | Conference Expenses | **Application Terms and Conditions**

**This information is important**

**Application Terms and Conditions**

1. Applications must be received at least **FOUR (4) WEEKS IN ADVANCE** of the conference date.
2. Applicants must submit a copy of the conference brochure and fee schedule with their application.
3. Detached Duty funding does not cover membership fees. If included in the conference fee, they will be deducted. Reimbursement for registration fees will be limited to those charged to members of the conference organization.
4. Accommodation, meals, parking and transportation costs for Lower Mainland-area conferences are not covered. The cost of textbooks, supplementary materials, alcohol, trip insurance, and/or late registration fees will also not be covered by Detached Duty funding.
5. Applications for conferences which fall within a vacation period will only be eligible for reimbursement of registration fees. Courses taken to increase placement on the salary scale will not be approved for reimbursement.
6. Expenses beyond the approved amount will not be funded.
7. Only original receipts will be accepted for reimbursement. Receipts must be submitted via AtrieveERP Expense Reimbursement **WITHIN FOUR WEEKS OF THE CONFERENCE** (July/August receipts must be submitted by September 30).
8. In the exceptional circumstance where the school has already paid the conference fee, it is the responsibility of the applicant to reimburse the school. Cheques will only be issued to the applicant.

I hereby agree to the above terms and conditions.

**Acceptance of Terms and Conditions: \***

Accept

**Date**  
Date captured on form submission

**Signature \***

Previous  Next

Submit

# Detached Duty Online Application: Email Messages

## Associated Email Messages

### Application: Submission Receipt Email

**From:** noreply-ls@sd41.bc.ca <noreply-ls@sd41.bc.ca>  
**Sent:** February 1, 2022 10:14 PM  
**To:** Burnaby Teacher <Burnaby.Teacher@burnabyschools.ca>  
**Subject:** Detached Duty Application: Received

A Detached Duty form has been received from: Teacher, Burnaby  
Your application will be reviewed by the Detached Duty Committee and you will be contacted once a decision has been made.

A separate application is required for each conference you would like to attend. To submit another application: [SD41 Detached Duty Application Form](#)  
Thank you.

Detached Duty  
BTA Office: 604-294-8141  
Tuesdays: 1:00-3:00  
[Detached.Duty@burnabyschools.ca](mailto:Detached.Duty@burnabyschools.ca)

### Application: Approval Email

**From:** noreply-ls@sd41.bc.ca <noreply-ls@sd41.bc.ca>  
**Sent:** February 1, 2022 10:15 PM  
**To:** Burnaby Teacher <Burnaby.Teacher@burnabyschools.ca>  
**Subject:** Detached Duty Application: Approved

A Detached Duty Application submission has been approved:  
Name: Burnaby Teacher  
Conference: Environmental Education Leadership Clinic  
Maximum TTOC Days: 0.0  
Maximum You May Claim: 10.00

**Before your conference:**  
If necessary, complete a Leave of Absence request in the AtrieveERP system; [Atrieve \(Absence Logging\)](#)

**After you have attended the conference:**  
You must complete a; [Request for Reimbursement Form](#)

**Cancel or Submit a New Application:**  
[SD41 Detached Duty Application Form](#)

For questions/concerns please contact the Detached Duty Office.  
Thank you.

Detached Duty  
BTA Office: 604-294-8141  
Tuesdays: 1:00-3:00  
[Detached.Duty@burnabyschools.ca](mailto:Detached.Duty@burnabyschools.ca)

# Submit Absences

Logging absences (whether approved by Detached Duty or not) are the responsibility of the individual teacher and are handled in AtrieveERP.

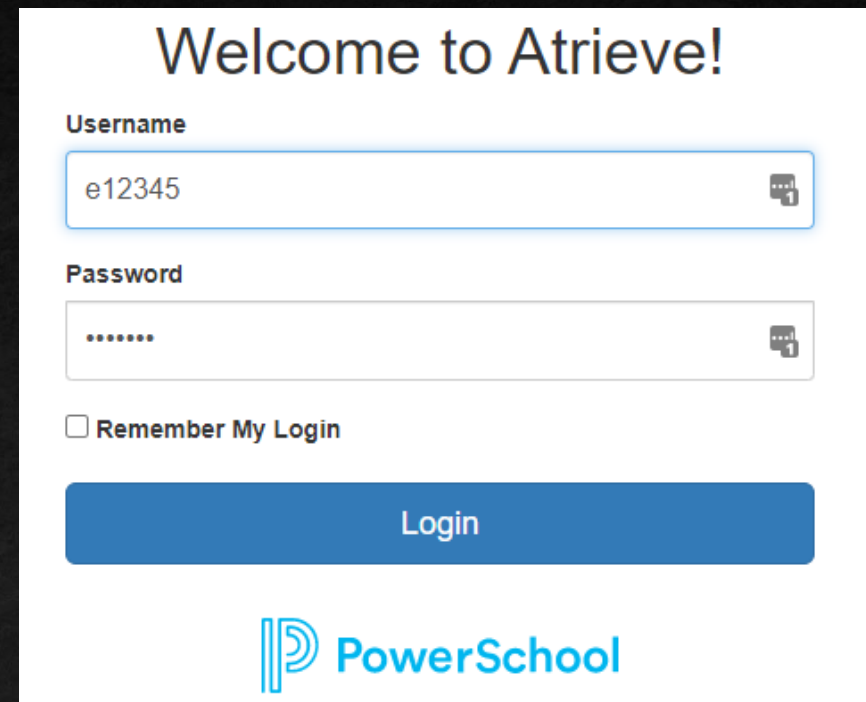
# AtrieveERP: Absence Logging (if required)

<https://burnabyschools.atriveerp.com/>

The link is also accessible on the District website on the Staff Screen

## STEPS:

1. Enter **Username**
2. Enter your **Password**
3. Click **Login**
4. Follow the usual steps for absence logging EXCEPT – **Choose Detached Duty** as the Absence Reason




Welcome to Atrieve!

Username  
e12345

Password  
\*\*\*\*\*

Remember My Login

Login



# Reimbursement Requests

## Three Primary Steps:

1. Request an Access Code
2. Submit a new Reimbursement Request Form to Detached Duty
3. Submit an Expense claim in AtrieveERP

# Request for Reimbursement Form: Step 1 of 2

## Request Access

- When requesting Reimbursement, teachers must request access to the online reimbursement form by using the following link:  
<https://forms.sd41.bc.ca/Forms/DDACC>

- Steps:
  - When entering the **employee #**, no 'e' is required
  - Detached Duty Request Type = **Request for Reimbursement**
  - Select the **Request Access Code** button

### IMPORTANT:

A link and unique code will be sent to your **District Email** account which will be required to access the online application form

The link and access code are only valid for one use

**Detached Duty: Request Access Link**

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

**Employee Number\***

12345

Numeric only - 5 digits (no 'e' required)

**Detached Duty Request Type\***

Application  Request for Reimbursement

**VALID!**

After selecting the Request Access Code button you will receive an email (to your district email account) with an Access Code and unique web link to submit either your application or request for reimbursement form.

Validate

Request Access Code

# Request for Reimbursement Form: Step 1 of 2

## Employee Information

- When requesting Reimbursement, teachers must request access to the online reimbursement form by using the following link: <https://forms.sd41.bc.ca/Forms/DDACC>
- Steps:
  - When entering the **employee #**, no 'e' is required
  - Detached Duty Request Type = **Request for Reimbursement**
  - Select the **Request Access Code** button
- A link and unique code will be sent to your district email which is required to access the online application form

**Detached Duty: Request for Reimbursement** BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

Employee Information Conference Expenses

**Employee Number**  
12345  
Numeric only (no 'e' required)

**Last Name** **First Name**  
Teacher Burnaby

Previous Next

# Request for Reimbursement Form: Step 1 of 2

## Conference Expenses

### STEPS:

1. Select the **Conference** you attended
2. Confirm the **Start and End Dates**
3. Enter **TTOC Days Claimed** if you were approved. The number of days claimed cannot be more than the number of days **Approved**.

### Expenses Claimed:

1. Enter your **Expenses** as per your receipts
2. The **Expense Total** cannot be more than the **Approved Claim Amount**
3. Enter your **Signature**
4. **Submit**

**Detached Duty: Request for Reimbursement**

Employee Information | **Conference Expenses**

BOARD OF EDUCATION  
**BURNABY**  
SCHOOL DISTRICT 41

**Conference \***  
Environmental Education Leadership Clinic - [2022-02-01 to 2022-02-01] - # ▾ **← This is a drop-down menu and will show all Approved Conferences.**

I have attended the conference noted above and intend to submit the following expenses for reimbursement in AtrieveERP.  
All expenses submitted are in Canadian dollars.

**Start Date** 2/1/2022 **End Date** 2/1/2022

**Detached Duty Approved**

TTOC Days Claimed	TTOC Days Approved by Detached Duty
<b>TTOC Days Claimed *</b> 0.0 <small>Please enter the total number of TTOC days you submitted to HR.</small>	<b>TTOC Days Approved</b> 0.0 <b>TTOC Days Claimed cannot be more than TTOC Days Approved</b>

**Applicant Expenses**  
Use this section to calculate the total amount of expense you intend to submit.

Expenses Claimed	Total Expense Approved by Detached Duty
<b>Is the conference outside the Lower Mainland/Greater Vancouver? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Approved Claim Amount</b> \$ 10.00
<b>Registration Fee *</b> \$ 10.00	<b>Total Expenses Claimed cannot be more than the Approved Claim Amount</b>
<b>Expense Total</b> \$ 10.00 <small>Ensure the total amount of expenses does not exceed the Approved Claim Amount.</small>	

**Acknowledgement**

**Date**  
Date captured on form submission

**Signature \***  
Sign

Previous Submit Next



# Request for Reimbursement Form: Step 1 of 2

## SAVE A COPY OF YOUR FORM

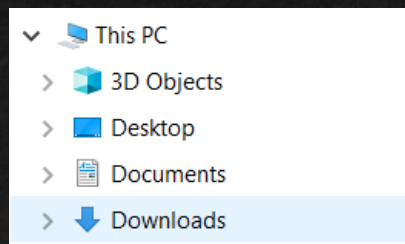
### IMPORTANT:

After submitting your Reimbursement Form you have an opportunity to Download or Print a copy of the form.

You require a COPY of the Form to attach to your AtrieveERP Expense Reimbursement.

### Steps:


1. Click on the **Download** button
2. A PDF copy will be saved to the Downloads folder of your computer



**IMPORTANT - PLEASE READ**

You are required to submit your conference receipts in the AtrieveERP system in order to be reimbursed.

1. Use the Download button to download a copy of this Reimbursement Form.
2. Submit an Expense Claim in the AtrieveERP system: <https://burnabyschools.atriveerp.com/>
3. Attach your conference receipts **AND** a copy of your downloaded Reimbursement form.



**Download** **Print**

# Request for Reimbursement Form: Step 1 of 2

## Approval Email

### Reimbursement: Approval Email

#### STEPS:

To be fully reimbursed by Accounts Payable you **MUST** submit an expense claim in Atrieve ERP

For your convenience, the email from Detached Duty will include:

1. A copy of your **Approved Reimbursement** information
2. The link to **AtrieveERP**

#### Detached Duty: Important Reimbursement Information



noreply-ls@sd41.bc.ca

To **Burnaby Teacher**



Detached Duty\_ Request for Reimbursement.pdf  
234 KB

You are required to submit your conference receipts in the AtrieveERP system in order to be reimbursed:

1. Submit an Expense Claim in the AtrieveERP system: <https://burnabyschools.atriveerp.com/>
2. Include your conference receipts
3. **AND** include a copy of your Detached Duty Reimbursement form (attached for your convenience)

Thank you.

Detached Duty

BTA Office: 604-294-8141

Mondays: 1:00-3:00

[Detached.Duty@burnabyschools.ca](mailto:Detached.Duty@burnabyschools.ca)

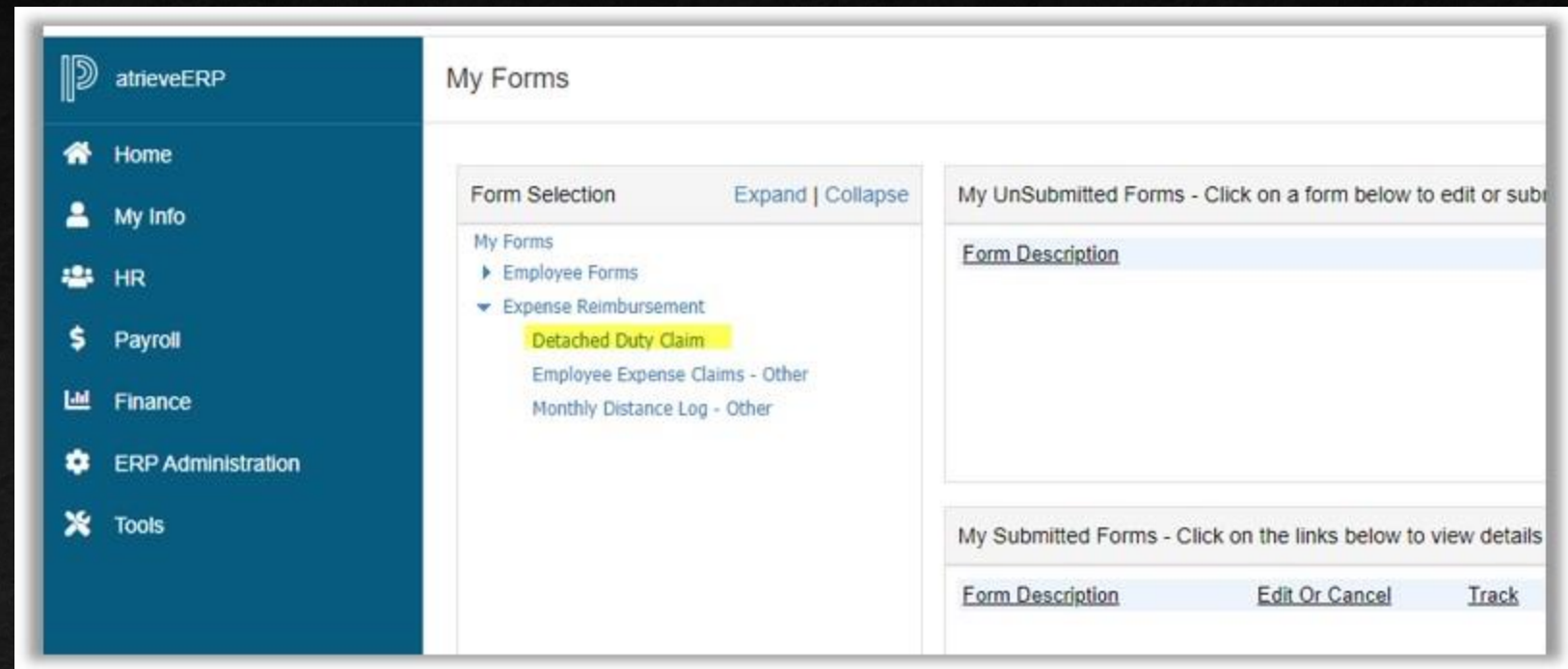
# Request for Reimbursement Form: Step 2 of 2

Submit your expenses in AtrieveERP - <https://burnabyschools.atriveerp.com/>  
The link is also accessible on the District website on the Staff Screen

## IMPORTANT:

AtrieveERP expense claims must include two things:

1. A copy of your Detached Duty Reimbursement Form
2. ALL expense receipts from your conference.



# Request for Reimbursement Form: Step 2 of 2

Submit your expenses in AtrieveERP

Ensure all fields are filled in appropriately:

1. School/Department = **Your school**
2. Date of Claim Approval = **Date** you received the email indicating the reimbursement was approved
3. Claim Amount = **Expense Total** from your Reimbursement Claim
4. **Comments** = any information you would like to share with Payroll

## IMPORTANT:

You must Attach all receipts AND a copy of your Reimbursement Form

You must Attach all receipts AND a copy of your Reimbursement Form

Detached Duty Claim Entry

Enter the Detached Duty Claim information and press the submit button.

Attached Documents

DETACHED DUTY CLAIM

Detached Duty Claim	
Name:	Burnaby Teacher (12345)
School/Department:	-- Choose LOCATIONS ASSIGNMENT --
Date of Detached Claim Approval:	YYYYMMDD
Detached Duty Claim Amount:	
Comments:	

By submitting, the employee certifies that this claim is correct.

Save Submit

# Summary

## Key Points:

- You must 'Request Access' to both the Application and Reimbursement forms for security and protection of privacy
- Access Codes and Links are only valid for a single use
- A separate form is required for every application and every reimbursement request
- All required fields in the forms must be complete before they can be submitted
- It is an individual's responsibility to Cancel an approved application via the form
  
- There are 2 steps to Reimbursement
  - Complete a Detached Duty Reimbursement Form
  - Submit an Expense Claim in AtrieveERP and upload all attachments including:
    - Conference Receipts
    - A copy of your Approved Detached Duty Reimbursement Form