

# How to apply for Reimbursement for Detached Duty

# 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

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# 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><br>0.0<br><small>Please enter the total number of TTOC days you submitted to HR.</small> | <b>TTOC Days Approved</b><br>0.0<br><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><br><input type="radio"/> Yes <input checked="" type="radio"/> No | <b>Approved Claim Amount</b><br>\$ 10.00                                    |
| <b>Registration Fee *</b><br>\$ 10.00   | <b>Total Expenses Claimed cannot be more than the Approved Claim Amount</b> |
| <b>Expense Total</b><br>\$ 10.00<br><small>Ensure the total amount of expenses does not exceed the Approved Claim Amount.</small>         |   |

**Acknowledgement**

**Date**  
Date captured on form submission

**Signature \***  
Sign

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# Request for Reimbursement Form: Step 1 of 2

## SAVE A COPY OF YOUR FORM

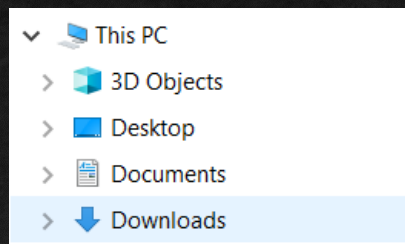
### IMPORTANT:

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)

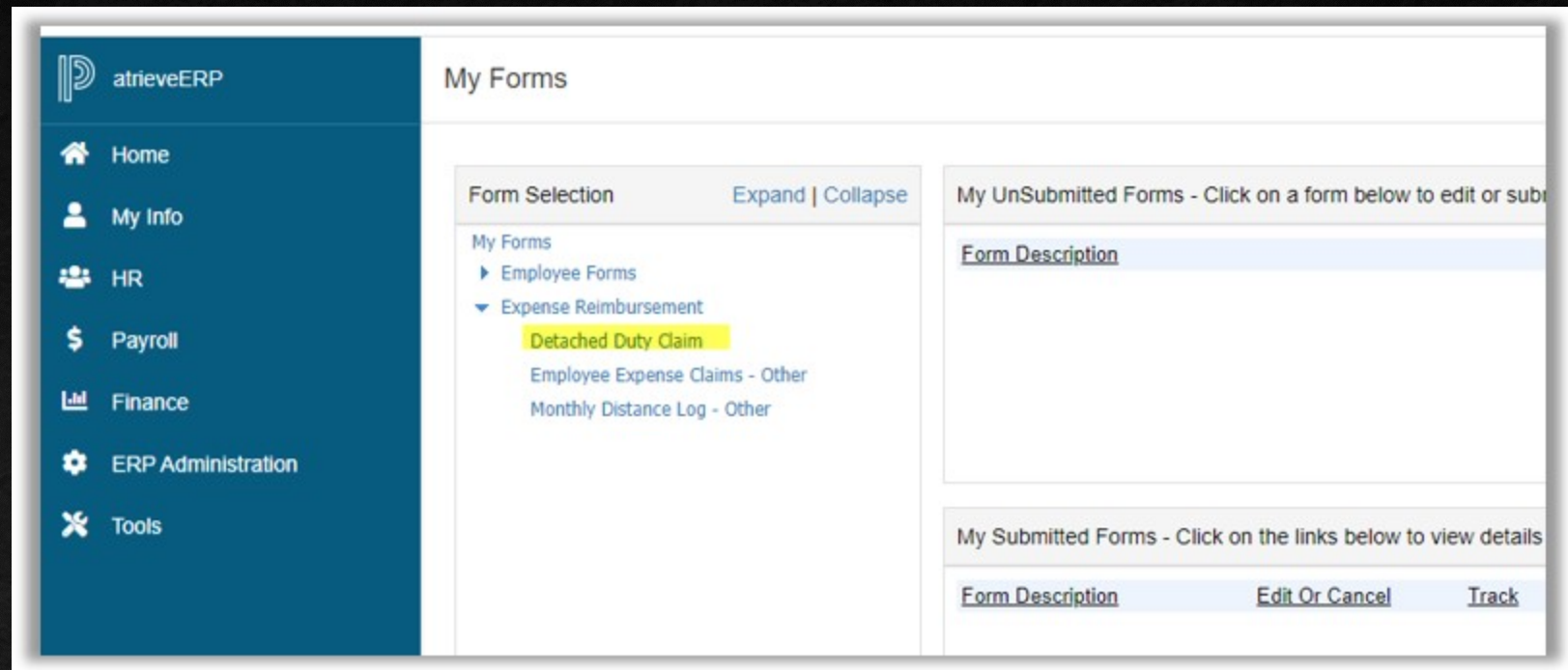
# Request for Reimbursement Form: Step 2 of 2

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