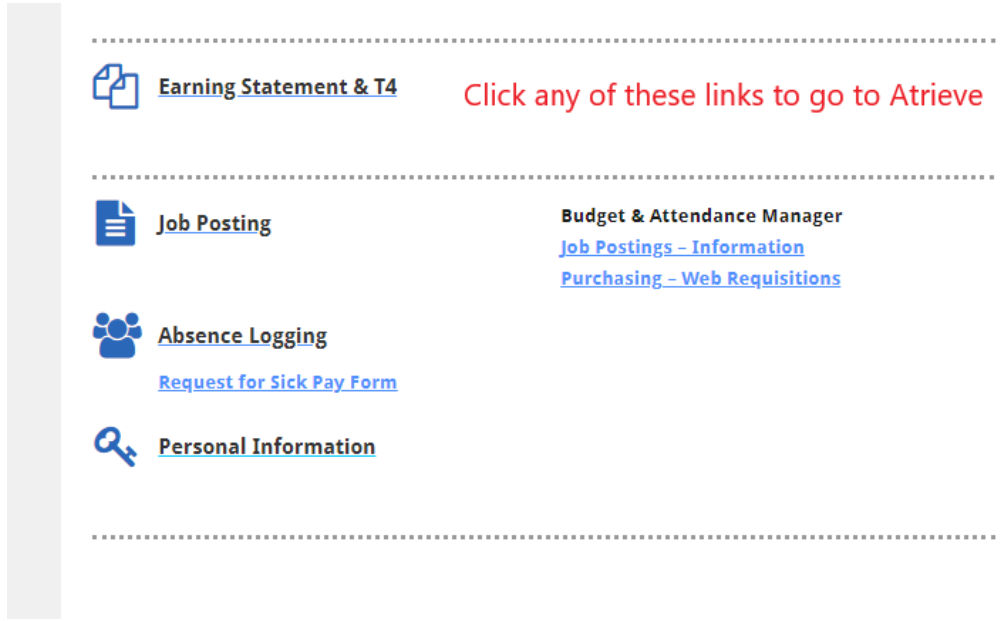


How to use Atrieve to upload complete a Detached Duty Reimbursement.

Do NOT try and use a phone or an iPad. It doesn't work. }:

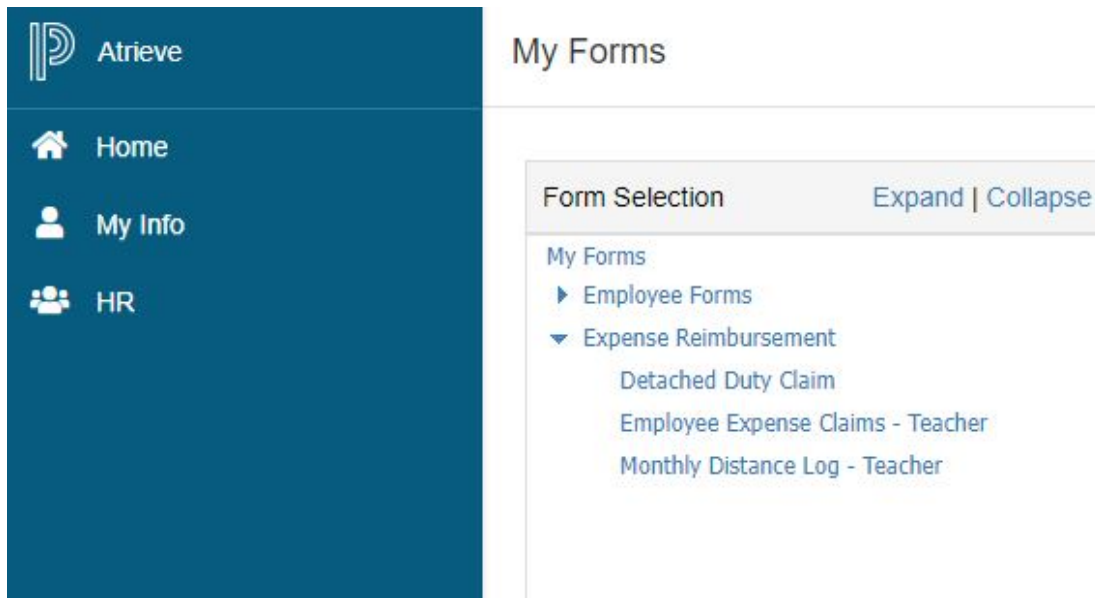
- 1) <https://burnabyschools.ca/staff/>



The screenshot shows the Atrieve staff portal home page. It features a sidebar on the left with navigation icons for Earning Statement & T4, Job Posting, Absence Logging, and Personal Information. The main content area contains a red text instruction: "Click any of these links to go to Atrieve". Below this, there are links for "Budget & Attendance Manager", "Job Postings - Information", and "Purchasing - Web Requisitions".

- 2) In the Home tab:

Home- My E forms List- Expense Reimbursement-Detached Duty Claim




The screenshot shows the Atrieve 'My Forms' page. The left sidebar has navigation options: Atrieve, Home, My Info, and HR. The main content area is titled 'My Forms' and includes a 'Form Selection' header with 'Expand | Collapse' options. Below this, there is a list of forms under the heading 'My Forms':



- ▶ Employee Forms
- ▼ Expense Reimbursement
 - Detached Duty Claim
 - Employee Expense Claims - Teacher
 - Monthly Distance Log - Teacher


- 3) Open the form. To upload the receipts, click on the icon in the top right-hand corner. Remember to total your receipts. If you have any explanations for the Finance people, please include in the comments.

Also remember to include the PDF you received after you applied for Reimbursement. It was emailed to you.



Detached Duty: Important Reimbursement Information

 noreply-ls@sd41.bc.ca
To 

 Detached Duty_ Request for Reimbursement.pdf
92 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

i.

Detached Duty Claim Entry Attached Documents 

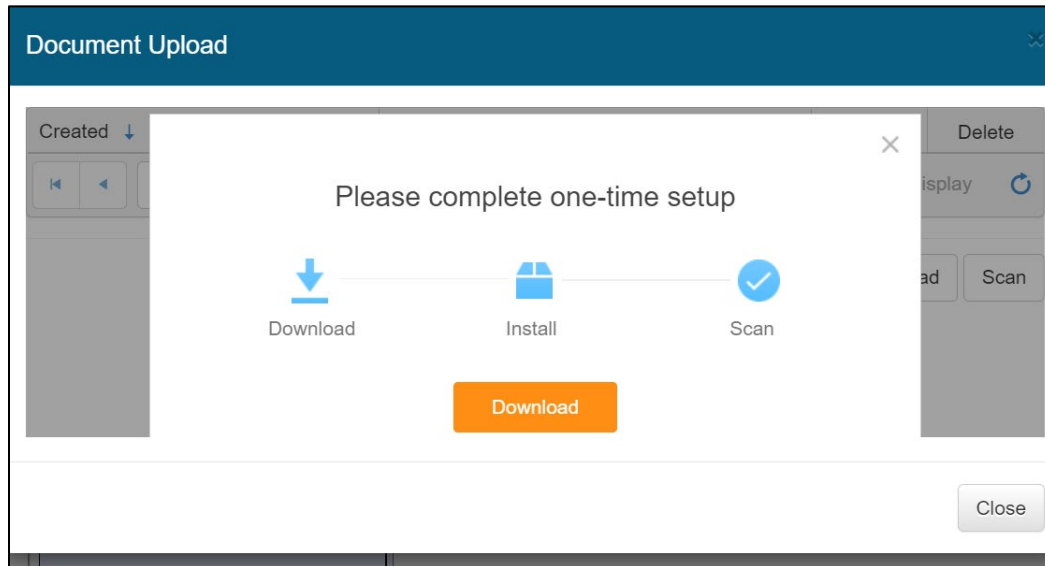
Enter the Detached Duty Claim information and press the submit button.

DETACHED DUTY CLAIM

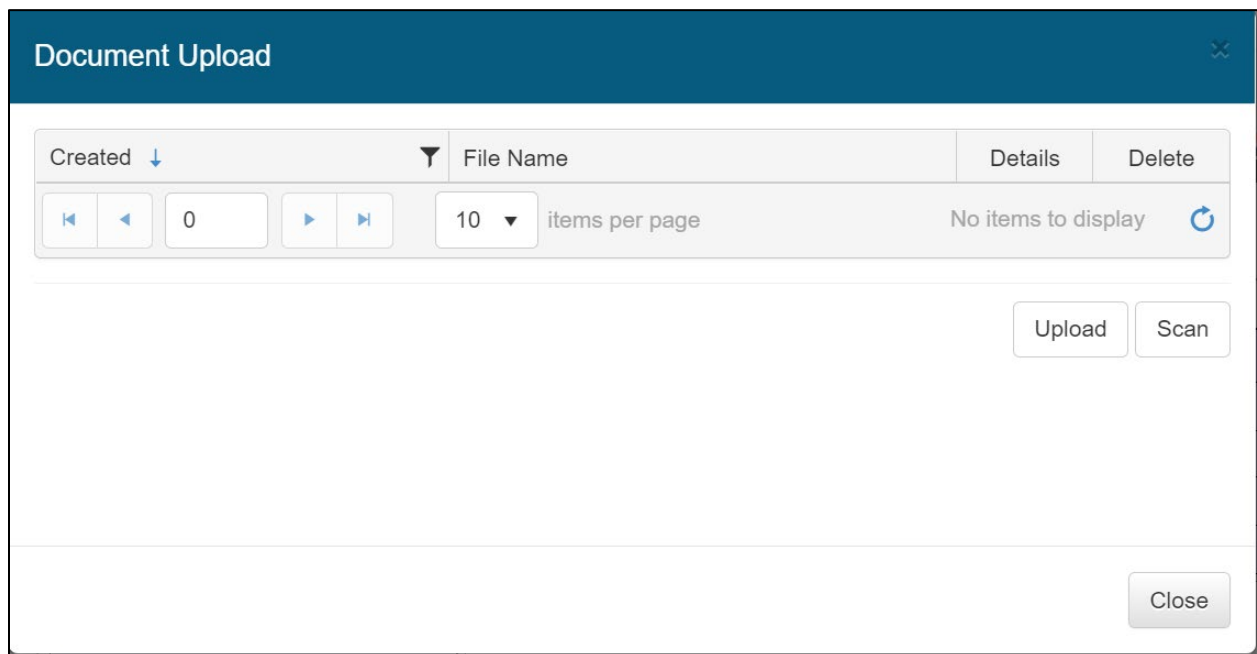
Detached Duty Claim	
Name:	<input type="text"/>
School/Department:	-- Choose LOCATIONS ASSIGNMENT -- 
Date of Detached Claim Approval:	YYYYMMDD 
Detached Duty Claim Amount:	<input type="text"/>
Comments:	<div style="border: 1px solid #ccc; height: 50px;"></div>

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

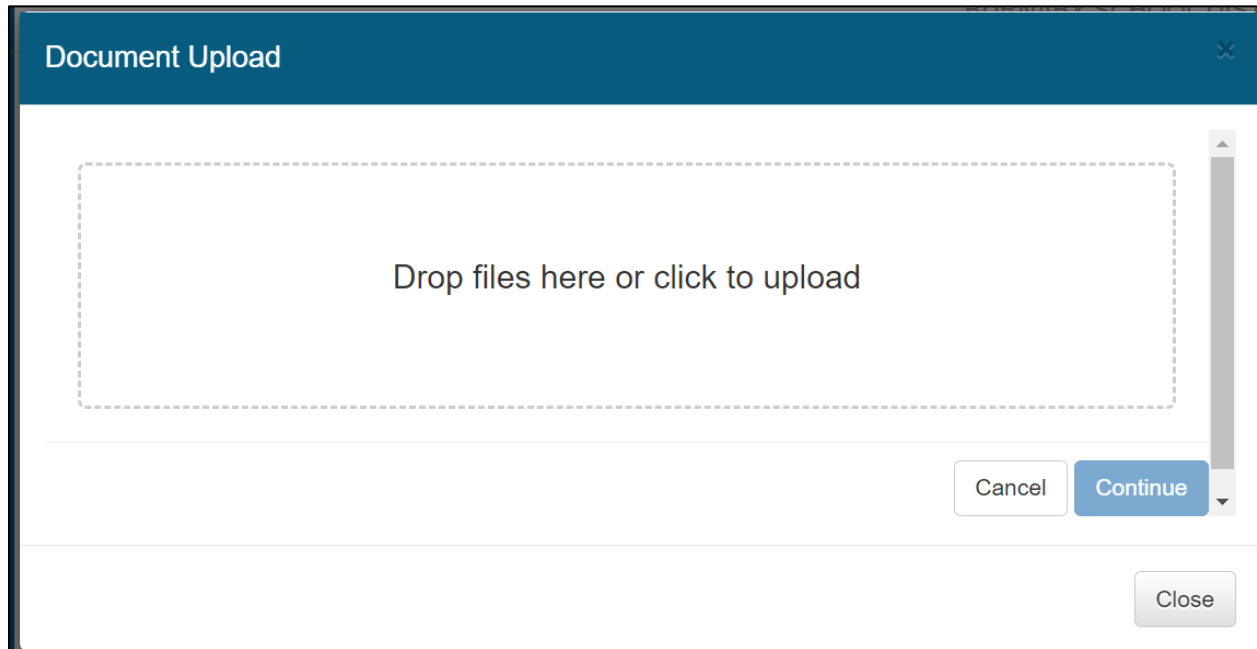
- 4) This pop up will appear. You do not need to complete the set up. Simply click the "x" to close to pop up box.



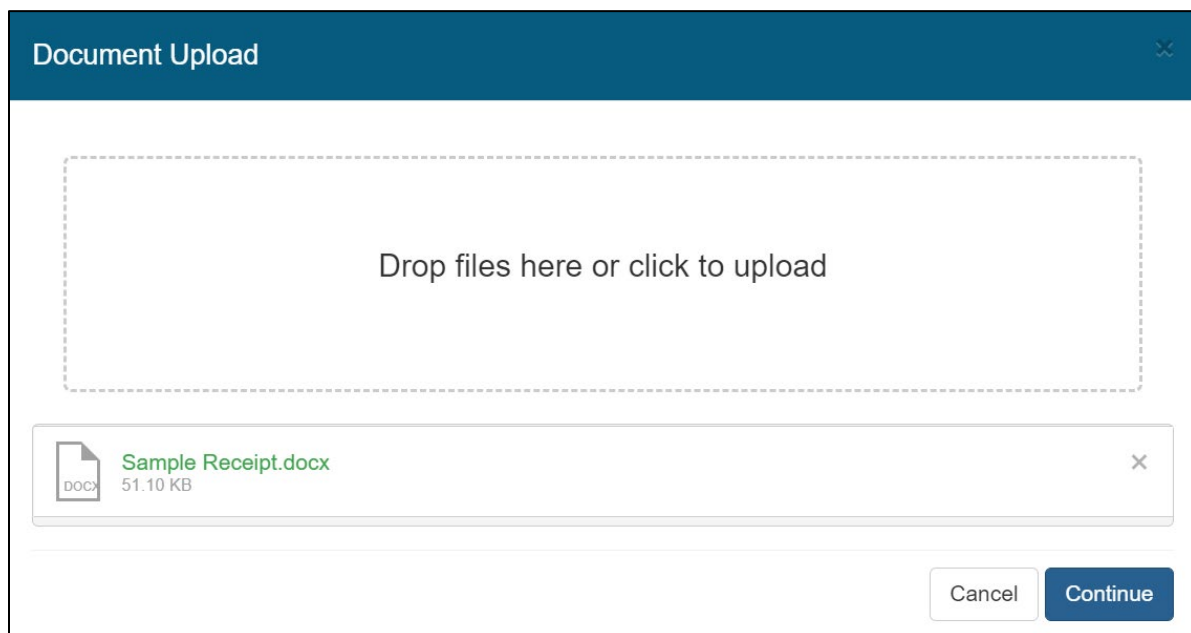
- 5) Click the Upload button to upload your files



- 6) Click on the empty box. Select your files (the receipt and the Pdf of the Request for Reimbursement)



- 7) Your files will appear. Hit "Continue"



8) Name your files

Document Upload

Enter or modify document details. Please fill in all required fields in the text boxes below.

FileName



DocumentType

Expense ID Number *

Description *

9) Upload

Document Upload

Created ↓	File Name	Details	Delete
Nov-01-2022 02:51:56 PM	Sample Receipt.docx		

1 10 items per page 1 - 1 of 1 items

Upload Scan

Close

10) You will see that there are now 'Attached Documents'

Detached Duty Claim Entry Attached Documents

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

Detached Duty Claim

Submit and now you are all done!