Entering Travel Requests into Munis (before you travel)
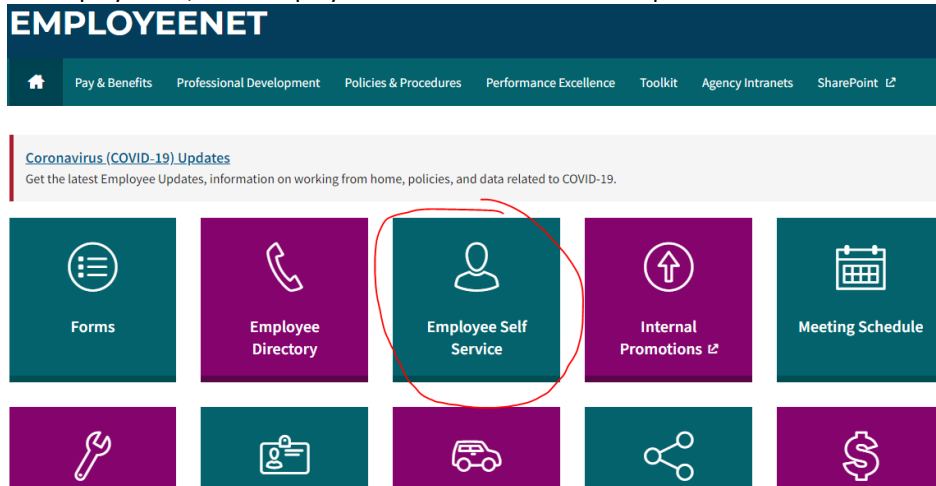
1) On Employeenet, click 'Employee Self Service' icon in the top center.

2) Click the 'Log In' button on the top right. Your user name is your Employee Number which is a 4- or 5-digit number that can be found on your pay stub (or you can ask Steve Danner-Rivers or Chase O'Brien for it). If you have never used ESS before, your password will be the last 4 of your social security number by default (it will ask you to change it after your first log in). If you can't login, you have to call the IT Help Desk to reset your password. Make sure you tell them you need your "Munis Employee Self Service" password reset.

3) Once logged in, click the 'Expense Reports' button on the left. This is where your travel claims are created and listed. Now click 'Add claim' on the left.

4) Fill out the form with your travel info. <mark>If you are requesting permission to travel/train, you must choose the "Estimated" type</mark>; either "Travel In State 2022 – Estimated" or "Travel Out of State 2022 – Estimated". Virtual trainings are considered "Travel In State". MAKE SURE "ESTIMATED" IS SELECTED OR YOU WILL HAVE TO RE-ENTER IT! The "Actual" type is only ever used for getting reimbursed on your paycheck.

5) Make sure your description clearly indicates what this travel is for. Also, make sure the time format is correct (i.e. 4:00 PM is 16:00). Click 'Continue'.

6) (Optional) If you plan to claim meal reimbursements, click 'Per diem expenses' to expand and check the boxes that correspond to the meal reimbursement you want.

Per diem			^
	☐ IN STATE DAILY ⓘ	☐ TRVL IN STATE ⓘ	Total
Monday, January 3	☐	☐	$0.00
	$0.00	$0.00	

7) Click 'Unit expenses' to expand, and then click 'Add an expense' on the right. Choose the type of expense, the cost and the date this expense will be paid. Be sure to explain any details of the expense in the Comments field. Click 'Save' when you are done. Keep adding expenses until everything all costs of the travel/training is accounted for, whether paid by City pcard or by you. *If there is no cost for your travel request, you still must enter a "dummy" expense because the system will not allow $0 claims. In that case, choose 'Registration' as the type, put the cost at $.01 and put "no cost" in the Comments.*

Expense information

Expense type   REGISTRATION ▼ ⓘ

1 @ $ 75.00   EACH = $75.00

Date incurred   01/03/2022

Comments   Registration fee

CANCEL   **SAVE**

8) Click 'Attach documentation' to expand and then click 'Choose File' to attach your backup. This should be a PDF of the registration form, or a flyer or a printout of a web page explaining what the event is for.

9) When you are done, click 'Review'. Check everything over and make sure you have the total trip cost included, as well as your backup attachment. Click 'Submit Claim' to release the claim into Munis for approval. You will receive a confirmation message with your claim number.

Confirmation

✔ Your claim, number 2845, was successfully submitted. ⊗

10) After you submit your claim, you can always log back in to ESS and check the status of your claim under 'Expense Reports'. It will only change to Approved status once it has been approved by the City Engineer and Finance. This can take several days. If you want to check and see if your travel has been approved by your supervisor and/or the City Engineer, you can email or call Chase O'Brien or Steve Danner-Rivers.

11) After you return from the trip, and only if you are requesting a reimbursement, you must convert your claim to an "Actual" claim in ESS (covered next). This is essentially a trip closeout form. This is only needed if you are requesting a reimbursement for out-of-pocket expenses or per-diem mileage or meals. If there was no cost for the trip or everything was paid on a p-card, you are done. You do not have to submit an "Actual" claim. If we don't see an "Actual" claim for reimbursement submitted within a few weeks of the travel, we will assume there is no reimbursement requested and we will close your claim.

Entering Actual Claims for Reimbursement (after you travel)

1) Log in to Munis ESS (see steps 1 and 2 above). Click 'Expense Reports' and you should see your Estimated claim listed with an Approved status. If it is not Approved, you will not be able to convert the Estimated claim to Actual.

Expense reports

					Add a new claim
Date	**Description**	**Id**	**Status**	**Total**	
9/10/2015 - 9/11/2015	Example conference 2015	2845	Approved	$81.00	details | delete | copy

2) Click the claim ID number. This will bring up a summary of your claim. At the bottom, click the 'Update' button.

3) Now you can edit the claim for the amounts you want to be reimbursed. Remember, the only amounts that should be on this Actual claim are amounts you are requesting reimbursement for. In this example, the $75 registration was paid by p-card so that won't be reimbursed and should be deleted from the claim. To delete an amount that was pre-paid by the city or paid by p-card, click 'Unit expenses' to expand the field, then click 'delete' on the item. You can also expand the 'Per diem expenses' field and check or uncheck any of the meal types. You can also add new expenses you may have forgotten on the Estimated claim.

4) Click 'Attach documentation' to expand the field and click 'Choose File' to attach relevant receipts. You must have receipts for all reimbursable items, except per diem meals. Make sure all the PDF scans of your receipts are clearly legible and labeled. Receipts must be itemized (i.e. show what was purchased) to receive the full reimbursement!

5) Once you have everything that you wish to be reimbursed for on the claim, click 'Review' at the bottom. Check everything over one last time on the Verify Expenses page and make sure the Amount claimed field equals your total reimbursement.

Verify Expenses

Claim details

Comments	Example conference 2015
Claim type	TRAVEL OUT OF STATE 2015
Department	ENGINEERING
Start date	Thursday, September 10, 2015 7:00 AM
End date	Friday, September 11, 2015 4:00 PM
Destination city	Chicago
Destination state	IL
Cash advance	$0.00
Amount claimed	$14.00

Per diem expenses

	BRK W REC OS	BRK WO REC	LUN W REC OS	LUN WO REC	SUPPER W REC OS	SUPPER WO REC	Total
Friday, September 11		6.00					6.00
							$6.00
Cash advances	0.00	0.00	0.00	0.00	0.00	0.00	$0.00

Per unit expenses

	Date	Comments	Cash advance	Amount claimed
OTHER	9/11/2015	Tolls	0	8.00
			$0.00	$8.00

Attached documents

toll receipts 9-11-15.pdf

[Submit Claim]

6) Click 'Submit Claim' to convert the claim to an Actual claim. You will receive a confirmation that your claim was submitted (your claim number remains the same as the initial Estimated claim). It will take several days for the claim to move through the approval process. You can log back in to ESS and check the status of your claim under 'Expense Reports' at any time. Once approved, your reimbursement will be on your paycheck.