



# Employee Expense

Other

Reimbursements



- Start the request in the Munis Self Service (same place where your paycheck information is located).

The screenshot displays the 'Munis Self Service' interface. On the left is a navigation menu with the following items: Employee Self Service, Certifications, Expense Reports (highlighted), Add claim, Pay/Tax Information, Performance Evaluations, Personal Information, and Employment Opportunities. The main content area shows a form for adding a claim. The 'Claim type' dropdown menu is open, showing options: CDL Reimbursement (highlighted), One Day Trip - Other, One Day Trip for Training, Travel Authorization - Other - ESTIMATED, Travel Authorization - Training - ESTIMATED, and Tuition reimbursement. Other form fields include: Department\* (empty), Description\* (empty), Event (select one (optional) dropdown), Start date\* (5/3/2018), and End date\* (5/3/2018). At the bottom of the form are 'Continue' and 'Cancel' buttons.



- Fill out the required fields (\*) and click **Continue**

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Resources  MOORE, ANNA M

Employee Self Service

Certifications

**Expense Reports**

**Add claim**

Pay/Tax Information

Performance Evaluations

Personal Information

Employment Opportunities

Claim type

Department\*

Description\*

Event

Start date\*

End date\*



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- Add expenses

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Unit expenses

\$0.00

[Add an expense](#)

There are currently no unit expenses for this claim.

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Enter expense information (see below)

**Expense information**

Expense type  ⓘ

@ \$  each =  
\$75.00

Date incurred

Comments



- Attach receipts or other supporting documents

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Attach supporting documents

Attachments:



- Verify for accuracy and click **“Submit Claim”**

**Verify Expenses**

Claim details

Comments	CDL Reimbursement
Claim type	CDL Reimbursement
Status	Entering
Department	Finance
Start date	Tuesday, April 17, 2018
End date	Wednesday, April 18, 2018
Amount claimed	\$75.00

Per unit expenses

	Date	Comments	Cash advance	Amount claimed
CDL	4/17/2018	CDL License	0	75.00
			\$0.00	\$75.00

Attached documents

Carol Jones Cover Sheet.docx

**Submit Claim**



- The claim will automatically be transferred to MUNIS.
- Your department will be responsible for processing your claim. They will review and approve it for payment.
- Approved expenses will be reimbursed to you through Payroll and will appear on your paycheck.