

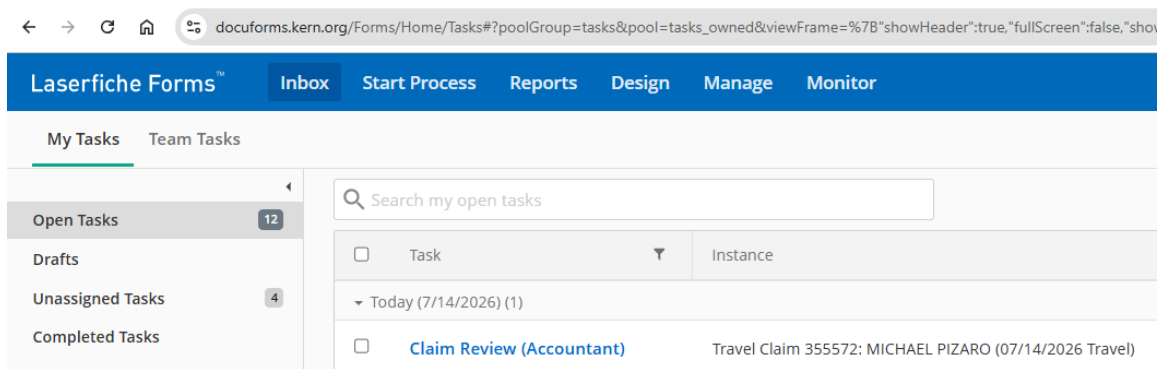
Travel Claims

Accountant Approver – How to Approve Travel Claims

Step 1 – Begin the Accountant Approver Process

Once the Secretary approves a claim, the Accountant will receive an email notification with a link to the Laserfiche (LF) Inbox to review and approve.

1.1 From your LF Inbox, click Claim Review (Accountant).

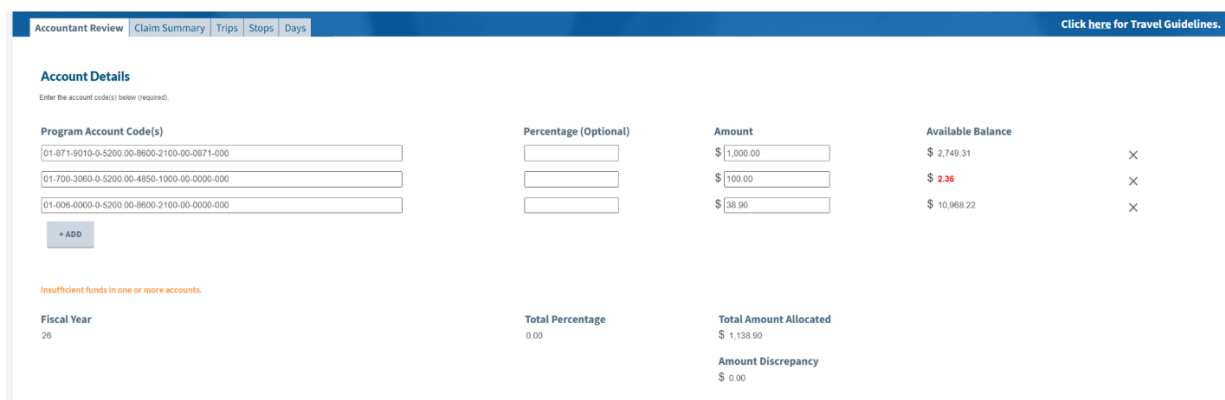


The screenshot shows the Laserfiche Forms web application. The top navigation bar includes 'Inbox', 'Start Process', 'Reports', 'Design', 'Manage', and 'Monitor'. The 'Inbox' tab is active, showing 'My Tasks' and 'Team Tasks'. On the left, a sidebar lists 'Open Tasks' (12), 'Drafts', 'Unassigned Tasks' (4), and 'Completed Tasks'. The main area displays a search bar and a table of tasks. The first task is 'Claim Review (Accountant)' for 'Travel Claim 355572: MICHAEL PIZARO (07/14/2026 Travel)'.

Task	Instance
Today (7/14/2026) (1)	
☐ Claim Review (Accountant)	Travel Claim 355572: MICHAEL PIZARO (07/14/2026 Travel)

Step 2 – Accountant Review Page

2.1 The Accountant shall review the Account Details for the Claim.



The screenshot shows the 'Accountant Review' page with tabs for 'Claim Summary', 'Trips', 'Stops', and 'Days'. The 'Account Details' section is active. It includes a table for 'Program Account Code(s)' with columns for 'Percentage (Optional)', 'Amount', and 'Available Balance'. The table shows three rows of account codes with their respective amounts and available balances. A message indicates 'Insufficient funds in one or more accounts.' Below the table, there are fields for 'Fiscal Year' (26), 'Total Percentage' (0.00), 'Total Amount Allocated' (\$ 1,135.90), and 'Amount Discrepancy' (\$ 0.00).

Program Account Code(s)	Percentage (Optional)	Amount	Available Balance
01-071-0010-0-5200-00-8600-2100-00-0871-000		\$ 1,000.00	\$ 2,740.31
01-700-3060-0-5200-00-4850-1000-00-0000-000		\$ 100.00	\$ 2.36
01-006-0000-0-5200-00-8600-2100-00-0000-000		\$ 38.90	\$ 10,968.22

Insufficient funds in one or more accounts.

Fiscal Year	Total Percentage	Total Amount Allocated	Amount Discrepancy
26	0.00	\$ 1,135.90	\$ 0.00

2.2 The Accountant can adjust the Program Account Codes, as needed. The Account Code field will show Account Codes based on the Fiscal Year of the Claim in the Financial System.

When Account Codes are changed on the page, or when the page is loaded, the Available Balance listed is pulled from the Financial System.

It may take a few hours for the Available Balance on the form to update, after changes are made in QSS. Claims that are in progress do not encumber or apply to the Available Balance. Only when the transfer is complete in QSS will the available balance change.

The Laserfiche Travel Claims process does not facilitate any Budget Transfer requests. Any existing procedures for Budget Transfers are still in effect and should be followed accordingly.

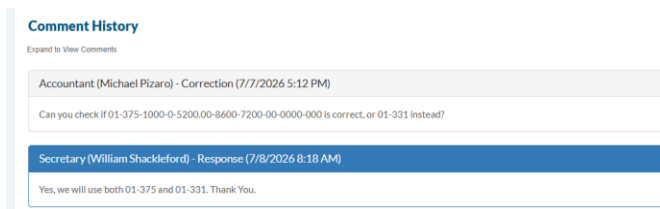
Email your budget transfer request to businessoffice@kern.org. Although there are insufficient funds, you can continue with the claim process. It is recommended to have advanced knowledge of which account codes to charge for this claim.

2.3 The Accountant can adjust the Amounts as needed. The Accountant can also use the Percentages field to auto-calculate the Amounts.

The Accountant cannot proceed unless the Amount Discrepancy is \$0.00.

Step 3 - Comment History Section

3.1 If the claim has Comments, the Accountant can view all the previous correspondence here.



Comment History
Expand to View Comments

Accountant (Michael Pizaro) - Correction (7/7/2026 5:12 PM)
Can you check if 01-375-1000-0-5200-00-8600-7200-00-0000-000 is correct, or 01-331 instead?

Secretary (William Shackelford) - Response (7/8/2026 8:18 AM)
Yes, we will use both 01-375 and 01-331. Thank You.

Step 4 - Approve Claim Section

4.1 Select Approve Claim (there are no issues to resolve before submitting claim for reimbursement)

4.1.1 Agree to the Terms

4.1.2 Open the Signature Field and Sign

4.1.3 Press the “Approve Claim” button

Approve Claim

I Would Like To

☒ Approve Claim

☐ Refer Claim Back to Secretary

Signature

☒ I have reviewed and agreed that the account information is appropriate and accurate for this specific travel claim submission.

Signature *

Accountant x
✍

Approve Claim

After the Accountant Submits the Claim, it will be routed to the Supervisor.

- 4.2 Select Refer Back to Secretary (if there is a correction required)
 - 4.2.1 Select Refer Back Claim
 - 4.2.2 Enter reason for correction in the Comments field
 - 4.2.3 Click on Refer Back to Secretary button
 - 4.2.4 The claim will route to the Secretary for corrections

If the Accountant needs the Claim to be corrected, or wants to ask for more information, the Accountant can refer the claim back to the Secretary. (Ex: Question about Budgets, Wrong Accountant Chosen, etc.)

The Secretary can adjust Budgets, choose another Accountant, or refer back to the Employee/Submitter for any other corrections to the claim.

Step 5 – Claim Summary Section

- 5.1 The Accountant can also review the details of the claim.

Total Reimbursement						
Total Breakfast	Total Lunch	Total Dinner	Total Lodging	Total Misc	Total Miles	Total Mileage
\$ 44.00	\$ 40.00	\$ 72.00	\$ 500.00	\$ 25.00	623.32	\$ 451.90
						Total Reimbursement
						\$ 1,136.90

This tab shows the Claim Info, and Claim totals. The amount of trips on the claim is listed as “Total Trips”, and the totals are for ALL Trips on the Claim.

Step 6 – Trips, Stops, and Days Tabs

6.1 The Accountant can review the Claim information from the Trips, Stops, and Days Tabs.

Trips

[Claim Summary](#)
[Trips](#)
[Stops](#)
[Days](#)

[Click here for Travel Guidelines.](#)

TRIPS

Trip Desc/Purpose		TripID		Stops		Start		Time		End		Time	
Meeting with CEO		4974		2		6/2/2026		9:00 AM		6/2/2026		5:00 PM	
Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage Expense				Total Expense			
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	57.13	\$ 41.42				\$ 41.42			

Trip Desc/Purpose		TripID		Stops		Start		Time		End		Time	
Conference		4973		4		6/15/2026		10:00 AM		6/17/2026		5:00 PM	
Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage Expense				Total Expense			
\$ 44.00	\$ 40.00	\$ 72.00	\$ 500.00	\$ 25.00	566.19	\$ 410.48				\$ 1,007.48			

This tab shows the Trip Info, amount of Stops per Trip, totals per Trip, Start and End Dates/Times and more.

If there are multiple Trips on the Claim, they will be listed here as well.

To view more detailed information such as Stops, and Mileage (Per Stop), review the Stops tab.

To view more detailed information such as Day Expenses, Misc Expenses, and Lodging Attachments, view the Days tab.

Stops

Claim Summary Trips Stops Days										Click here for Travel Guidelines	
STOPS											
Trip Desc/Purpose		Stop Name	Depart	Time	Depart Location	→	Arrive	Time	Arrive Location	Miles	
Meeting with CEO		Go To Wasco	6/2/2026	9:00 AM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA	→	Arrive	10:00 AM	Wasco High School, 7th Street, Wasco, CA, USA	28.73	
		Return	6/2/2026	4:00 PM	Wasco High School, 7th Street, Wasco, CA, USA	→	Arrive	5:00 PM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA	28.40	
Trip Desc/Purpose		Stop Name	Depart	Time	Depart Location	→	Arrive	Time	Arrive Location	Miles	
Conference		To Hotel	6/15/2026	10:00 AM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA	→	Arrive	6:00 PM	3880 S Las Vegas Blvd, Las Vegas, NV 89108, USA	279.55	
		To Conference	6/16/2026	7:30 AM	Resorts World Las Vegas, South Las Vegas Boulevard, Las Vegas, NV, USA	→	Arrive	8:00 AM	The Venetian Expo, Sands Avenue, Las Vegas, NV, USA	0.28	
		Back to Hotel	6/16/2026	4:30 PM	The Venetian Expo, Sands Avenue, Las Vegas, NV, USA	→	Arrive	5:00 PM	Resorts World Las Vegas, South Las Vegas Boulevard, Las Vegas, NV, USA	1.12	
		Return Home	6/17/2026	11:00 AM	Resorts World Las Vegas, South Las Vegas Boulevard, Las Vegas, NV, USA	→	Arrive	5:00 PM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA	282.32	
View Locations by: Lookup Address											
Bold = Overnight Stop Orange = Custom Mileage											

Days

Claim Summary | Trips | Stops | Days [Click here for Travel Guidelines.](#)

Use "Next Trip" to navigate between multiple trips.

Previous Trip **Conference** (06/15/2026 10:00AM - 06/17/2026 5:00PM) Next Trip
2 / 2

DAILY EXPENSES

Date	Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage
6/15/2026	\$ 0.00	\$ 23.00	\$ 36.00	\$ 250.00	\$ 0.00	270.55	\$ 202.67
6/16/2026	\$ 22.00	\$ 0.00	\$ 36.00	\$ 250.00	\$ 25.00	4.32	\$ 3.13
6/17/2026	\$ 22.00	\$ 23.00	\$ 0.00	\$ 0.00	\$ 0.00	282.32	\$ 204.68

Orange = Custom Red = Over allowed Lodging Purple = Advance Approval Form Required

MISC EXPENSES

Date	Expense	Description
6/16/2026	\$ 25.00	Parking expenses

[View Receipt](#)

LODGING ATTACHMENTS

Description
Hotel Receipt

[View Attachment](#)

Toward the top of this tab you can navigate through the multiple Trips in the Claim.

For each Trip, this tab displays each date of the trip, as well as the Breakfast, Lunch, Dinner, and Lodging Expenses. The total Misc Expense Amount, Miles, and Mileage amount for that day is shown as well.

Misc Expenses are listed, and if a Receipt is provided, can be viewed by clicking the "View Receipt" Button.

Lodging Attachments are listed as well and can be viewed by clicking the "View Attachment" Button.

Step 7 – Submit Claim for further Approval

Once the claim is approved by the Accountant, it will move forward through the approval process by the Supervisor, and Final Review by Accounts Payable.

7.1 As the claim moves through the approval process, it may be returned for further corrections. If so, an email notification will be sent to the appropriate parties for correction and resubmission.

7.2 Once no further action is required, the claim will be processed for reimbursement by the designated deadlines determined by the Business Office.

Step 8 – Comment/Correction Mode

8.1 Final Review may return the Claim to the Submitter, Employee, Secretary, or Accountant for Corrections or Comments.

8.2 Final Review may also return the Claim to the Supervisor for Comments.

Correction Mode

The screenshot shows the top of the 'CLAIM REVIEW (ACCOUNTANT)' page. It features a blue header with the KCSOS logo and navigation tabs: 'Comments', 'Accountant Review', 'Claim Summary', 'Trips', 'Steps', and 'Days'. A red banner in the center states: 'This Claim is in **Correction Mode**. Review the Comments section for more information.'

When a Claim is referred back to the Accountant for Corrections, a “Correction” Banner will appear at the top of the screen.

A new Comment Tab will be visible, this is where the Accountant can view and respond to the Comment from Final Review.

The screenshot shows the 'Comment History' section. It includes a 'Comments' tab and a 'Response' text area. Below the text area, it says 'Please add Comment, and select a response below' with two radio button options: 'Amount on Claim has not changed' and 'Amount on Claim has changed'.

In Correction Mode, the Accountant can still make all the necessary changes they normally would when approving the claim. This includes changing the Account Codes.

8.3 The Accountant will need to add a response and send the Claim back to Final Review.

The screenshot shows the 'Comments' section with a yellow highlighted response area. It contains the text 'The Account Code is correct'. Below this, it says 'Please add Comment, and select a response below' with two radio button options. A button labeled 'Return to Final Review (No Corrections)' is visible at the bottom.

If the Amount on claim has not changed, the Claim will return directly to Final Review.

The screenshot shows the 'Comments' section with a yellow highlighted response area. It contains the text 'The Account Codes have been updated'. Below this, it says 'Please add Comment, and select a response below' with two radio button options. A button labeled 'Submit with Corrections' is visible at the bottom.

If the Amount on claim has changed, the Claim will proceed to the Supervisor.

Comment Mode

The screenshot shows a blue banner for 'CLAIM REVIEW (ACCOUNTANT)'. It includes a navigation bar with tabs: 'Comments', 'Accountant Review', 'Claim Summary', 'Trips', 'Stops', and 'Days'. The 'Comments' tab is active. On the right, there is the KCSOS logo and a link to 'Click here for Travel Guidelines.' Below the banner, a message states: 'This Claim is in Comment Mode. Review the Comments section for more information.'

When a Claim is referred back to the Accountant for Comments, a “Comment” Banner will appear at the top of the screen.

In Comment Mode, the Accountant **cannot** change the Account Codes or make any changes.

A new Comment Tab will be visible, this is where the Accountant can view and respond to the Comment from Final Review.

The screenshot shows the 'Comment History' section with a dropdown arrow. Below it is the 'Comments' section with a prompt 'Add your response to the latest comments.' and a 'Response' text input field.

The Accountant can add a response and send the Claim back to Final Review.

The screenshot shows a 'Final Review (Michael Pizaro) - Comment (7/8/2026 3:03 PM)' box with the text 'Can you please do a budget transfer and respond when complete?'. Below this is the 'Comments' section with a 'Response' text input field containing the text 'Hello, the budget transfer is complete, and I am seeing the updated balances in Laserfiche.' At the bottom, there is a button labeled 'Return to Final Review (Comments)'.