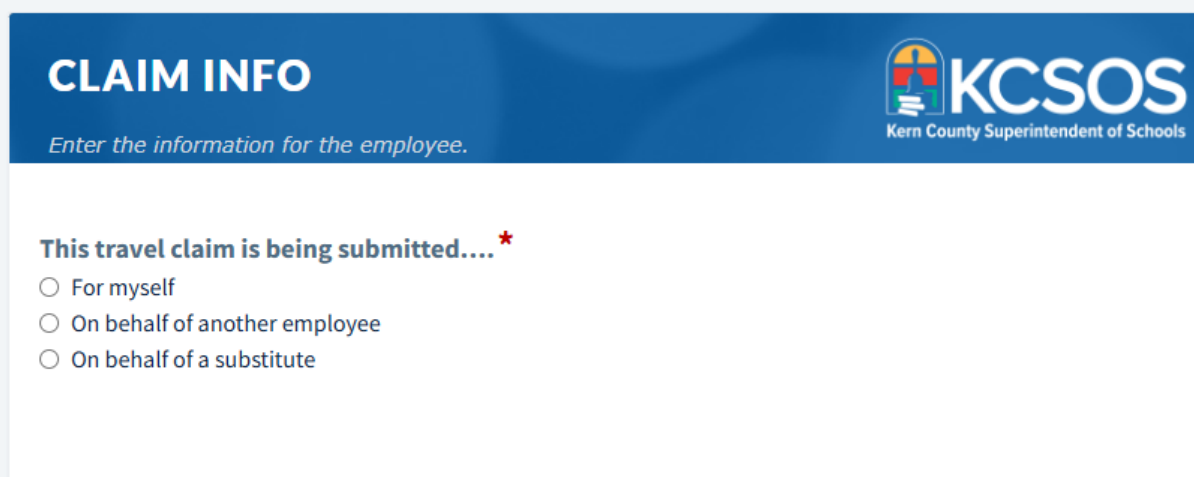


Travel Claims

Employee and Submitter on behalf of – How to Submit Travel Claims

Step 1 – Build a Travel Claim

- 1.1 Select option that applies
 - 1.1.1 Employee = For myself
 - 1.1.2 Submitter = On behalf of employee
 - 1.1.3 Submitter = On behalf of substitute



CLAIM INFO

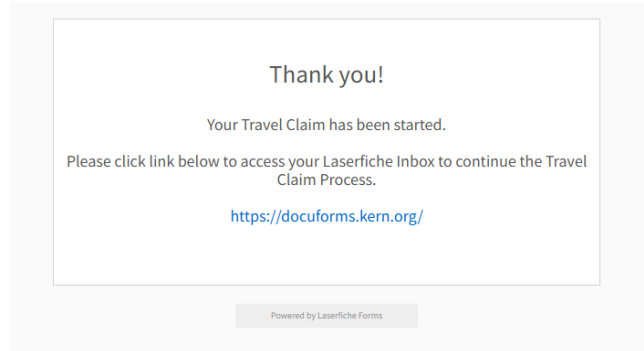
Enter the information for the employee.

This travel claim is being submitted.... *

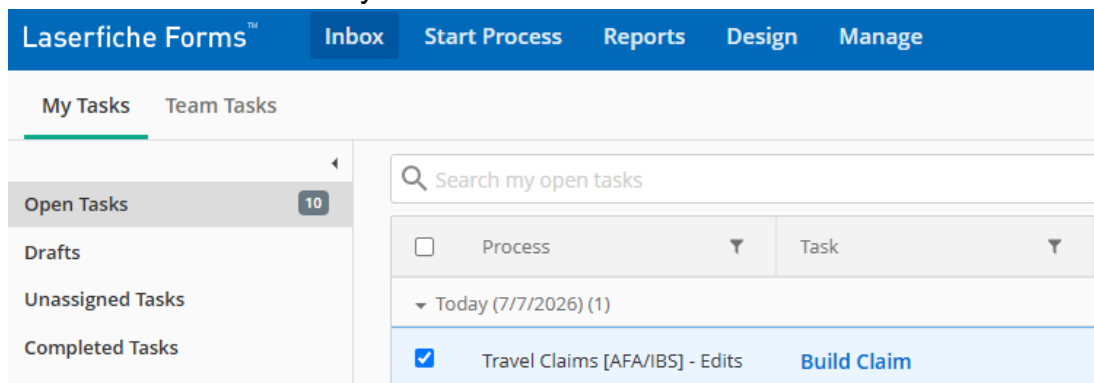
- ☐ For myself
- ☐ On behalf of another employee
- ☐ On behalf of a substitute

- 1.2 Enter Employee ID number
 - 1.2.1 If the vendor number needs updating or the employee does not have a vendor number, a pop-up message will appear prompting you to request a vendor number. You will not be able to move forward with the claim until a new or existing vendor number has been created.
- 1.3 Click Proceed button
 - 1.3.1 If the Proceed button does not appear at the bottom of your screen, the employee profile maintained by Human Resources may require updating. Email lf-support@kern.org for further assistance. You will not be able to move forward with the claim until the information has been updated.

- 1.4 After you click the Proceed button, a pop-up message will appear with a link. Click on the docuforms link. It will redirect you to your Laserfiche Inbox.



- 1.5 Click on Build Claim in your Laserfiche Inbox



Step 2 - Begin building your travel claim

- 2.1 Click Add New Trip button

2.1.1 Quick Notes:

Enter your trip details. Each leg of your travel should be entered as a separate stop. A trip is defined by leaving and returning to your assigned worksite. If your trip spans multiple days, you must select “Overnight”. Be sure to check the overnight box for the stop where you stayed overnight. **You must press Save and Continue to save your Trips.**

- 2.1.2 The Depart Location will always begin from your assigned Kern County Superintendent of Schools (KCSOS) worksite, and your final destination (Arrive Location) will end at your assigned KCSOS worksite.

- 2.1.3 To Add or Delete stops, use the (+) or minus (-) buttons. If you need to edit a stop, delete it, then re-add it with the correct details.

- 2.1.4 When naming your Trips, you must use a different name for each trip you create.

TRIPS (Use a different name for each trip you create)

Trip Desc/Purpose

- 2.1.5 Add locations by lookup (type the name of the place) or address (enter the physical address).
- 2.1.6 There are instances when the lookup address does not populate a zip code, therefore you must enter the physical address. To switch to enter the physical address, in the “Add Locations by:” section, select Address, then enter your physical address.

BUILD CLAIM

KCSOS
Kern County Superintendent of Schools
[Click here for Travel Guidelines.](#)

Enter your Trip Details. Each leg of your travel should be entered as a separate stop. A trip can include multiple stops if they take place on the same day. If your trip spans multiple days, you must select "Overnight". Be sure to check the overnight box for the stop where you stayed overnight. You must press Save and Continue to save your Trips.

To Add or Delete stops, use the plus (+) or minus (-) buttons. If you need to edit a stop, delete it, then re-add it with the correct details.

TRIPS (Use a different name for each trip you create)

[Add New Trip](#)

Add Locations by:
☒ Lookup ☐ Address

[Cancel Claim](#)

2.2 Click Add New Trip button

- 2.2.1 Begin entering your Trip and Stops
- 2.2.2 Name your Trip Description
- 2.2.3 Enter the first leg of your travel in the Stop Name field
- 2.2.4 Select the Depart Date/Time
- 2.2.5 Enter Depart Location: the first leg of your departure will always begin from your assigned Kern County Superintendent of Schools (KCSOS) worksite
- 2.2.6 Select Arrive Date/Time
- 2.2.7 Enter Arrive location

2.3 Select the Green (+) button to add the next stop

2.3.1 Continue to populate the fields for each Stop within the same Trip.

2.3.2 If your next stop is your final destination, then you will enter your assigned KCSOS worksite in the Arrive Location field.

2.3.3 Once you've completed entering the Trip(s) and Stops, Click the Save and Continue button. **Reminder – to ensure you do not lose the information you entered, you must click Save and Continue before exiting the page.**

BUILD CLAIM


Kern County Superintendent of Schools
[Click here for Travel Guidelines.](#)

Enter your Trip Details. Each leg of your travel should be entered as a separate stop. A trip can include multiple stops if they take place on the same day. If your trip spans multiple days, you must select "Overnight". Be sure to check the overnight box for the stop where you stayed overnight. **You must press Save and Continue to save your Trips.**

To Add or Delete stops, use the plus (+) or minus (-) buttons. If you need to edit a stop, delete it, then re-add it with the correct details.

TRIPS (Use a different name for each trip you create)

Trip Desc/Purpose 7/1/26 - Site Visit	Stop Name To Greenfield USD	Depart 7/1/2026 08:30:00 AM	Depart Address 1300 17th St, Bakersfield, CA 93301, USA	→	Arrive 7/1/2026 08:50:00 AM	Arrive Address 1624 Fairview Rd, Bakersfield, CA 93307, L	 
	Stop Name Return to KCSOS	Depart 7/1/2026 11:00:00 AM	Depart Address 1624 Fairview Rd, Bakersfield, CA 93307, L	→	Arrive 7/1/2026 11:20:00 AM	Arrive Address 1300 17th St, Bakersfield, CA 93301, USA	 

Add New Trip

Add Locations by:
☐ Lookup ☒ Address

Cancel Claim

Save and Continue ▶

2.3.4 If your Trip consists of an Overnight Stay, based on the dates entered, the Overnight box will appear. Be sure to select the Overnight box for the stop where you stayed overnight.

Trip Desc/Purpose ABC Conference	Stop Name To Sacramento	Depart 7/6/2026 06:00:00 AM	Depart Address 1300 17th Street, Bakersfield, CA 93301	→	Arrive 7/6/2026 10:00:00 AM	Arrive Address 1782 Tribute Rd, Sacramento, CA 95815	☒ Overnight  
	Stop Name Return KCSOS	Depart 7/7/2026 03:00:00 PM	Depart Address 1782 Tribute Rd, Sacramento, CA 95815	→	Arrive 7/7/2026 07:00:00 PM	Arrive Address 1300 17th Street, Bakersfield, CA 93301	☐ Overnight  

Per Diem is calculated based on your overnight travel location.

Add New Trip

Add Locations by:
☐ Lookup ☒ Address

Cancel Claim

Save and Continue ▶

Below is an example of one claim with multiple Trips:

BUILD CLAIM



Click here for Travel Guidelines.

Enter your Trip Details. Each leg of your travel should be entered as a separate stop. A trip can include multiple stops if they take place on the same day. If your trip spans multiple days, you must select "Overnight". Be sure to check the overnight box for the stop where you stayed overnight. **You must press Save and Continue to save your Trips.**

To Add or Delete stops, use the plus (+) or minus (-) buttons. If you need to edit a stop, delete it, then re-add it with the correct details.

TRIPS (Use a different name for each trip you create)

Trip Desc/Purpose 7/1/26 - Site Visit	Stop Name To Greenfield USD	Depart 7/1/2026 08:30:00 AM	Depart Address 1300 17th St, Bakersfield, CA 93301, USA	→	Arrive 7/1/2026 08:50:00 AM	Arrive Address 1624 Fairview Rd, Bakersfield, CA 93307, L	+ -
	Stop Name Return to KCSOS	Depart 7/1/2026 11:00:00 AM	Depart Address 1624 Fairview Rd, Bakersfield, CA 93307, L	→	Arrive 7/1/2026 11:20:00 AM	Arrive Address 1300 17th St, Bakersfield, CA 93301, USA	+ -
Trip Desc/Purpose ABC Conference	Stop Name To Sacramento	Depart 7/6/2026 06:00:00 AM	Depart Address 1300 17th Street, Bakersfield, CA 93301	→	Arrive 7/6/2026 10:00:00 AM	Arrive Address 1782Tribute Rd, Sacramento, CA 95815	☒ Overnight + -
	Stop Name Return KCSOS	Depart 7/7/2026 03:00:00 PM	Depart Address 1782Tribute Rd, Sacramento, CA 95815	→	Arrive 7/7/2026 07:00:00 PM	Arrive Address 1300 17th Street, Bakersfield, CA 93301	☐ Overnight + -

Per Diem is calculated based on your overnight travel location.

Add New Trip

Add Locations by:
☐ Lookup ☒ Address

Cancel Claim

Save and Continue ▶

2.4 After you Save and Continue. You will be taken to the Review Mileage page.

REVIEW MILEAGE



Click here for Travel Guidelines.

Review miles for accuracy. To enter custom mileage, click on the Edit Mileage button. To make changes to trips/stops, click on the Return to Build Claim button.

TRIPS

Trip Desc/Purpose 7/1/26 - Site Visit	Stop Name To Greenfield USD	Depart 7/1/2026 08:30:00 AM	Depart Address 1300 17th St, Bakersfield, CA 93301	→	Arrive 7/1/2026 08:50:00 AM	Arrive Address 1624 Fairview Rd, Bakersfield, CA 9	Miles 5.33
	Stop Name Return to KCSOS	Depart 7/1/2026 11:00:00 AM	Depart Address 1624 Fairview Rd, Bakersfield, CA 9	→	Arrive 7/1/2026 11:20:00 AM	Arrive Address 1300 17th St, Bakersfield, CA 93301	Miles 5.30
Trip Desc/Purpose ABC Conference	Stop Name To Sacramento	Depart 7/6/2026 06:00:00 AM	Depart Address 1300 17th Street, Bakersfield, CA 93	→	Arrive 7/6/2026 10:00:00 AM	Arrive Address 1782Tribute Rd, Sacramento, CA 9	Miles 277.94
	Stop Name Return KCSOS	Depart 7/7/2026 03:00:00 PM	Depart Address 1782Tribute Rd, Sacramento, CA 95	→	Arrive 7/7/2026 07:00:00 PM	Arrive Address 1300 17th Street, Bakersfield, CA 93	Miles 277.75

View Locations by:
☐ Lookup ☒ Address

Total Miles
566.32

Return to Build Claim

Edit Mileage

Save and Continue ▶

2.4.1 Review this page for accuracy.

2.4.2 On this page you can edit mileage, only by clicking the Edit Mileage Button. The mileage self populates, but if the mileage requires a custom entry, select the Edit box next to the mileage you wish to customize.

EDIT MILEAGE


[Click here for Travel Guidelines.](#)

Check the Edit box to enter custom miles. You must press Save and Continue to save your Changes.

TRIPS

Trip Desc/Purpose 7/1/26 - Site Visit	Stop Name To Greenfield USD	Depart 7/1/2026	Time 08:30:00 AM	Depart Address 1300 17th St, Bakersfield	→	Arrive 7/1/2026	Time 08:50:00 AM	Arrive Address 1624 Fairview Rd, Bakersfield	Miles 5.33	☐ Edit
	Stop Name Return to KCSOS	Depart 7/1/2026	Time 11:00:00 AM	Depart Address 1624 Fairview Rd, Bakersfield	→	Arrive 7/1/2026	Time 11:20:00 AM	Arrive Address 1300 17th St, Bakersfield	Miles 5.30	☐ Edit
Trip Desc/Purpose ABC Conference	Stop Name To Sacramento	Depart 7/6/2026	Time 06:00:00 AM	Depart Address 1300 17th Street, Bakersfield	→	Arrive 7/6/2026	Time 10:00:00 AM	Arrive Address 1782 Tribute Rd, Sacramento	Miles 277.94	☐ Edit
	Stop Name Return KCSOS	Depart 7/7/2026	Time 03:00:00 PM	Depart Address 1782 Tribute Rd, Sacramento	→	Arrive 7/7/2026	Time 07:00:00 PM	Arrive Address 1300 17th Street, Bakersfield	Miles 277.75	☐ Edit

View Locations by:
☐ Location ☒ Address

Return without Changes

If you need to make a correction to Trip/Stops other than the mileage, click on the Back to Build Claim button.

You will return to the Build Claim page. If you need to edit a stop, you must delete the stop, then re-add the correct details using the plus (+) or minus (-) buttons.

Once the information is reentered, click the Save and Continue button to proceed to the Review Mileage page.

2.4.3 If no further edits are required, press the Save and Continue button.

2.5 Review Expenses page

REVIEW EXPENSES


Kern County Superintendent of Schools
[Click here for Travel Guidelines.](#)

Use "Next Trip" to navigate between multiple trips. Confirm you are on the correct trip before editing. Review and edit daily expenses as needed. Add miscellaneous and lodging expenses if applicable.

Previous Trip

ABC Conference
(07/04/2026 6:00AM - 07/07/2026 7:00PM)
2 / 2

Next Trip

DAILY EXPENSES (Click "Edit Expenses" to add daily lodging and delete meal per diem expenses.)

Date	Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage
7/6/2026	\$ 18.00	\$ 20.00	\$ 31.00	\$ 0.00	\$ 0.00	28.43	\$ 20.61
7/7/2026	\$ 18.00	\$ 20.00	\$ 31.00	\$ 0.00	\$ 0.00	28.24	\$ 20.47

Edit Expenses

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

MISC EXPENSES

No miscellaneous expenses reported.

Add Misc Expense

LODGING ATTACHMENTS

No lodging attachments reported.

Add Lodging Attachments

Return to Mileage Review

Proceed

2.5.1 On this page you have an opportunity to review Daily Expenses, add Misc Expenses and/or Lodging Attachments.

2.5.2 **Quick Notes:** if your claim includes multiple trips, use the "Next Trip" button to navigate between multiple trips. Confirm that you are on the correct trip before editing. Review and edit daily expenses as needed.

2.5.3 Add miscellaneous and lodging expenses if applicable.

REVIEW EXPENSES


Kern County Superintendent of Schools
[Click here for Travel Guidelines.](#)

Use "Next Trip" to navigate between multiple trips. Confirm you are on the correct trip before editing. Review and edit daily expenses as needed. Add miscellaneous and lodging expenses if applicable.

Previous Trip

ABC Conference
(07/06/2026 6:00AM - 07/07/2026 7:00PM)
2 / 2

Next Trip

2.5.4 To make edits to meal per diem expenses or add lodging expenses *(only if your lodging expense was incurred on your personal credit card)*, click on the Edit Expense button in the Daily Expense section:

DAILY EXPENSES

Date	Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage
7/6/2026	\$ 22.00	\$ 23.00	\$ 36.00	\$ 0.00	\$ 20.00	277.94	\$ 201.51
7/7/2026	\$ 22.00	\$ 23.00	\$ 36.00	\$ 0.00	\$ 0.00	277.75	\$ 201.37

[Edit Expenses](#)

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

2.6 Edit Expenses

2.6.1 To Edit Expenses, check the edit box next to the field you want to edit.

2.6.2 Enter in the custom amount for that field.

2.6.3 Press the Save and Continue button to save your changes.

EDIT EXPENSES  [Click here for Travel Guidelines.](#)

Enter the daily lodging amount (total allowable lodging cost divided by nights stayed). Treat each hotel stay separately and divide by its own nights.

ABC Conference
(07/06/2026 6:00AM - 07/07/2026 7:00PM)

Trip Daily Expenses

Date	Breakfast	☐ Edit	Lunch	☐ Edit	Dinner	☐ Edit	Lodging	☐ Edit
7/6/2026	\$ 22.00		\$ 23.00		\$ 36.00		\$ 0.00	
7/7/2026	\$ 22.00		\$ 0.00	☒ Edit	\$ 36.00		\$ 0.00	

[Save and Continue](#)

2.7 Misc Expenses Section

2.7.1 To add Misc Expenses, click the Add Expense

MISC EXPENSES

No miscellaneous expenses reported.

Add Misc Expense

2.7.2 You will be directed to the Add A Misc Expense page:

The screenshot shows the 'ADD A MISC EXPENSE' page. At the top, there is a blue header with the text 'ADD A MISC EXPENSE' on the left and the KCSOS logo on the right, which includes the text 'Kern County Superintendent of Schools' and a link 'Click here for Travel Guidelines.' Below the header, the page title 'ABC Conference' is centered, followed by the date range '(07/06/2026 6:00AM - 07/07/2026 7:00PM)'. Underneath, there is a section titled 'Current Expenses' with the message 'No miscellaneous expenses detected.' At the bottom of the page, there are two buttons: 'Add Misc Expense' and 'Save and Continue'.

2.7.3 Confirm you're on the correct Trip

2.7.4 Click Add Expense button

2.7.5 Follow the prompts

2.7.5.1 If you have multiple miscellaneous expenses, each description title must be different.

2.7.6 A receipt is required for miscellaneous expenses of over \$5.00. Select Upload to add your receipt. Note: each receipt must be uploaded individually.

2.7.7 Click Add Expense button

2.7.8 If you have multiple miscellaneous expenses, repeat the above steps

ADD A MISC EXPENSE


KCSOS
Kern County Superintendent of Schools

Click [here](#) for Travel Guidelines.

ABC Conference
(07/06/2026 6:00AM - 07/07/2026 7:00PM)

Current Expenses

No miscellaneous expenses detected.

Add Misc Expense

Select a Day

7/6/2026

Date	Expense	Misc Description	Attachment
7/6/2026	\$ 20.00	Parking	Upload You have reached the maximum file limit: 1. Test_Receipt.pdf 66.13KB

Miscellaneous Expenses over \$5 require a receipt

Cancel

Add Expense

2.7.9 Review the Miscellaneous expense and receipt. If there are no changes, click Save and Continue

ADD A MISC EXPENSE


KCSOS
Kern County Superintendent of Schools

Click [here](#) for Travel Guidelines.

ABC Conference
(07/06/2026 6:00AM - 07/07/2026 7:00PM)

Misc Expenses

Date	Expense	Misc Description	
7/6/2026	\$ 20.00	Parking	View Receipt

Add Misc Expense

Save and Continue

2.8 Lodging Attachments

2.8.1 If you incur lodging expenses on your personal credit card and/or require an Advance Approval Form or Authorization to Attend an Educational Activity form, you will upload the documents in this section.

2.8.2 Click the Add Lodging Attachments button.

Reminder: before adding the attachments, ensure you're on the correct Trip.

The screenshot shows the 'ADD LODGING ATTACHMENTS' page. At the top, there's a blue header with the KCSOS logo and a link to 'Click here for Travel Guidelines.' Below the header, a green message states: 'Add a Lodging Receipt for each hotel stay. If applicable, combine the advance approval form with the receipt in one file before uploading.' The trip details are listed as 'ABC Conference' with dates '07/06/2024 6:00AM - 07/07/2024 7:00PM' and a 'Lodging Total: \$0.00'. Below this, there's a section titled 'LODGING ATTACHMENTS' with the text 'No lodging attachments reported.' and an 'Add Lodging Attachments' button.

2.8.3 Enter the description of the form or receipt. Add receipt.

2.8.4 Click Add to Trip to continue.

Note: you may add the attachments individually or as one document. You are not required to upload the documents individually.

This screenshot shows the 'ADD LODGING ATTACHMENT' form. It includes a 'Description' field with 'Advance Approval Form' entered. An 'Attachment' section shows a file upload dialog with the message: 'You have reached the maximum file limit: 1. Test_Receipt(1).pdf 70.07KB'. At the bottom, there are 'Cancel' and 'Add to Trip' buttons.

2.8.5 Click Save and Continue

ADD LODGING ATTACHMENTS



Kern County Superintendent of Schools

[Click here for Travel Guidelines.](#)

Add a Lodging Receipt for each hotel stay. If applicable, combine the advance approval form with the receipt in one file before uploading.

ABC Conference
(07/06/2026 6:00AM - 07/07/2026 7:00PM)
Lodging Total: \$0.00

LODGING ATTACHMENTS



Description
Advance Approval Form

View Attachment

Add Lodging Attachment

Save and Continue

2.8.6 If no further action is required, click the Proceed Button.

REVIEW EXPENSES



Kern County Superintendent of Schools

[Click here for Travel Guidelines.](#)

Use "Next Trip" to navigate between multiple trips. Confirm you are on the correct trip before editing. Review and edit daily expenses as needed. Add miscellaneous and lodging expenses if applicable.

ABC Conference
(07/06/2026 6:00AM - 07/07/2026 7:00PM)
2 / 2

Previous Trip

Next Trip

DAILY EXPENSES (Click "Edit Expenses" to add daily lodging and delete meal per diem expenses.)

Date	Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage
7/6/2026	\$ 18.00	\$ 20.00	\$ 31.00	\$ 0.00	\$ 0.00	28.43	\$ 20.61
7/7/2026	\$ 18.00	\$ 20.00	\$ 31.00	\$ 0.00	\$ 0.00	28.24	\$ 20.47

Edit Expenses

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

MISC EXPENSES

No miscellaneous expenses reported.

Add Misc Expense

LODGING ATTACHMENTS

No lodging attachments reported.

Add Lodging Attachments

Return to Mileage Review

Proceed

Step 3 – Claim Review – Employee/Submitter

- 3.1 After you click Proceed from the Review Expenses page, you will be redirected to your Laserfiche Inbox.
- 3.2 Click on Claim Review (Submitter or Employee)

Laserfiche Forms™ **Inbox** Start Process Reports Design Manage

My Tasks Team Tasks

Open Tasks **11**

Drafts

Unassigned Tasks

Completed Tasks

Search my open tasks

☐	Process	Task
▼ Today (7/7/2026) (2)		
☐	Travel Claims [AFA/IBS] - Main	Claim Review (Submitter)

- 3.3 Review the Claim Review page.

CLAIM REVIEW (SUBMITTER)

Review claim info using tabs below. For general questions please contact your department secretary. For technical support please contact lf-support@kern.org.

Claim Summary Trips Stops Days

- 3.3.1 The first tab is Claim Summary. This page provides the total claim reimbursement.
- 3.3.2 From this page you can route the claim to a different Secretary Approver, as well as a different Supervisor Approver, if necessary.
- 3.3.3 You would also Submit the Claim from this page.

CLAIM REVIEW (SUBMITTER)

Review claim info using tabs below. For general questions please contact your department secretary. For technical support please contact IT-support@kern.org.



[Click here for Travel Guidelines.](#)

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

Claim Info

Claim ID

353535

Name

CHRISTINA FABRIZIO

Normal Work Site Location

CITY CENTRE

Total Trips

2

Vendor Number

[REDACTED]

Job Title

EXECUTIVE SECRETARY I

Total Reimbursement

Total Breakfast

\$ 44.00

Total Lunch

\$ 46.00

Total Dinner

\$ 72.00

Total Lodging

\$ 0.00

Total Misc

\$ 20.00

Total Miles

566.32

Total Mileage

\$ 410.59

Total Reimbursement

\$ 592.59

Department Secretary Routing

Department

Fiscal Support

☐ I would like to route my claim to a different secretary

Default Secretary Approver

Christina Fabrizio

Default Secretary Email

chfabrizio@kern.org

Supervisor Routing

☐ I would like to route my claim to a different supervisor

Default Supervisor Approver

Jonathan Medina

Default Supervisor Email

jomedina@kern.org

Submit Claim

Multiple trips can be added to the claim throughout the month. Submit claim when all trips are added.

I Would Like To

- ☐ Submit Claim
☐ Cancel Claim

3.4 The Submitter/Employee 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 CBO			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	\$ 46.00	\$ 72.00	\$ 500.00	\$ 25.00	565.19	\$ 410.48	\$ 1,097.48		

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
Meeting with CBO		Go To Wasco	6/2/2026	9:00 AM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA	→	6/2/2026	10:00 AM	Wasco High School, 7th Street, Wasco, CA, USA
		Return	6/2/2026	4:00 PM	Wasco High School, 7th Street, Wasco, CA, USA	→	6/2/2026	5:00 PM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA
Trip Desc/Purpose		Stop Name	Depart	Time	Depart Location	→	Arrive	Time	Arrive Location
Conference		To Hotel	6/15/2026	10:00 AM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA	→	6/15/2026	6:00 PM	3850 S Las Vegas Blvd, Las Vegas, NV 89109, USA
		To Conference	6/16/2026	7:30 AM	Resorts World Las Vegas, South Las Vegas Boulevard, Las Vegas	→	6/16/2026	8:00 AM	The Venetian Expo, Sands Avenue, Las Vegas, NV, USA
		Back to Hotel	6/16/2026	4:30 PM	The Venetian Expo, Sands Avenue, Las Vegas, NV, USA	→	6/16/2026	5:00 PM	Resorts World Las Vegas, South Las Vegas Boulevard, Las Vegas
		Return Home	6/17/2026	11:00 AM	Resorts World Las Vegas, South Las Vegas Boulevard, Las Vegas	→	6/17/2026	5:00 PM	Kern County Superintendent of Schools, 17th Street, Bakersfield, CA
View Locations by: ☒ Lookup ☐ Address Bold = Overnight Stop Orange = Custom Mileage									

This tab shows information per stop. The Depart Date, Time, and Location, the Arrive Date, Time, and Location, as well as the mileage between each.

If an Arrive Location is Bold, this indicates the overnight stay.

If a Miles field is Orange, this indicates custom mileage was used (Instead of the mileage provided by Google Maps).

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)
2 / 2

[Next Trip](#)

DAILY EXPENSES

Date	Breakfast	Lunch	Dinner	Lodging	Misc	Miles	Mileage
6/15/2026	\$ 0.00	\$ 23.00	\$ 36.00	\$ 280.00	\$ 0.00	279.55	\$ 202.67
6/16/2026	\$ 22.00	\$ 0.00	\$ 36.00	\$ 280.00	\$ 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.

3.5 Submit or Cancel Claim

3.5.1 To Submit the claim

3.5.1.1 Select Submit Claim button

3.5.1.2 Signature section – agree to the terms

3.5.1.3 Click Signature button to provide a digital signature

3.5.1.4 Click Submit Claim

3.5.1.5 The claim will go through the approval process. If there are corrections required, the claim will be returned for corrections.

Comment Mode - The Comments Tab will show the Comment History (Contains all comments throughout the Claim). The Comment History will be collapsed by default, and can be expanded to view all Comments.

The screenshot shows a web interface for 'Comment History'. At the top, there is a header 'Comment History' with a small icon to its right. Below this is a sub-header 'Expand to View Comments'. The main section is titled 'Comments' and contains the instruction 'Add your response to the below comments'. Below this is a text input field labeled 'Response'.

3.5.2 The employee, secretary, and supervisor will receive an email notification prompting further action throughout the approval process.

The screenshot shows a web interface for 'Submit Claim'. At the top, there is a header 'Submit Claim' with a sub-header 'Multiple trips can be added to the claim throughout the month. Submit claim when all trips are added.' Below this is a section titled 'I Would Like To' with two radio buttons: 'Submit Claim' (selected) and 'Cancel Claim'. The next section is titled 'Signature' and contains a yellow box with the text 'I agree that all information submitted on this travel claim is true, accurate, and adheres to the approved travel claim guidelines.' Below this is a text input field labeled 'Signature' with a red asterisk, and a 'Sign' button. At the bottom right, there is a green 'Submit Claim' button.

3.5.3 In the event you need to cancel the claim, select Cancel claim. You will be prompted to provide a reason for cancellation. Then submit the cancellation.

Submit Claim

Multiple trips can be added to the claim throughout the month. Submit claim when all trips are added.

I Would Like To

- ☐ Submit Claim
☒ Cancel Claim

This Claim will be Canceled, and no Reimbursement will be Processed. Please add a Cancellation Note below.

Cancellation Reason

Additional Notes:

You can start a claim and continue to add trips and stops to the same claim prior to submission. Reminder - you must click the Save and Continue button on the Build Claim page when you add or delete a trip or stops. The claim will remain in your Laserfiche Inbox, until you submit the claim for approval.

What happens next:

Whether the employee created their own travel claim or the secretary submitted a claim on behalf of, the employee would receive an email notification with a link to the Laserfiche Inbox to review and submit the claim with their digital signature.

The screenshot shows the 'Laserfiche Forms' application with the 'Inbox' tab selected. The navigation bar includes 'Inbox', 'Start Process', 'Reports', 'Design', and 'Manage'. Below the navigation bar, there are tabs for 'My Tasks' and 'Team Tasks'. The 'My Tasks' tab is active, showing a list of tasks. On the left, there is a sidebar with 'Open Tasks' (10), 'Drafts', 'Unassigned Tasks', and 'Completed Tasks'. The main area displays a search bar 'Search my open tasks' and a table of tasks. The table has columns for 'Process' and 'Task'. A task is listed for 'Today (7/8/2026) (1)' with the title 'Travel Claims [AFA/IBS] - Main' and a link 'Claim Review (Employee)'.

Process	Task
☐	Travel Claims [AFA/IBS] - Main Claim Review (Employee)

Step 4 – Claim Review – Employee

CLAIM REVIEW (EMPLOYEE)
Review claim info using tabs below. For general questions please contact your department secretary. For technical support please contact lf-support@kern.org.

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

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Kern County Superintendent of Schools
[Click here for Travel Guidelines.](#)

- 4.1 The employee shall review the details of the claim for accuracy
- 4.2 If applicable, the employee can assign a different secretary and/or supervisor to route the claim for approval
- 4.3 Digitally sign the claim and submit claim
- 4.4 The claim will route for approval and final review by accounts payable for reimbursement.

Step 5 – Submit Claim for further Approval

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

- 5.1 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.
- 5.2 Once no further action is required, the claim will be processed for reimbursement by the designated deadlines determined by the Business Office.

Step 6 – Comment/Correction Mode

- 6.1 Final Review may return the Claim to the Submitter, Employee, Secretary, or Accountant for Corrections or Comments.
- 6.2 Final Review may also return the Claim to the Supervisor for Comments.

Correction Mode

The screenshot shows the top section of the 'CLAIM REVIEW (SUBMITTER)' interface. It features a blue header with the title and a navigation bar with tabs: 'Comments', 'Claim Summary', 'Trips', 'Stops', and 'Days'. The 'Comments' tab is active. Below the tabs, a message states: 'This Claim is in **Correction** Mode. Review the Comments section for more information.' The KCSOS logo and 'Kern County Superintendent of Schools' are in the top right corner, along with a link to 'Click here for Travel Guidelines.'

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

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

The screenshot shows the 'Comment History' section. It includes a 'Comments' header and a 'Response' input field. Below the input field, there is a prompt: 'Please add Comment, and select a response below' followed by two radio button options: 'Amount on Claim has not changed' and 'Amount on Claim has changed'.

In Correction Mode, the Employee/Submitter can still make all the necessary changes they normally would when approving the claim. This includes changing Adding Stops, Misc Expenses, Lodging Receipts, choosing a Secretary, choosing a Supervisor, etc.

6.3 The Employee/Submitter will need to add a response to the corrections.

The screenshot shows the 'Comments' section with a yellow highlight on the 'Response' input field. Below the input field, there is a prompt: 'Please add Comment, and select a response below' followed by two radio button options: 'Amount on Claim has not changed' and 'Amount on Claim has changed'. A green button labeled 'Submit with Corrections' is visible at the bottom.

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

Comment Mode

The screenshot shows the top section of the 'CLAIM REVIEW (SUBMITTER)' interface. It features a blue header with the title and a navigation bar with tabs: 'Comments', 'Claim Summary', 'Trips', 'Stops', and 'Days'. The 'Comments' tab is active. Below the tabs, a message states: 'This Claim is in **Comment Mode**. Review the Comments section for more information.' The KCSOS logo and 'Kern County Superintendent of Schools' are in the top right corner, along with a link to 'Click here for Travel Guidelines.'

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

In Comment Mode, the Employee/Submitter **cannot** edit the claim, or make any changes.

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

This screenshot shows the 'Comment History' section with a sub-header 'Expand to View Comments'. Below it is the 'Comments' section with the instruction 'Add your response to the latest comments.' A 'Response' label is followed by a text input field.

The Submitter/Employee can add a response and send the Claim back to Final Review.

This screenshot shows a comment from 'Final Review (Michael Pizaro)' dated 7/8/2026 3:03 PM, asking 'Can you please do a budget transfer and respond when complete?'. Below this is the 'Comments' section with the instruction 'Add your response to the latest comments.' A 'Response' label is followed by a 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)'.