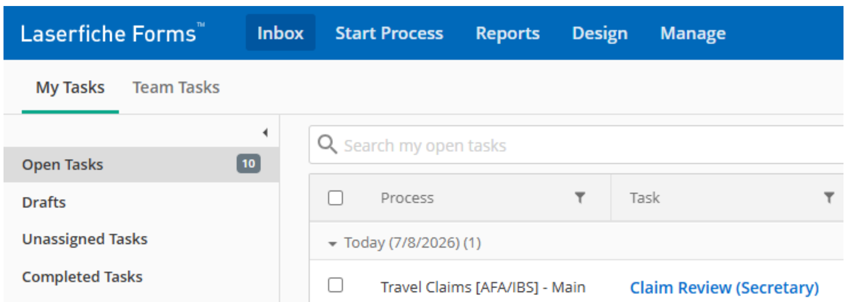
Travel Claims

Secretary Approver – How to Approve Travel Claims

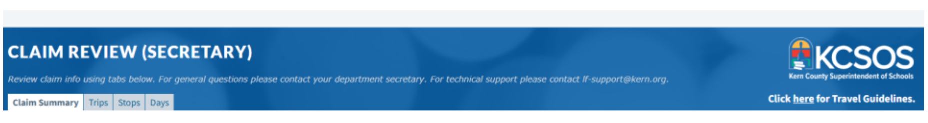
Step 1 – Begin the Secretary Approver Process

Once the employee/submitter submits a claim, the Secretary 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 (Secretary)

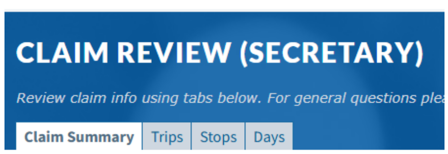


Step 2 – Claim Review Secretary Page

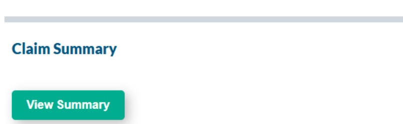


2.1 The Secretary shall review the details of the claim for accuracy

2.1.1 Details can be viewed by clicking on the tabs **OR**



2.1.2 Click on the View Summary button located in the Claim Summary Section for a snapshot view by Days, Stops, and Trips. To view any attachments related to the claim, you will have to view them directly from the Claim Review – Days tab.



When you click View Summary button, you will be directed to sign in using your computer login credentials.

CHRISTINA FABRIZIO Claim Summary (353535)

1 of 3   Automatic Zoom

Claim [353535] (Days)

Name	Vendor #	Job Title	Normal Work Site Location	Date Generated	Claim Total	Status
CHRISTINA FABRIZIO	[redacted]	EXECUTIVE SECRETARY I	CITY CENTRE	7/8/2026 2:19 PM	$592.59	Pending

			This section for Overnight Travel							
Date	Trip Desc/Purpose	Miles	Trip Depart Time - 1st Date of Travel	Trip Return Time - Last Date of Travel	Breakfast Total	Lunch Total	Dinner Total	Lodging Total	Misc Expense	Misc Description
7/1/2026	7/1/26 - Site Visit	10.63	8:30 AM	11:20 AM						
7/6/2026	ABC Conference	277.94	6:00 AM		$22.00	$23.00	$36.00		$20.00	Parking ($20.00)
7/7/2026	ABC Conference	277.75		7:00 PM	$22.00	$23.00	$36.00			
	Total Miles	566.32			* = Custom ** = Over allowed Lodging *** = Advance Approval Form Required					
	Total Mileage	$410.59			$44.00	$46.00	$72.00	$0.00	$20.00	

Claim [353535] (Stops)

Name	Vendor #	Job Title	Normal Work Site Location	Date Generated	Claim Total	Status
CHRISTINA FABRIZIO	[redacted]	EXECUTIVE SECRETARY I	CITY CENTRE	7/8/2026 2:19 PM	$592.59	Pending

Trip Desc/Purpose	Stop Name	Depart Time	Depart	Arrive Time	Arrive	Miles
7/1/26 - Site Visit	To Greenfield USD	07/01/2026 8:30 AM	1300 17th St, Bakersfield, CA 93301, USA	07/01/2026 8:50 AM	1624 Fairview Rd, Bakersfield, CA 93307, USA	5.33
7/1/26 - Site Visit	Return to KCSOS	07/01/2026 11:00 AM	1624 Fairview Rd, Bakersfield, CA 93307, USA	07/01/2026 11:20 AM	1300 17th St, Bakersfield, CA 93301, USA	5.30
ABC Conference	To Sacramento	07/06/2026 6:00 AM	1300 17th Street, Bakersfield, CA 93301	07/06/2026 10:00 AM	**1782Tribute Rd, Sacramento, CA 95815 (Overnight)**	277.94
ABC Conference	Return KCSOS	07/07/2026 3:00 PM	1782Tribute Rd, Sacramento, CA 95815	07/07/2026 7:00 PM	1300 17th Street, Bakersfield, CA 93301	277.75

(Overnight) = Overnight Stop * = Custom Mileage

Claim [353535] (Trips)

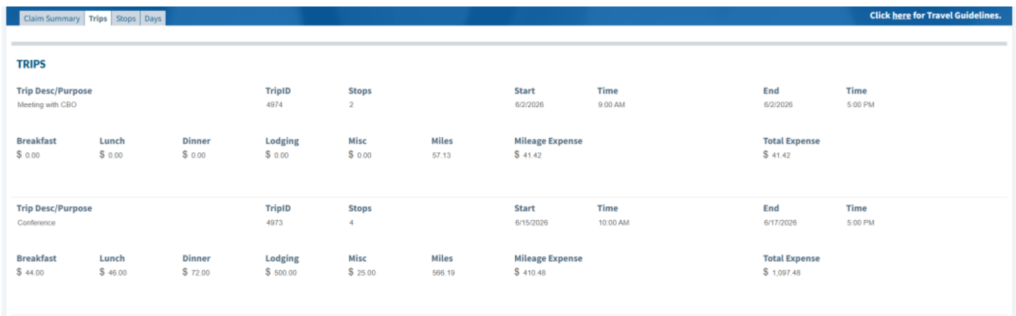
Name	Vendor #	Job Title	Normal Work Site Location	Date Generated	Claim Total	Status
CHRISTINA FABRIZIO	[redacted]	EXECUTIVE SECRETARY I	CITY CENTRE	7/8/2026 2:19 PM	$592.59	Pending

			This section for Overnight Travel						
Date	Trip Desc/Purpose	Miles	Trip Depart Time - 1st Date of Travel	Trip Return Time - Last Date of Travel	Breakfast Total	Lunch Total	Dinner Total	Lodging Total	Misc Amount
07/01/2026	7/1/26 - Site Visit	10.63	8:30 AM	11:20 AM					
07/06/2026 - 07/07/2026	ABC Conference	555.69	6:00 AM	7:00 PM	$44.00	$46.00	$72.00		$20.00
	Total Miles	566.32							
	Total Mileage	$410.59			$44.00	$46.00	$72.00	$0.00	$20.00

Step 3 – Trips, Stops, and Days Tabs

3.1 Alternatively, the Secretary can review the Claim information from the Trips, Stops, and Days Tabs.

Trips



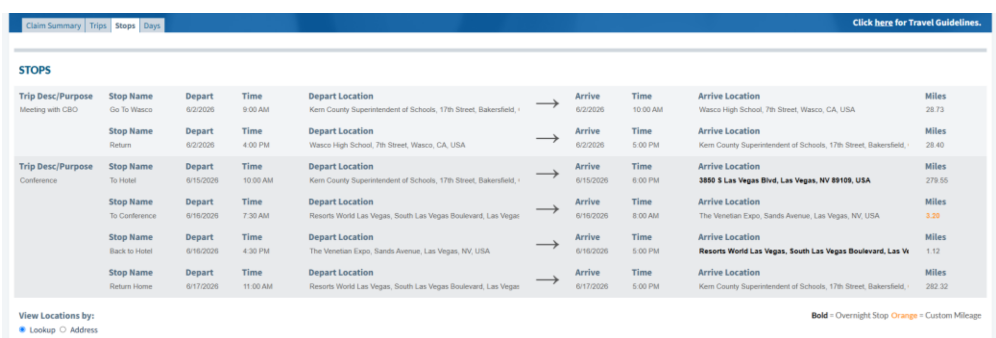
This tab shows the Trip Info, amount of Stops per Trip, totals per Trip, Start and End Dates/Times and more.

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

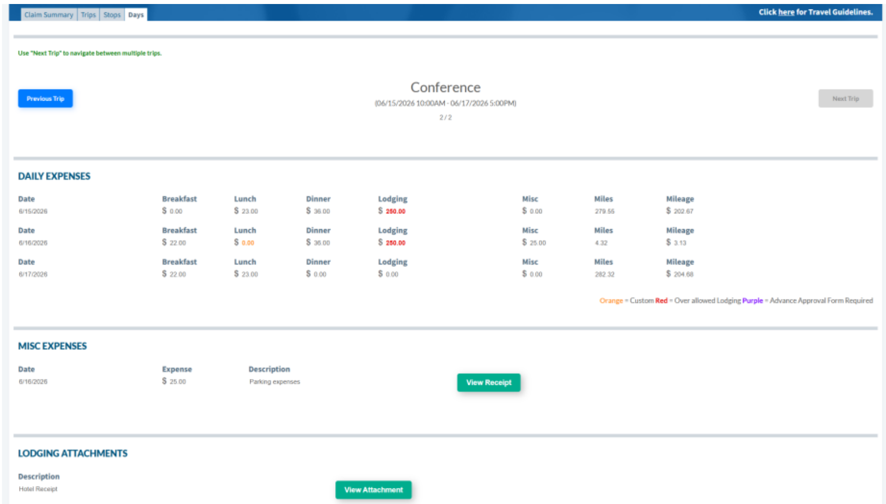


This tab shows information per stop. The Depart Date, Time, and Location, the Arrive Date, Time, and Location, as well as the mileage between each.

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).

<u>Days</u>



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

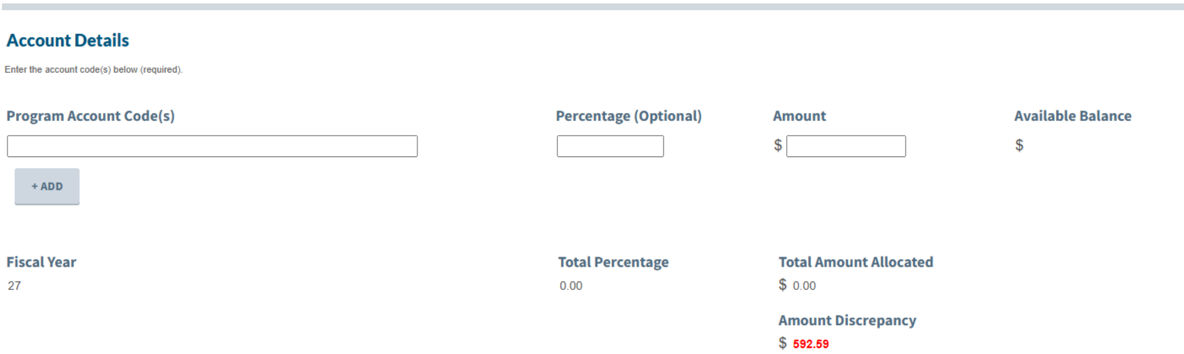
For each Trip, this tab displays each date of the trip, as well as the Breakfast, Lunch, Dinner, and Lodging Expenses. The total Misc Expense Amount, Miles, and Mileage amount for that day is shown as well.

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

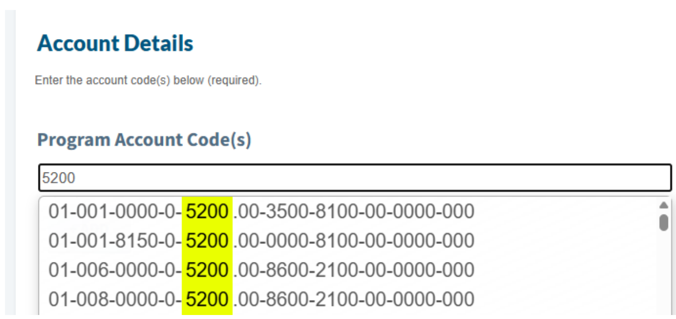
Lodging Attachments are listed as well and can be viewed by clicking the "View Attachment" Button.

Step 4 – Account Details Section

4.1 The Secretary shall review the Account Details for the Claim.



4.2 The Secretary 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.



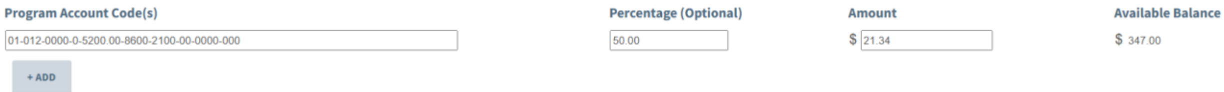
When Account Codes are changed on the page, or when the page is loaded, the Available Balance listed is pulled from the Financial System.

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.

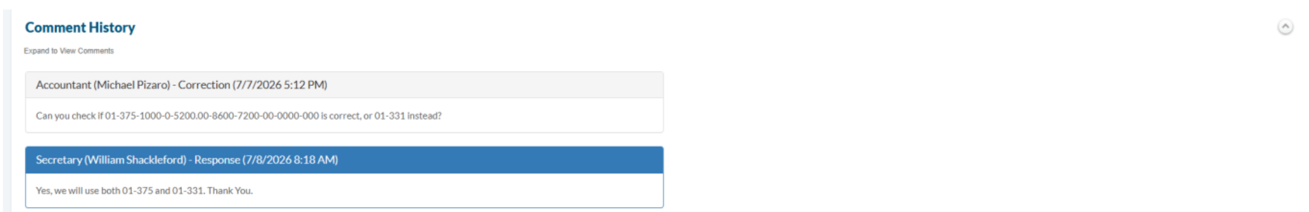
4.3 The Secretary can adjust the Amounts as needed. The Secretary can also use the Percentages field to auto-calculate the Amounts.



The Secretary cannot proceed unless the Amount Discrepancy is $0.00.

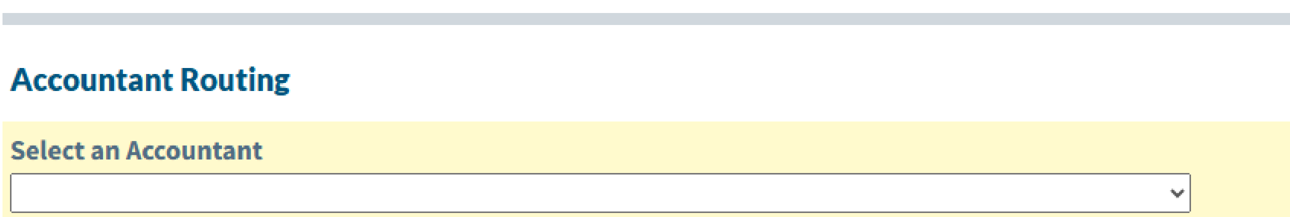
Step 5 - Comment History Section

5.1 If the claim has Comments, the Secretary can view all the previous correspondence here.

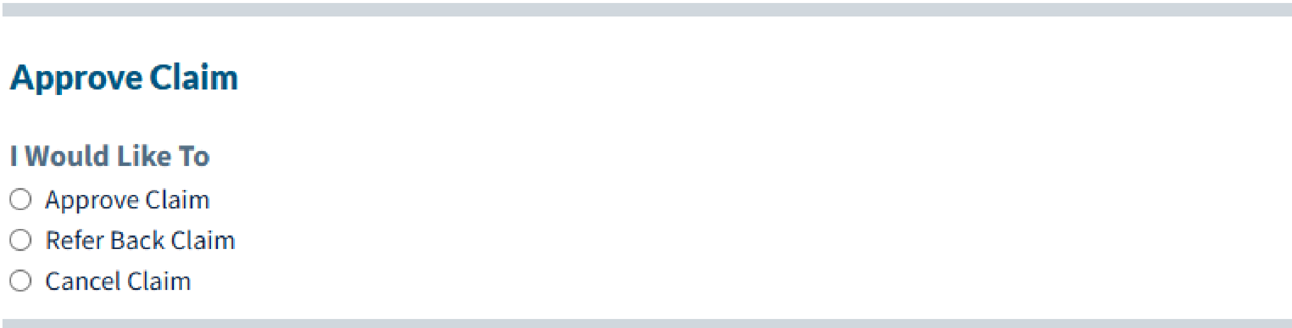


Step 6 – Accountant Routing Section

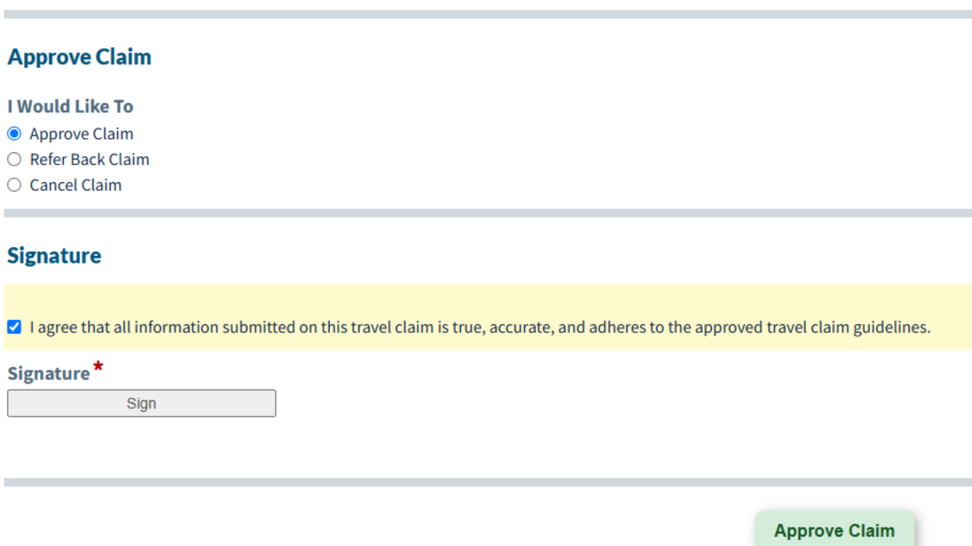
6.1 Select an Accountant from the drop-down menu



Step 7 - Approve Claim Section



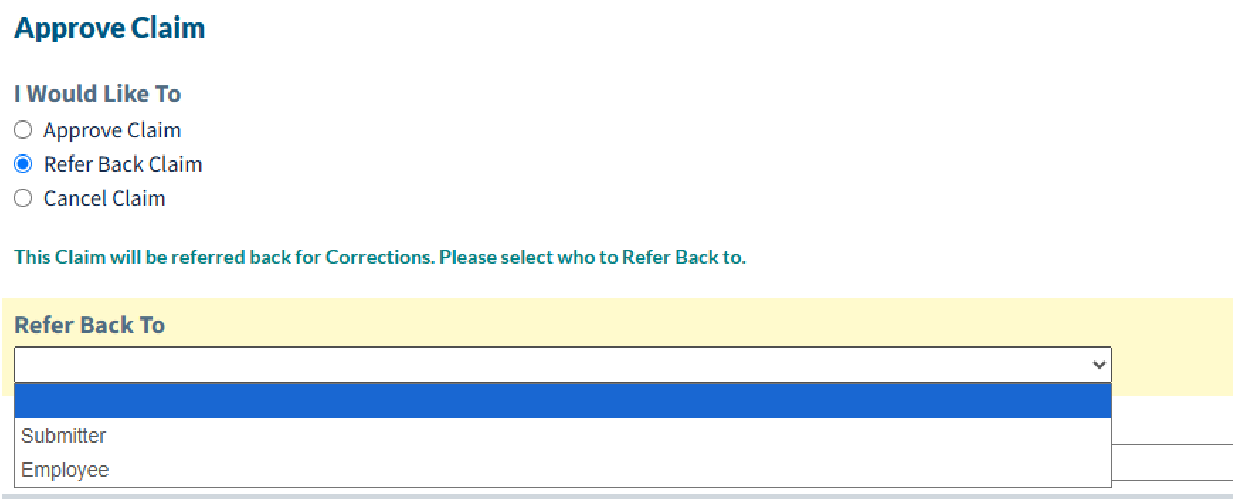
7.1 Select Approve Claim (there are no issues to resolve before submitting claim for reimbursement)



7.2 Select Refer Back Claim (for correction, or would like to ask for more information, for example: expense not allowed, remove expense, require receipt or explanation).

7.2.1 Select Refer Back Claim

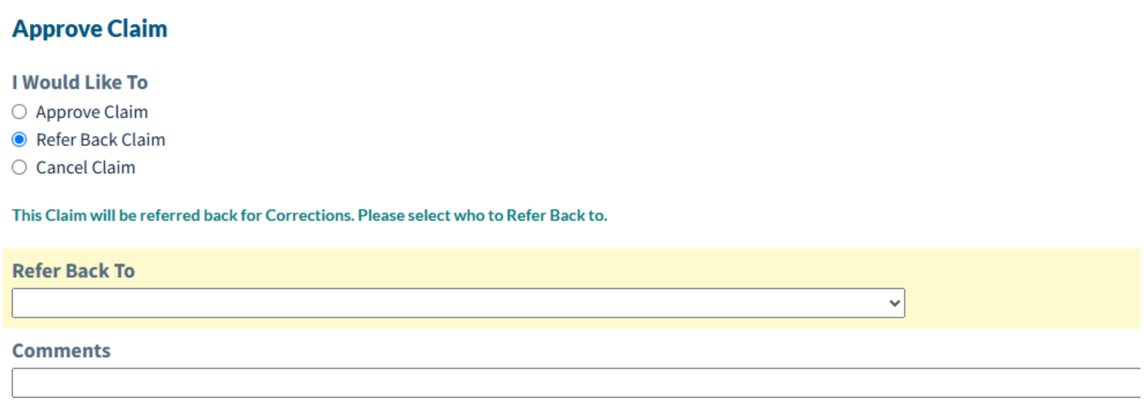
7.2.2 Select Submitter or Employee (to take action)

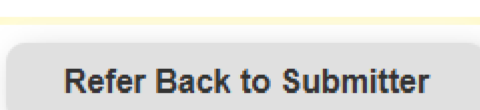


7.2.3 Enter reason for correction in the Comments field

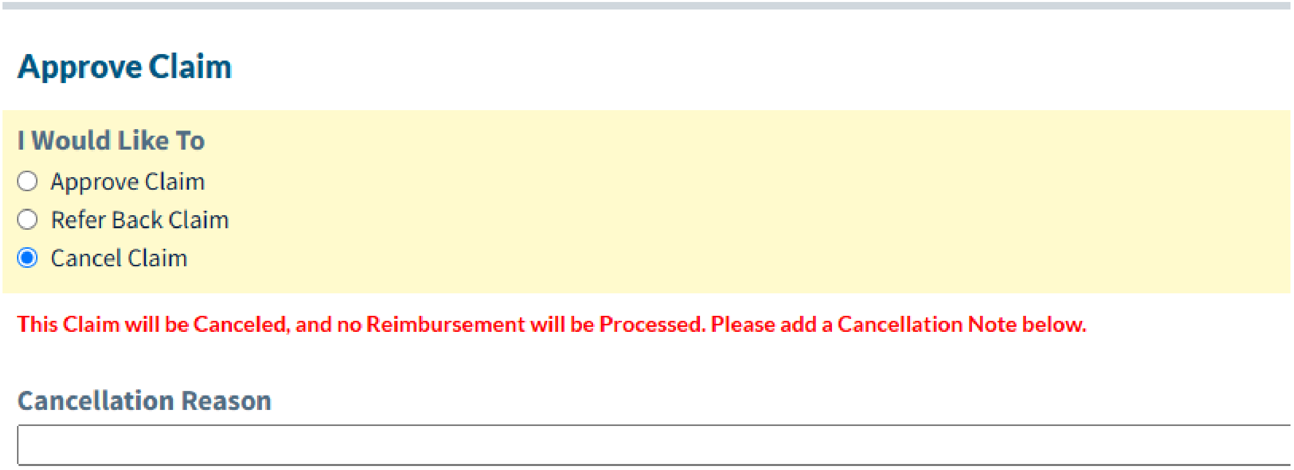
7.2.4 Click on Refer Back to……… button

7.2.5 The claim will be routed for correction. Upon correction the claim will return to the Secretary for approval

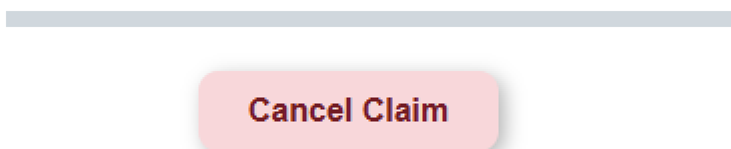




7.3 Select Cancel Claim (in the event you need to cancel the claim)



7.3.1 Enter the reason for the cancellation in the designated field
7.3.2 Click Cancel Claim button



<u>Step 8 – Submit Claim for further Approval</u>

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

8.1 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.

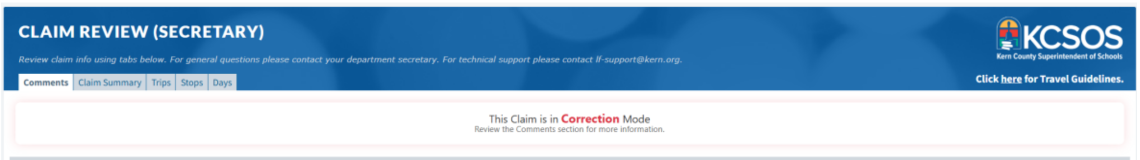
8.2 Once no further action is required, the claim will be processed for reimbursement by the designated deadlines determined by the Business Office.

Step 9 – Comment/Correction Mode

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

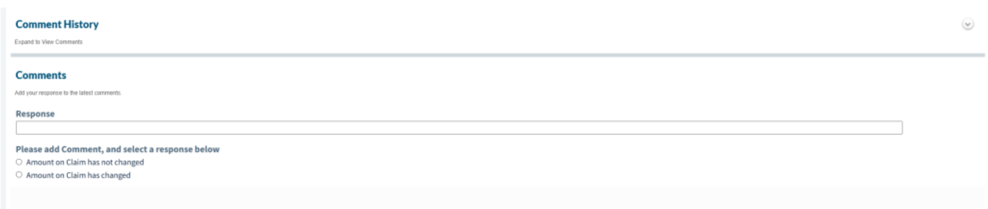
9.2 Final Review may also return the Claim to the Supervisor for Comments.

Correction Mode



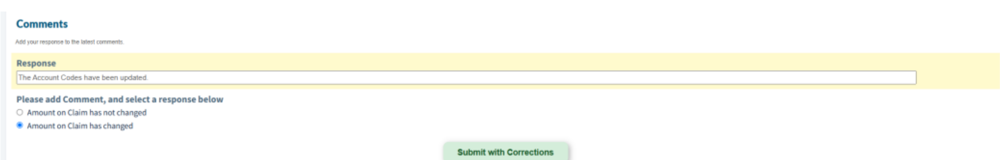
When a Claim is referred back to the Secretary for Corrections, a “Correction” Banner will appear at the top of the screen.

A new Comment Tab will be visible; this is where the Secretary can view and respond to the Comments.



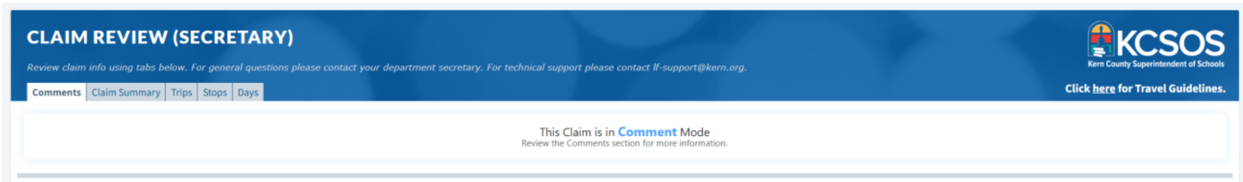
In Correction Mode, the Secretary can still make all the necessary changes they normally would when approving the claim. This includes changing the Account Codes.

9.3 The Secretary will need to add a response and send the Claim back to Final Review.



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

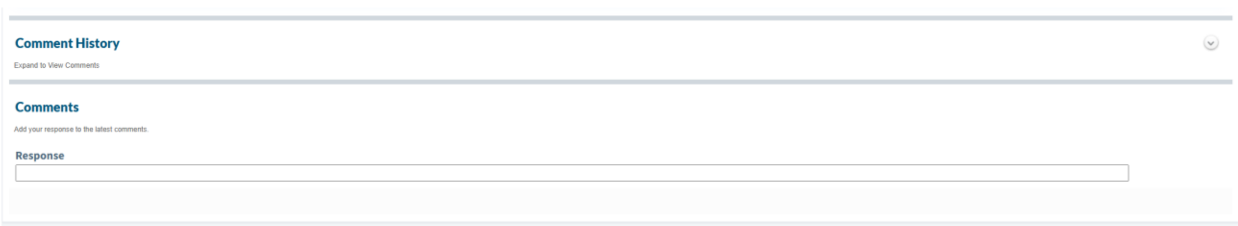
Comment Mode



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

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

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



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