

## Entering Reimbursements in SMARTer:

1. From the homepage: Select My Requests from the top tool bar
2. Reimbursement Entry, it will default to the Current Reimbursements tab.
3. Select: + Add New  
Fields in red will be required.
4. Enter the Purpose in the first portion and select Save and Enter items. The date here will default to today's date.
5. In the next window enter and choose the specific items for reimbursement and attach the supporting documentation.  
\*\* The supporting documentation should be saved in PDF format and have a corresponding name, ex: training lunch
6. Select +Add Save Row
7. If you have multiple items for reimbursement you can complete another line with the information and select the +Add/Save row. The rows will save towards the bottom of the screen below the blank line.
8. Once all lines have been entered, select Save at the top of the entry.

Home My Payroll **My Requests** About Me

Current Reimbursements Past Reimbursements

Previously saved reimbursements with a Not Routed status are  
Fields with a colored background need to be entered before save

[← Close](#)

Request Date 03/21/2023

Fiscal Year 2023

Reason

Purpose Training in Owatonna

Comments

[✓ Save and Enter Items](#)

[✓ Save](#) [← Close](#) [Delete](#)

Status Not Routed

Request Date 03/21/2023

Fiscal Year 2023

Type Reimbursement

Reason

Purpose Training in Owatonna

Comments

Reimb # 1

Created By

Reimbursement Total 0.00

### New Row to be Added

[+ Add/Save Row](#)

Expense Date	Category	Miles	Limit	Amount	Description	Account Code	Receipt: Orig Req	File
03/08/2023	Mileage	30	0.655	19.65	Miles to training	01	Yes	Choose a file or drag it here

Comments

[✕ Discard](#)

9. It will take you back to the Current Reimbursement screen. You can either Edit your entry or select Sign. It will need to be signed before you can route.
10. Select Route on your reimbursement.