Steps to CREATE a Conference Request or Personal Expense Statement:

- 1. Navigate to the CUSD Accounting Department Home page located at: <u>http://www.cusd.com/accounting/</u>
- 2. Click on the appropriate InformedK12 link located on the right side of the page.

Accounting	LINKS
, locounting	Frequently Asked Questions
	Accounting DocuShare
Welcome!	IRS W-9 Form
Contact Information	
1450 Herndon Avenue	InformedK12 links:
Clovis, CA 93611	SITES: Conference Attendance Requests
(Corner of Herndon and Sunnyside)	
Phone: 559.327.9050	DEPARTMENTS: Conference Attendance
FAX: 559.327.9059	Requests
E-FAX 559.327.6153	Personal Expense Statement
generalaccounting@cusd.com	
	InformedK12 Conference Instructions

3. Enter in your name and CUSD email address. Click the 'Go to form' button

Denise Cariaga	Preview: Request for Conference
Your email / Su correo electrónico	Attendance - Department
denisecariaga@clovisusd.k12.ca.u	11754
Enter to receive confirmation of submission.	0.000 5 1000 500 5000 500 500 500 500 500
Go to form / Ir al formulario	17. 705 KBN

4. The conference request form will appear. Complete the form with the necessary information. When complete, click the submit form button located at the bottom of the page.

HOTEL RESERVATION INF (If more than one day)		ivel analyst will make hotel reservations.
PROPOSED METHOD OF	от	HER Vel analyst will make air reservations.
(Personal E	xpense Statement of a	ESTIMATED EXPENSES ctual expenses must be submitted 2 weeks after conference date)
	AMOUNT	INSTRUCTIONS
REGISTRATION	ANDONT	instructions
ROOM		
MEALS		
TRANSPORTATION		
OTHER		
APPROVER 1		APPROVER 2
		Submit form / Enviar formulario
		e-Form Mar

5. Choose a recipient from the Approver 1 drop down list. An email will be sent to the approver selected. The subject and message to be sent is displayed. You may also check the box to receive reply emails.

ease select ne	Send to this red	cipier
prover 1	Select recipient V	
nail		
Subject		
	cipient} titled Request for Conference Attendance - Department is wait	ing
	cipient} titled Request for Conference Attendance - Department is wait	ing
A document for {re Message You have receive	d a document for {recipient} from Denise Cariaga. Ir parts of the form and submit according to instructions on the online	ing

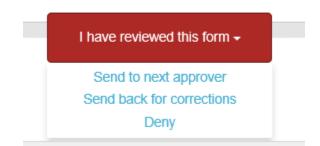
Click the Send to this recipient button located at the top right corner.
Once submitted, the initiator of the form will receive a confirmation email and the approver will receive an email indicating an approval is waiting for action.

Once the request has been approved by all recipients, the initiator will receive a notification email that the request is complete.

All notification emails will come from InformedK12 Schools with this email address: forms@informedK12.com

Steps to APPROVE a Travel/Conference Request:

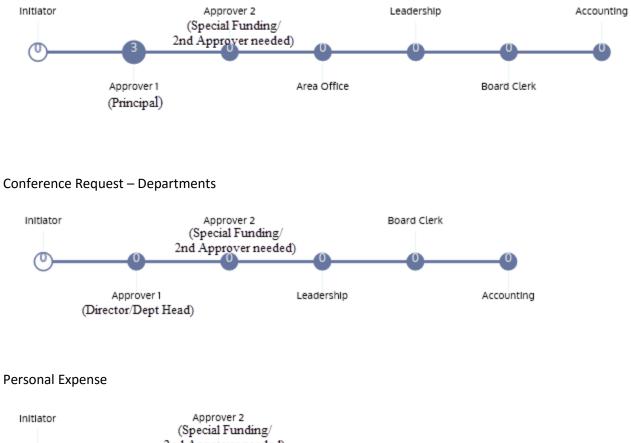
- If you are selected to approve a conference request or expense statement, you will receive a notification email containing a link to the form. Click the link in the notification email to review the request. All approvers have the ability to approve, deny, modify information on the form or send back for corrections.
- Click the 'I have reviewed this form' button located at the bottom of the page. 3 options are available: Send to next approver: send to the next approver within the workflow Send back for corrections: send the form back to the initiator or previous approver Deny: send back to initiator as denied

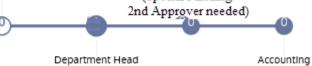


3. Each approver in the workflow will receive a notification until the last approver has reviewed the request. The initiator will receive a confirmation email once the request is complete and all approvers have reviewed the form.

## WORKFLOW:

## Conference Request – Sites





## **CONTACT INFORMATION**

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