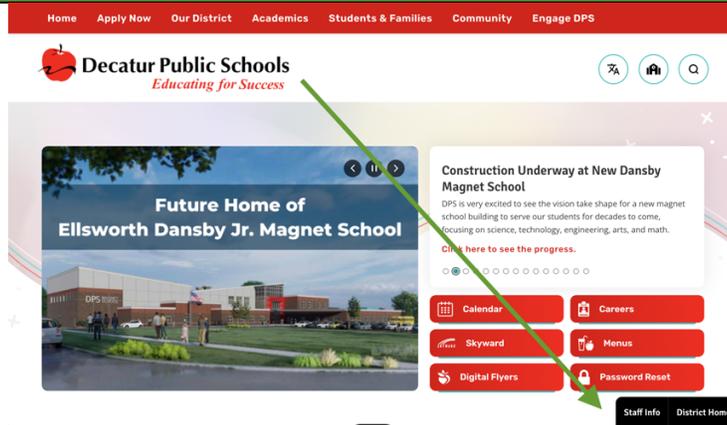
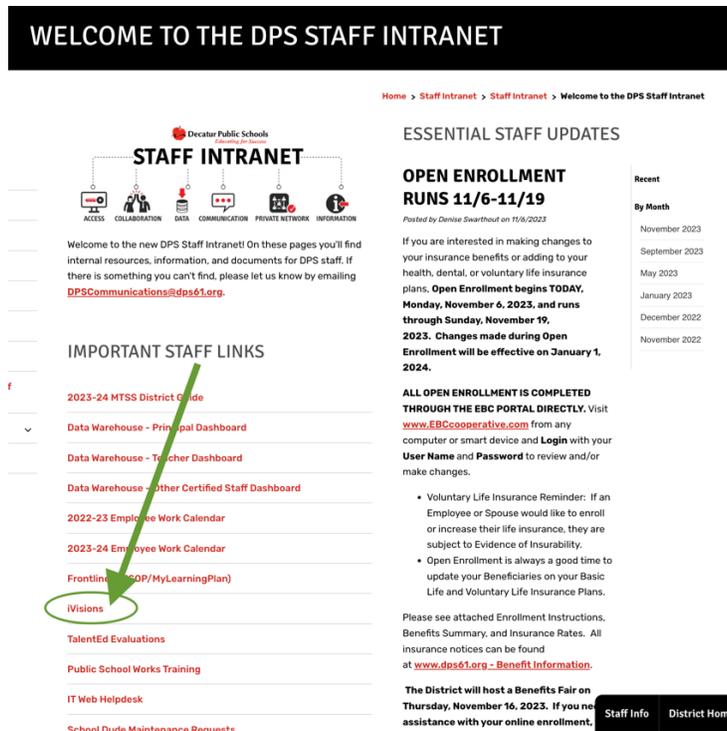


How to Enter Employee Reimbursements in iVisions

1. Visit www.dps61.org
Staff Info



2. Under IMPORTANT STAFF LINKS, click on iVisions
a. Login (DPS email & pw)



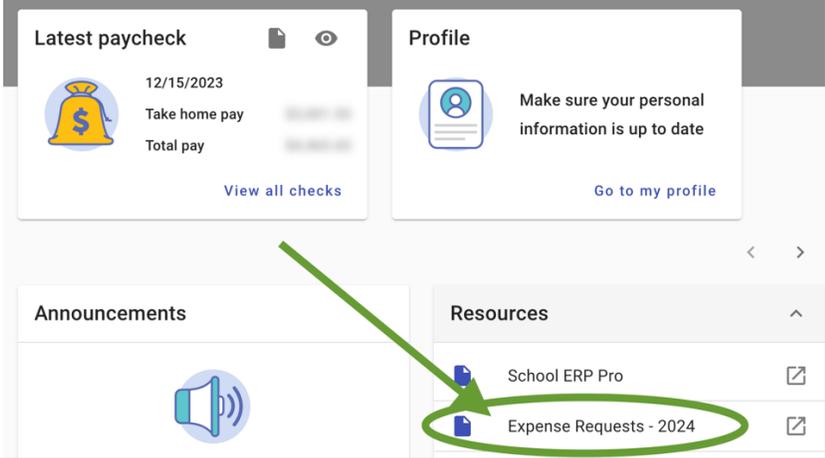
b. Click Employee Access



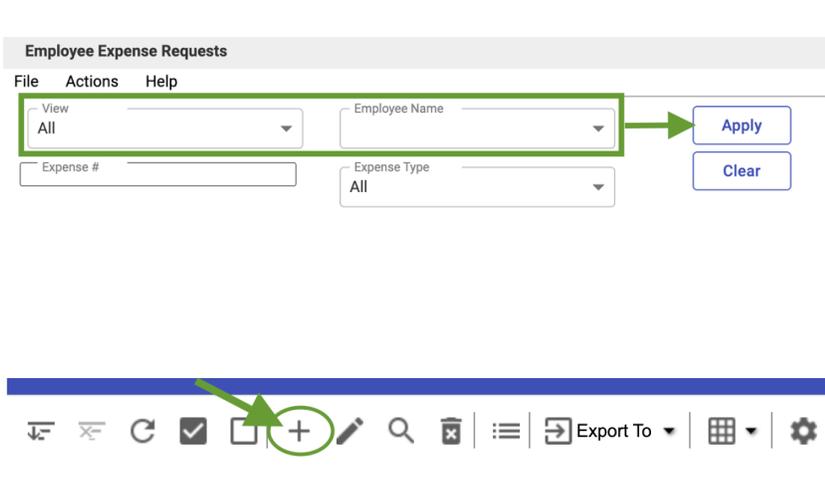
Employee Access

Employee Access Application

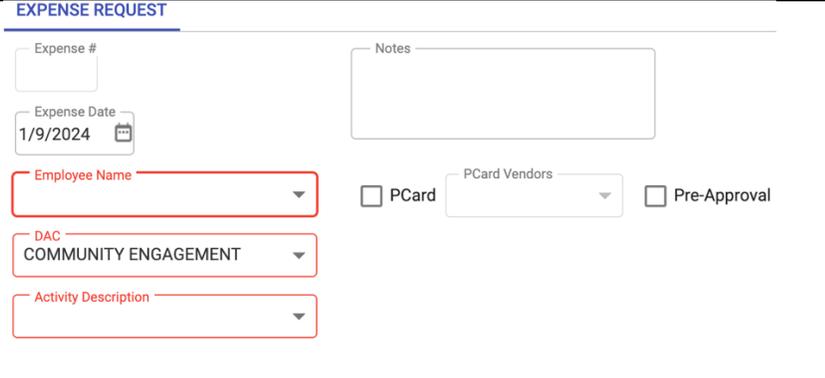
3. Expand Resources
 a. Click Expense Requests 2024
If it opens up trying to get you to log in again, this is the wrong screen, and you have to x out of the screen.



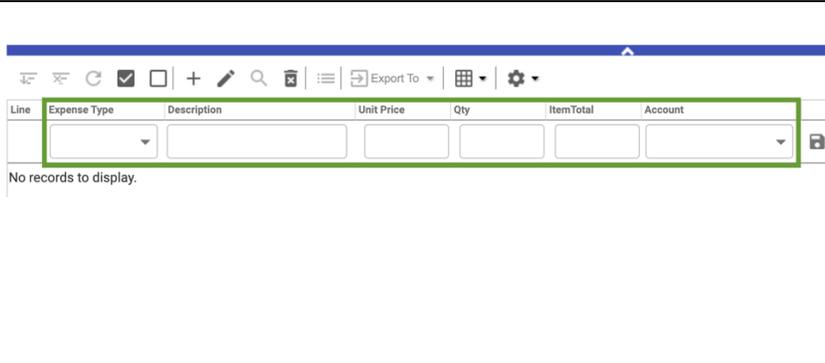
4. Employee Expense Request Page
 a. Under View
 i. Choose All
 b. Under Employee Name
 i. Type Employee Name-Select Name
 ii. Click Apply
 5. Hit "+" symbol to add a new expense request



6. Fill in red boxes
 a. Employee name
 b. DAC
 c. Activity Description



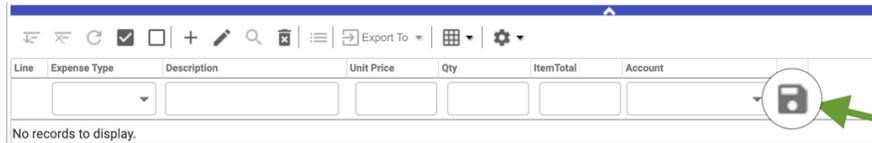
7. Fill out:
 Expense Type
 Description
 Unit Price
 Qty
 Account #
 a. If unsure about the account number, work with your immediate supervisor



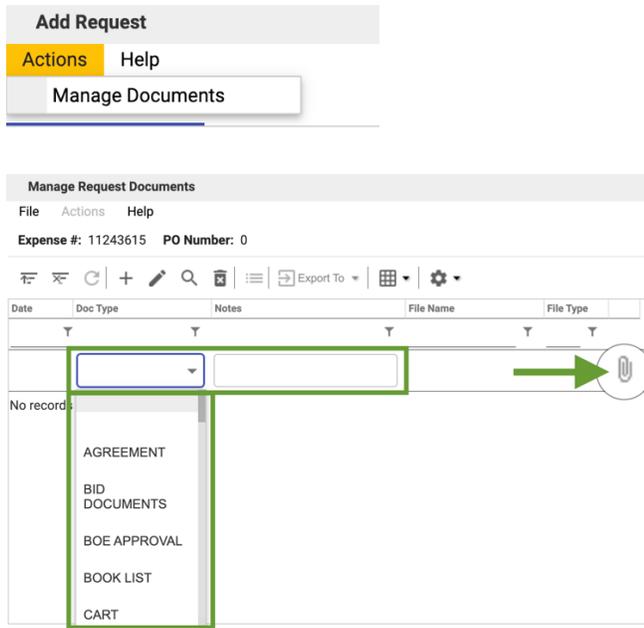
b. To see the entire screen, click the box in the upper right-hand corner to expand the screen



8. Click Save button (disc)



9. Go to top left:
Actions
Manage Documents



a. Use the drop downs to fill out the required description for the attachments
b. Use the paper clip to add required attachments

10. Check box "Submit for Approval" and Save.

