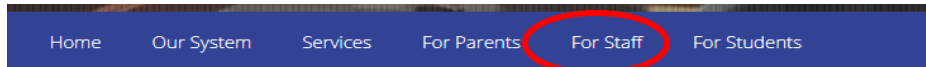


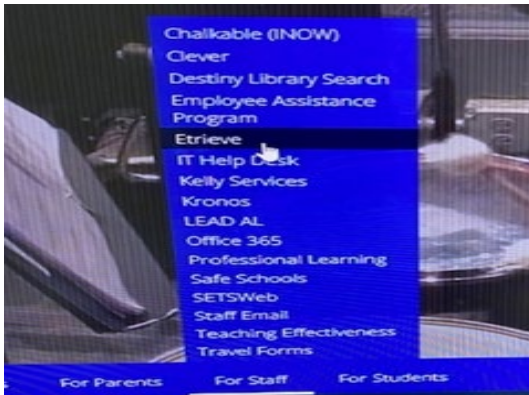
The **Request for Leave Form** is now done in Etrieve

Directions for Etrieve: You will go to the ACS webpage

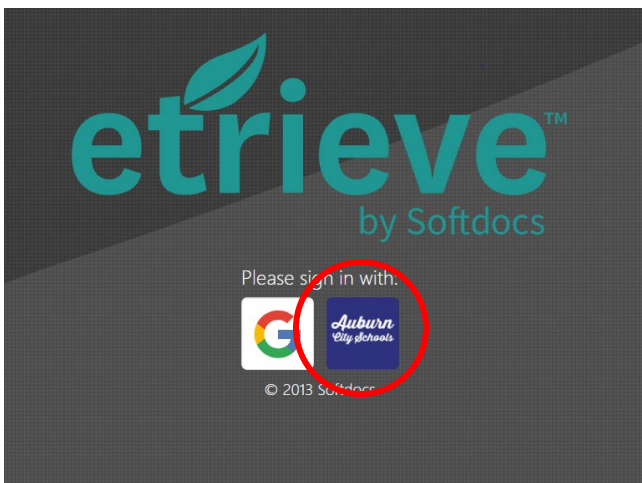
1. CLICK FOR STAFF:



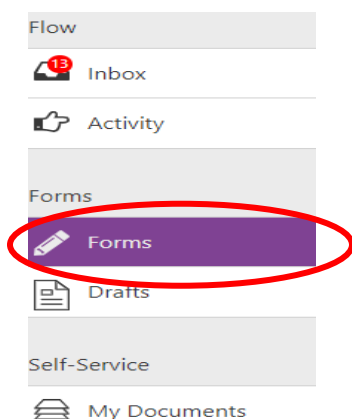
CHOOSE ETRIEVE:



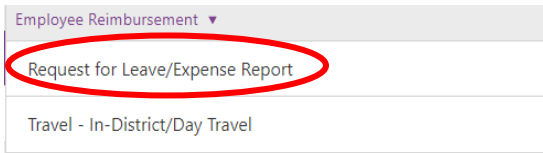
2. LOGIN USING YOUR ACS NETWORK CREDENTIALS



3. CLICK FORMS:



4. CHOOSE REQUEST FOR LEAVE/EXPENSE REPORT



The image shows a screenshot of a software interface. At the top, there is a grey header bar with the text 'Employee Reimbursement' and a small downward-pointing triangle. Below this, a dropdown menu is open, showing two options: 'Request for Leave/Expense Report' and 'Travel - In-District/Day Travel'. The first option is highlighted with a red oval, indicating it is the selected item.

You will first request to go on your trip by filling in the information requested on the form. When done, click on “Submit to”, choose your bookkeeper, and click “Send to Selected”. The bookkeeper will review everything and then submit to your Principal/Supervisor. Once the Principal/Supervisor approves, the form will route to your Etrieve inbox. You should leave this form in your Etrieve inbox until you go on your trip.

Once you return from your trip, open the form and make a selection from the “Expenses” drop-down menu at the bottom regarding whether or not you have expenses to submit for reimbursement. If you do have reimbursable expenses, the form will expand, and you will need to enter all of your expenses and attach a copy of your receipts. Once you are finished, submit the form to your bookkeeper. It will then be routed through any remaining approvals and submitted for payment.