# ATRIEVE <mark>EXPENSE CLAIM</mark> INSTRUCTIONS – BUS DRIVERS

How Do I Login to Atrieve?

Go to www.prairiesouth.ca and click on Staff then AtrieveERP/Powerschool. Staff still use their username and password to login; however, it is highly recommended that all staff use the desktop/laptop version of the **Google Chrome** browser (NOT *Internet Explorer, Firefox, Safari* or another Web Browser). It is possible to use Atrieve on mobile devices, however it may not be as easy to navigate and enter information on smaller screens.

The Main Screen

The Main Screen displays the menu items to the left, instead of above. All of the options employees need to access are nested under the *My Info* Menu.
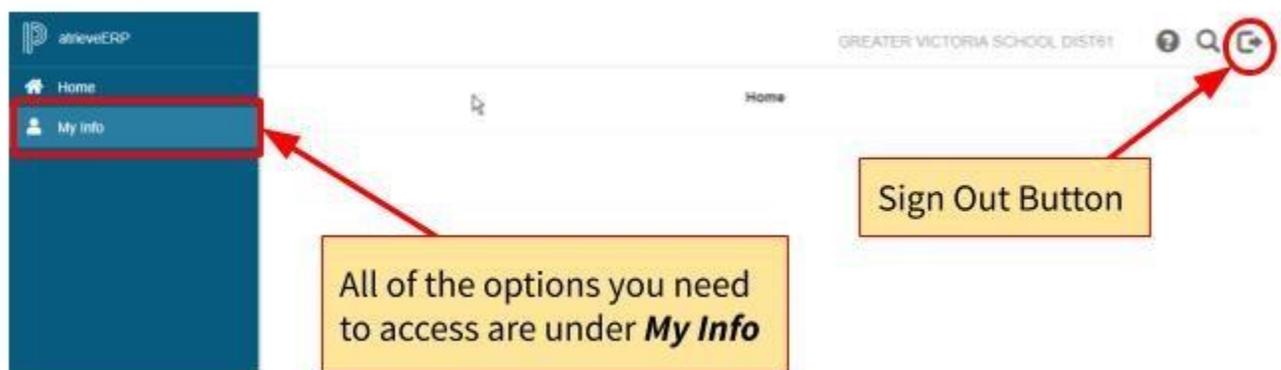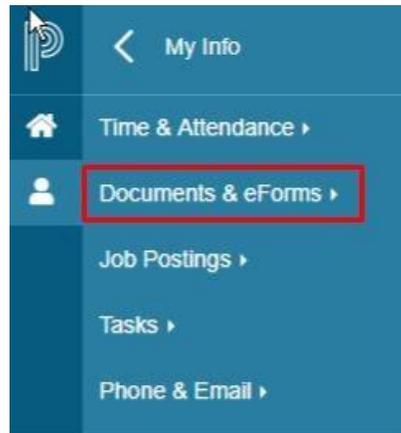

Submitting Expense Claim Forms

Click on the *My Info* Menu on the left-hand side of the screen.
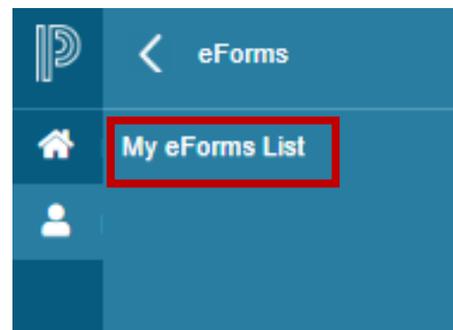
Click *Documents & eForms*.

Click *eForms*

Click *My eForms List*

Click *Expense Claim* under Submit a New Form. If you have any forms that you saved and haven't submitted, they'll show up under My Un-Submitted Forms. You will also be able to view your processed forms as well.

Fill in the top section of the form. Always keep Budget Location as Transportation Dept and Department must always be Transportation. Enter the month and a short description.

If you are submitting meals for charter trips, enter them in the Per Diem Expenses area of the form. Enter the date, purpose, to/from then scroll over to Meals and select the meals you are claiming. Do NOT enter KM into this form for charter trips.

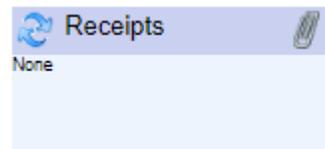If you are submitting receipts for medicals or for your license enter them under Other Expenses. You also need to attach your receipts (see next step).

If you need to attach a receipt, click on the paperclip at the top right of the form. Make sure you have the receipt saved somewhere so you can attach it.

Once you have completed everything, click Save if you want to go back to your form another time or click Submit if you want to send it immediately.