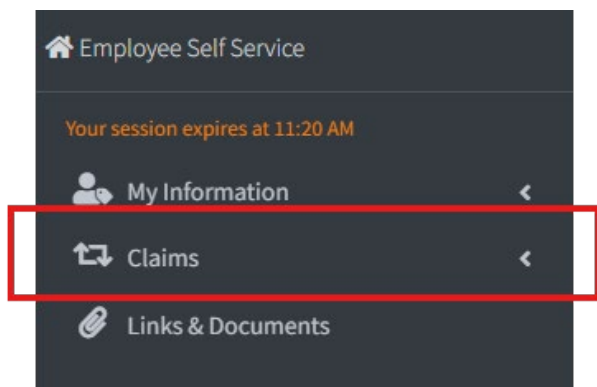


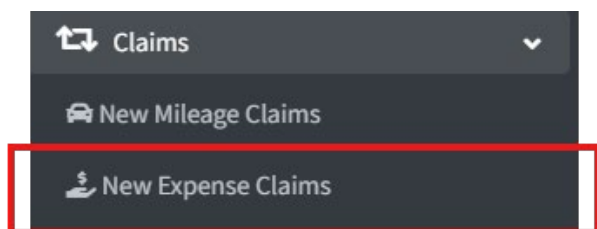
# Travel Expense Reimbursement Instructions

College Community Schools will reimburse employees for travel expenses for which you have personally paid. A detailed receipt **MUST** be attached for all claimed expenses. The travel expense reimbursement policy can be found in the [Business Office Procedures Manual](#). You can submit your claim by following the directions below.

1. Log into the Employee Self-Serve (ESS) [www.vista-iowa.com/ess/Login.cfm?dist=1337](http://www.vista-iowa.com/ess/Login.cfm?dist=1337)
2. Click on the “Claims” tab on the left hand side of your screen.



3. Click on “New Expense Claims”



4. Enter the date of the purchase in the “Date” field. Select the appropriate expense from the Category drop down. Enter the amount of your expense. Click on the “Browse” button to add a detailed receipt.

A screenshot of the 'Claim 1' form. The form has a header bar labeled 'Claim 1'. Below the header, there are several input fields: 'Date 1' (02/06/2026), 'Category 1' (Meals (\$50.00/\$0.00/\$0.00) \*), 'Description 1' (empty), and 'Amount 1' (\$ 50.00). There is also a toggle for 'Overnight 1'. Below these fields, there are 'City/State 1' (IA), 'Receipt(s) 1' (Add a Receipt Document), and 'Receipt Description 1' (Receipt Comment). The 'Browse' button next to the 'Receipt(s) 1' field is highlighted with a red rectangular box. At the bottom of the form, there is a note: '(.htm & .html files NOT ALLOWED)'.

5. Scroll down to the bottom of the page and click on “Submit Claims for Approval”. Your claim will be submitted to your supervisor for approval. Reimbursements will be made to your bank account through an ACH payment.