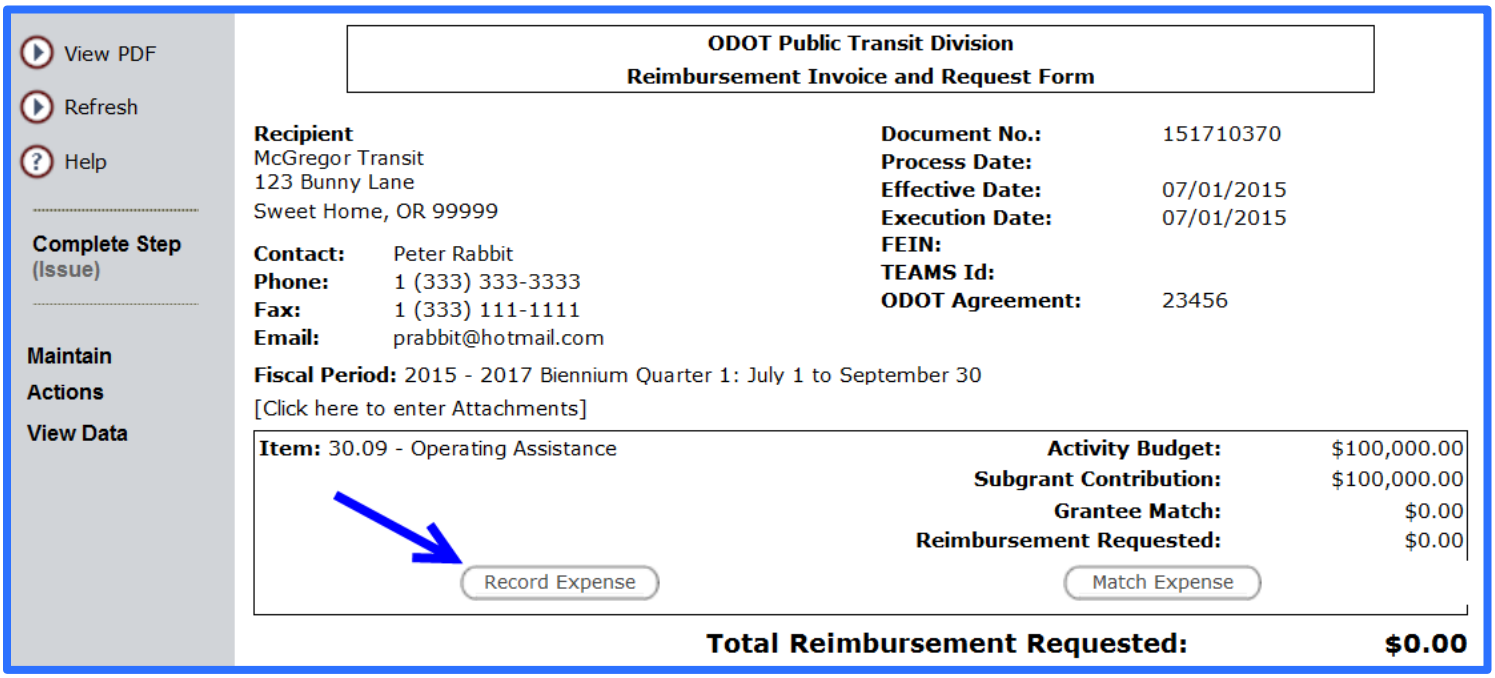
OPTIS REIMBURSEMENT REQUEST DETAILS

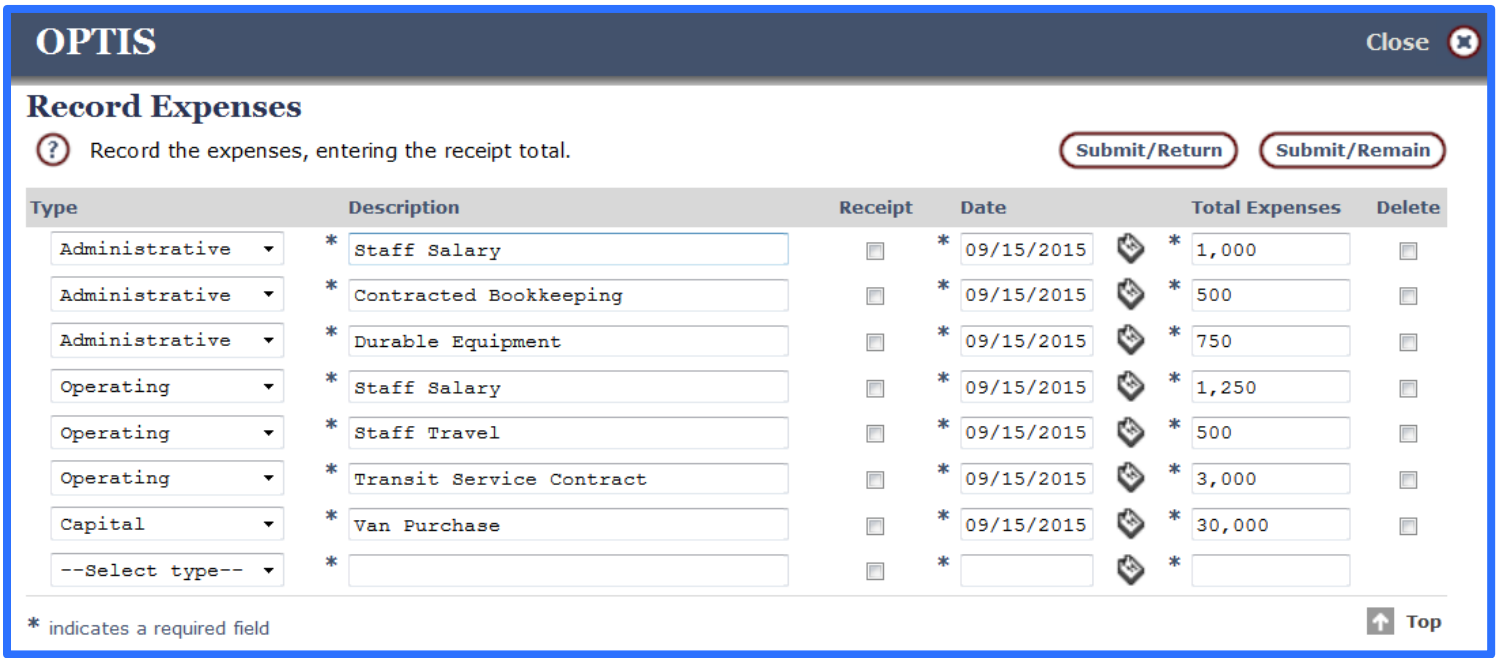
Record Expense Screens

After creating a new OPTIS reimbursement request, completing basic information screens and uploading any backup attachments, the next step in the process is to record eligible expenses for the period. To do this, users click on the "Record Expense" button.



Current – Description is keyed in.

Currently, the "Record Expense" screen presents you with four options in a drop-down menu for expense type (Administrative, Operating, Planning, or Capital) and then requires that you key in a description to give more detail on that expense. Additionally, farebox revenue must be deducted from Operating expenses before entering the total expense amount.

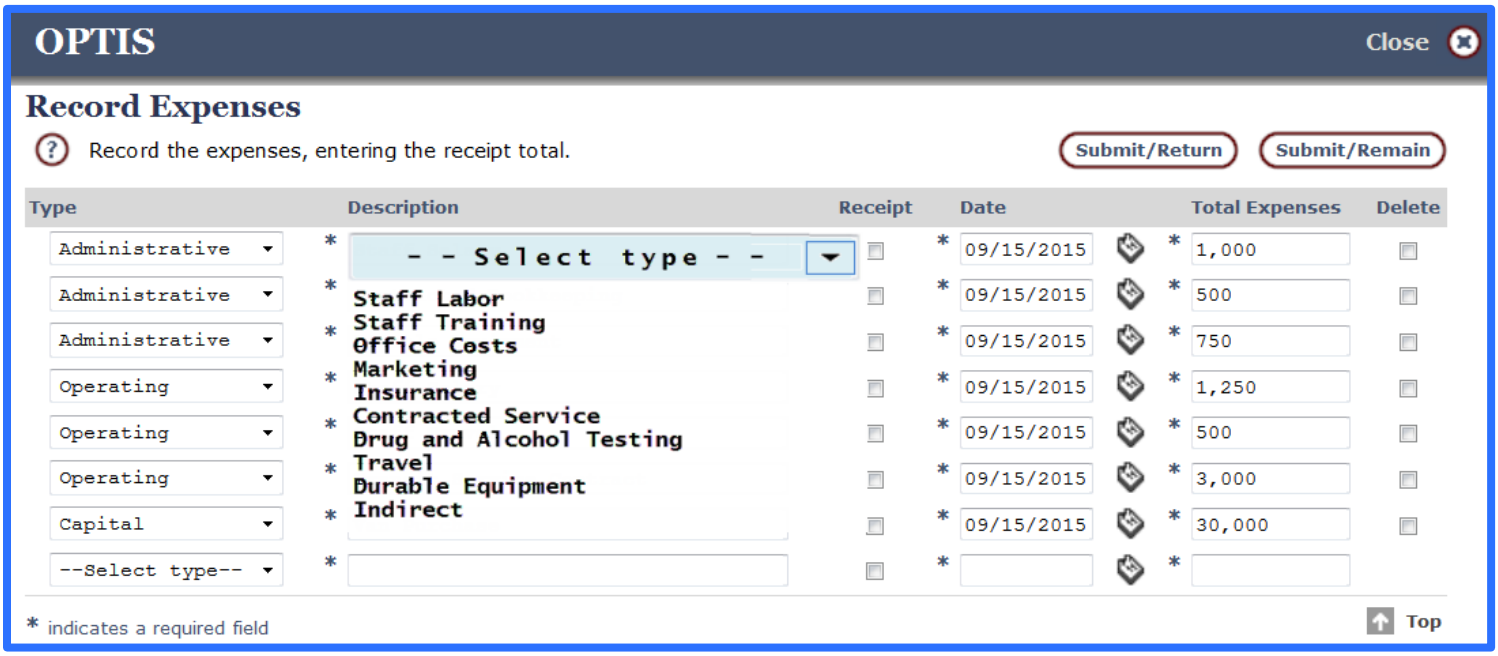


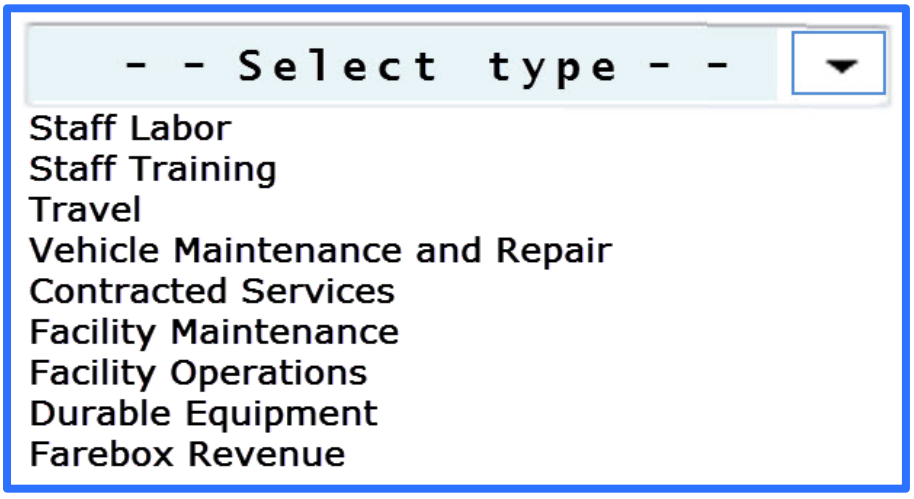
Future – Description is chosen from a dropdown menu. No typing required; select from available options. Farebox is entered as a negative value.

RPTD is considering the elimination of the requirement for the Budget Detail Worksheet for operations and administrative projects. Instead, the information could be captured via OPTIS data entry. We want to make it simpler to report for reimbursement, and to reduce the number of categories to the highest level needed by the Division. RPTD would create a fixed list of acceptable expenses for each type. A drop-down menu, specific to the broad category of expense, would appear and give you a list of descriptors to choose from.

Administrative Expenses Example

PREVIEW:



Operating Expenses Example

PREVIEW: