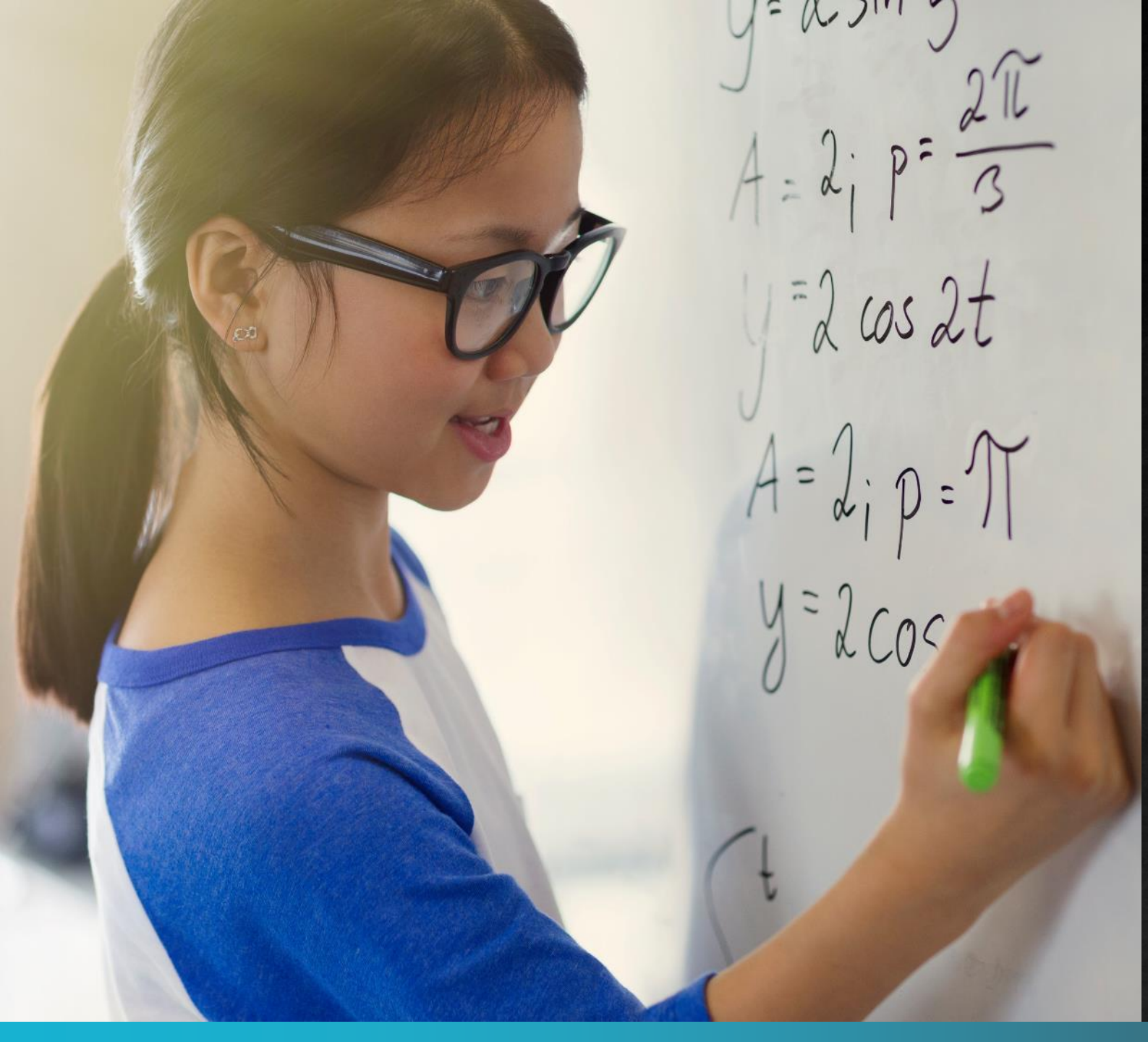


Detached Duty

New Online Application and Reimbursement Forms

Process Overview

- Application Form – Request Access
- Application Form – Submit Details
- Reimbursement Form – Request Access
- Reimbursement Form – Submit Details
- Submit Expenses in AtrieveERP

Application Request

Two Primary Steps:

1. Request an Access Code
2. Submit a new Application Form to Detached Duty

Note: A separate application is required for each conference.

Detached Duty Online Application: Request Access

URL: When applying for Detached Duty, teachers must request access to the online application by using the following link: https://forms.sd41.bc.ca/Forms/DDACC

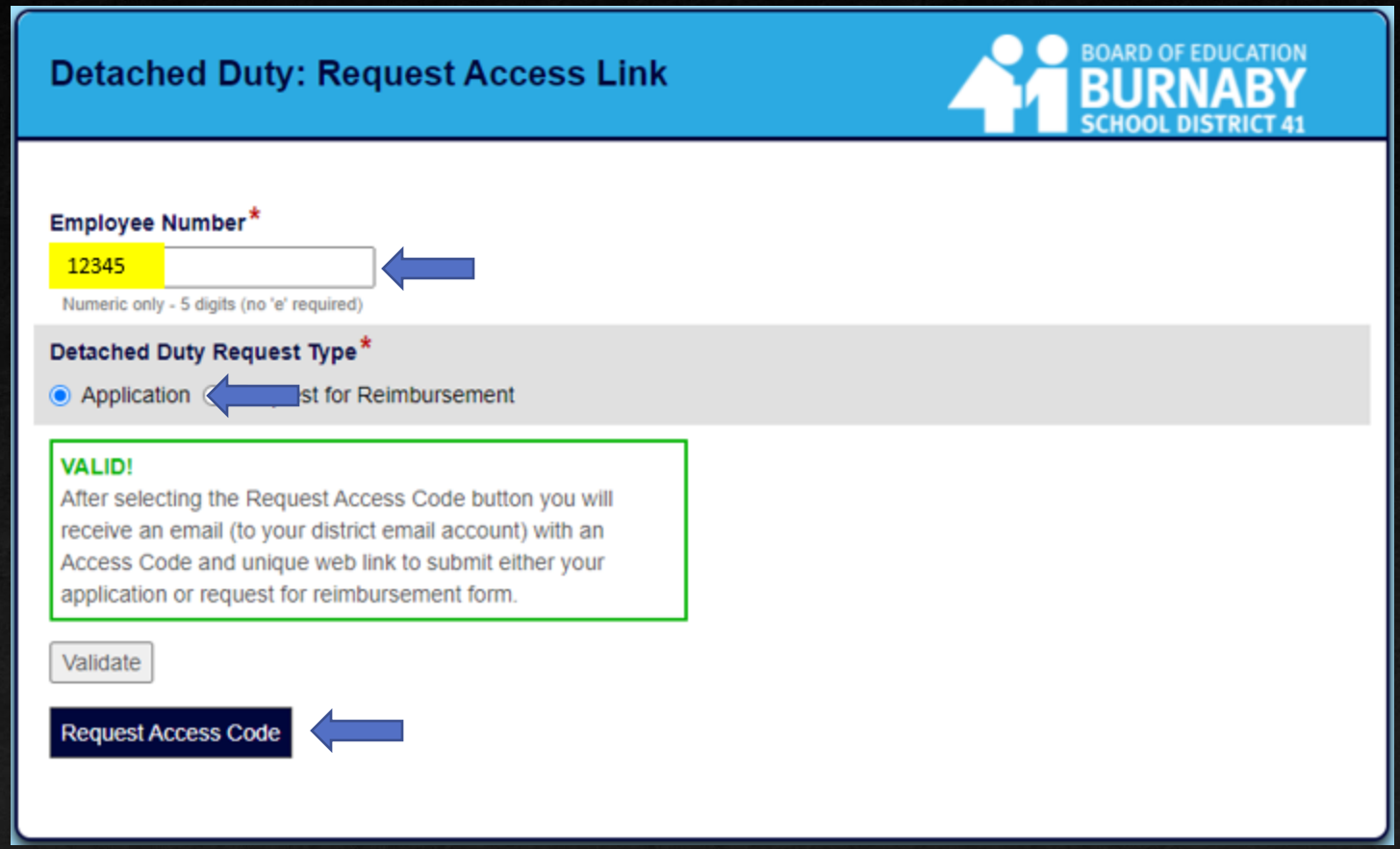
Steps:

1. When entering the **employee #**, no ‘e’ is required
2. Detached Duty Request Type = **Application**
3. Select the **Request Access Code** button

IMPORTANT:

A link and unique code will be sent to your **district email** which is required to access the online application form

The link and access code are only valid for one use



Detached Duty Online Application: Submit Details

Employee Information

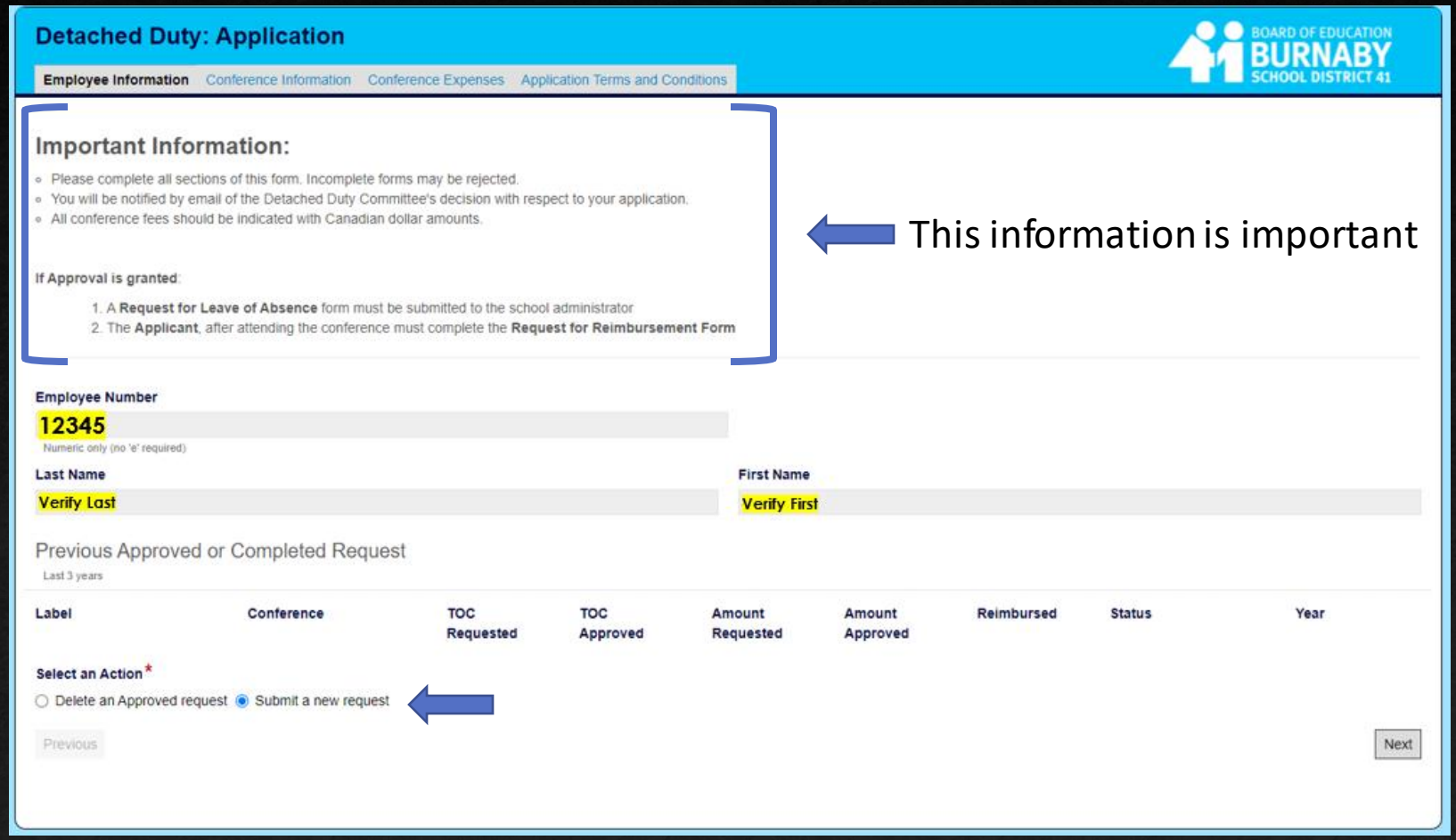
After clicking on the link in your email AND entering your access code, then the Application form will open.

Please read these sections 1st:

1. **Important Information**
2. **If Approval is granted**

STEPS

1. **Verify Employee #, Last and First Name**
2. **Select 'Submit' a new request'**
3. **Next**

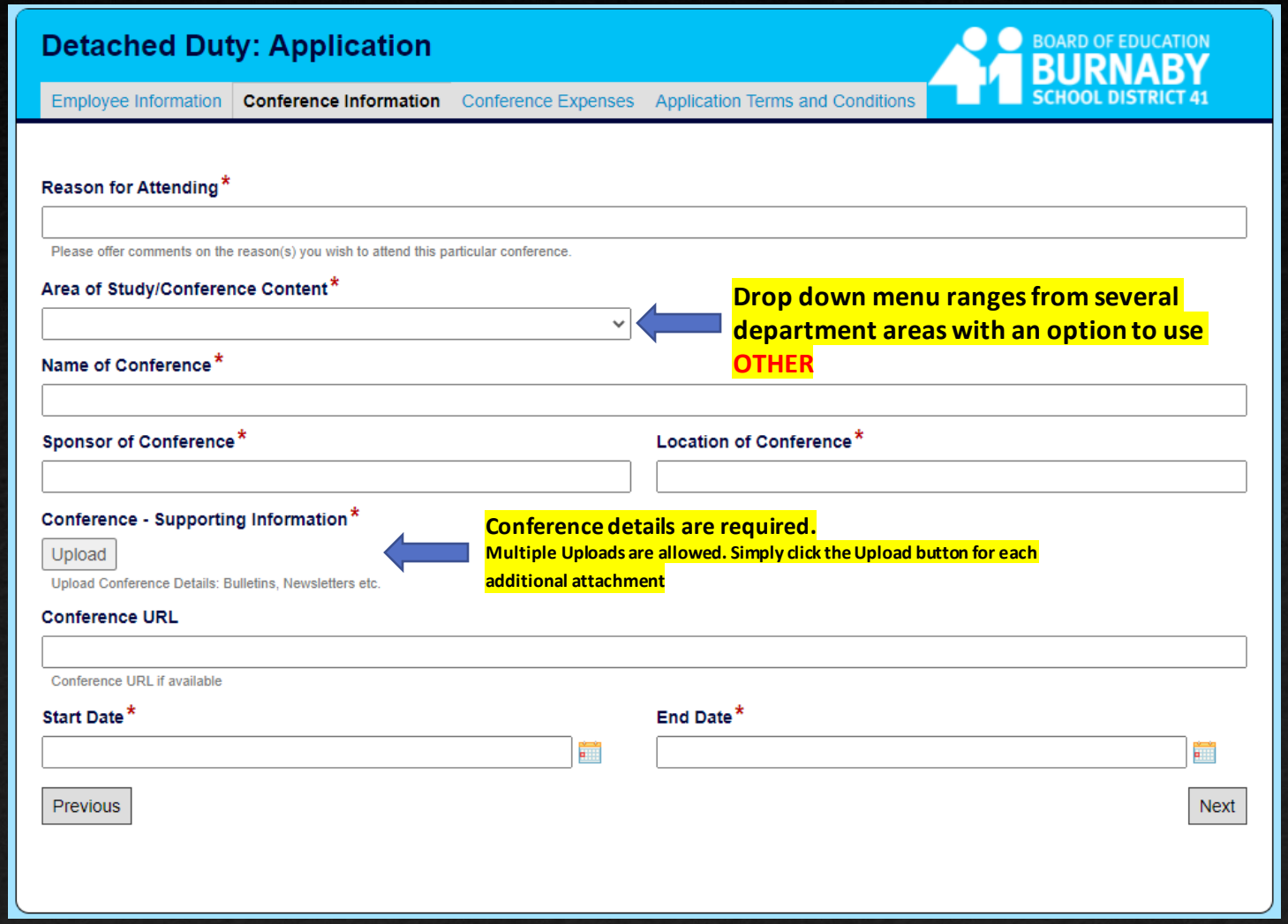


Detached Duty Online Application: Submit Details

Conference Information

STEPS

1. Enter Reason for Attending
2. Enter Area of Study/Conference Content
3. Enter Name of Conference
4. Enter Sponsor of Conference
5. Enter Location of Conference
6. Upload Conference Information
7. Enter Conference URL (if known)
8. Enter Start Date & End Date
9. Click Next



Detached Duty Online Application: Submit Details

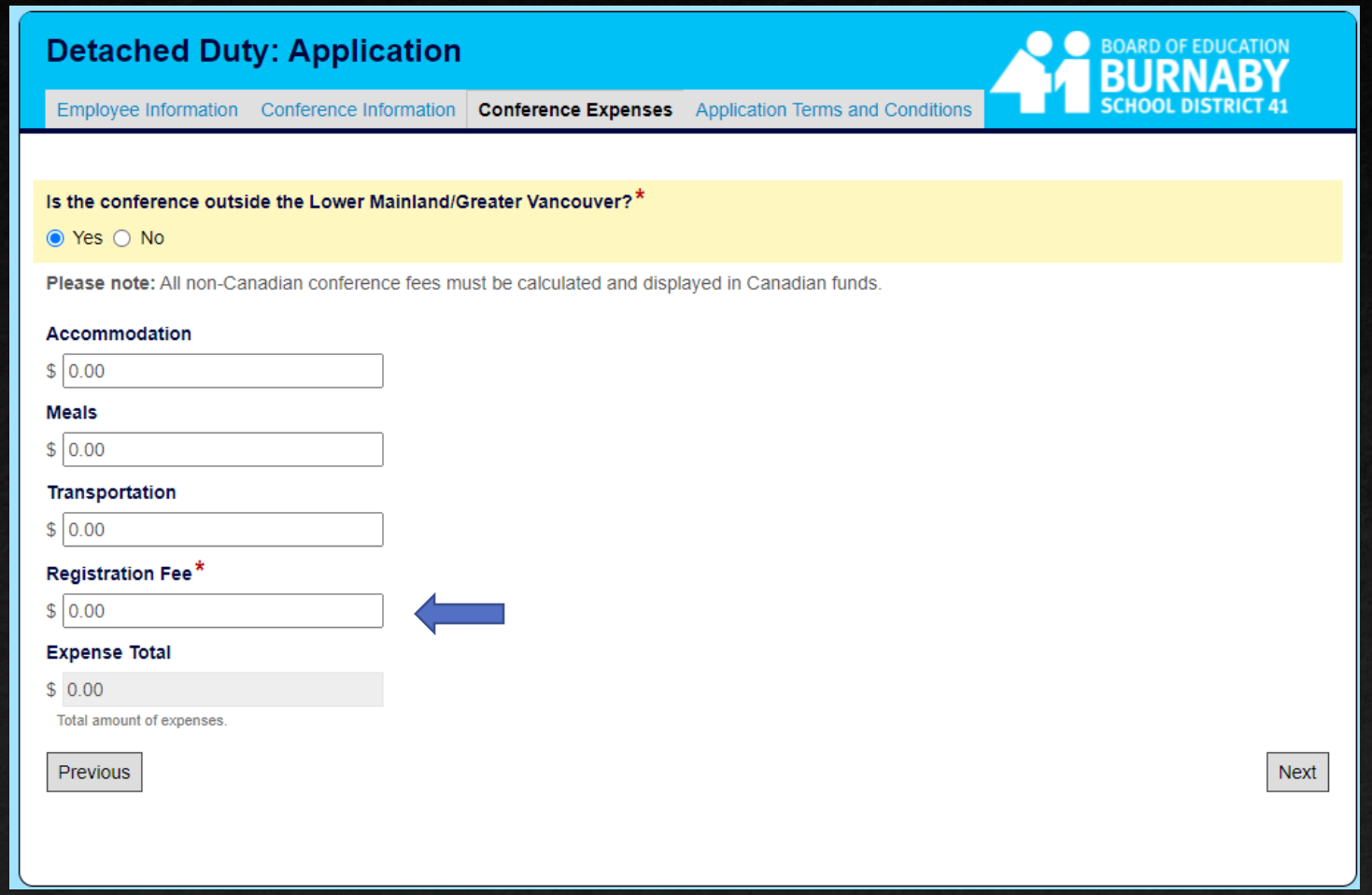
Conference Expense Information

STEPS

If response to Conference Location = YES

1. Complete cost for **Accommodation** of Conference
2. Enter Cost for **Meals**
3. Enter Cost for **Transportation**
4. Enter **Registration Fee** for Conference
5. Click **Next**

****Expense Total** will automatically tabulate



Detached Duty Online Application: Submit Details

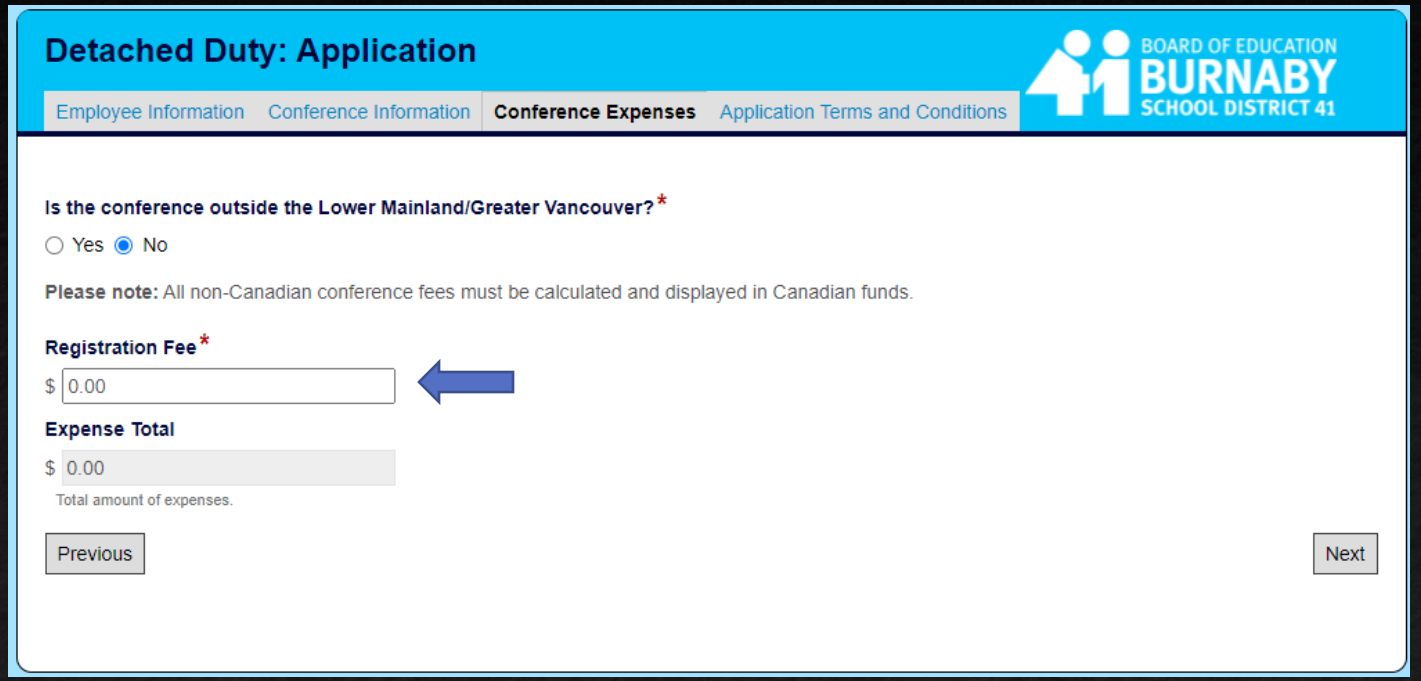
Conference Expense Information

STEPS

If response to Conference Location = NO

1. **Enter Registration Fee for Conference**
2. **Click Next**

****Expense Total will automatically tabulate**



Detached Duty Online Application: Submit Details

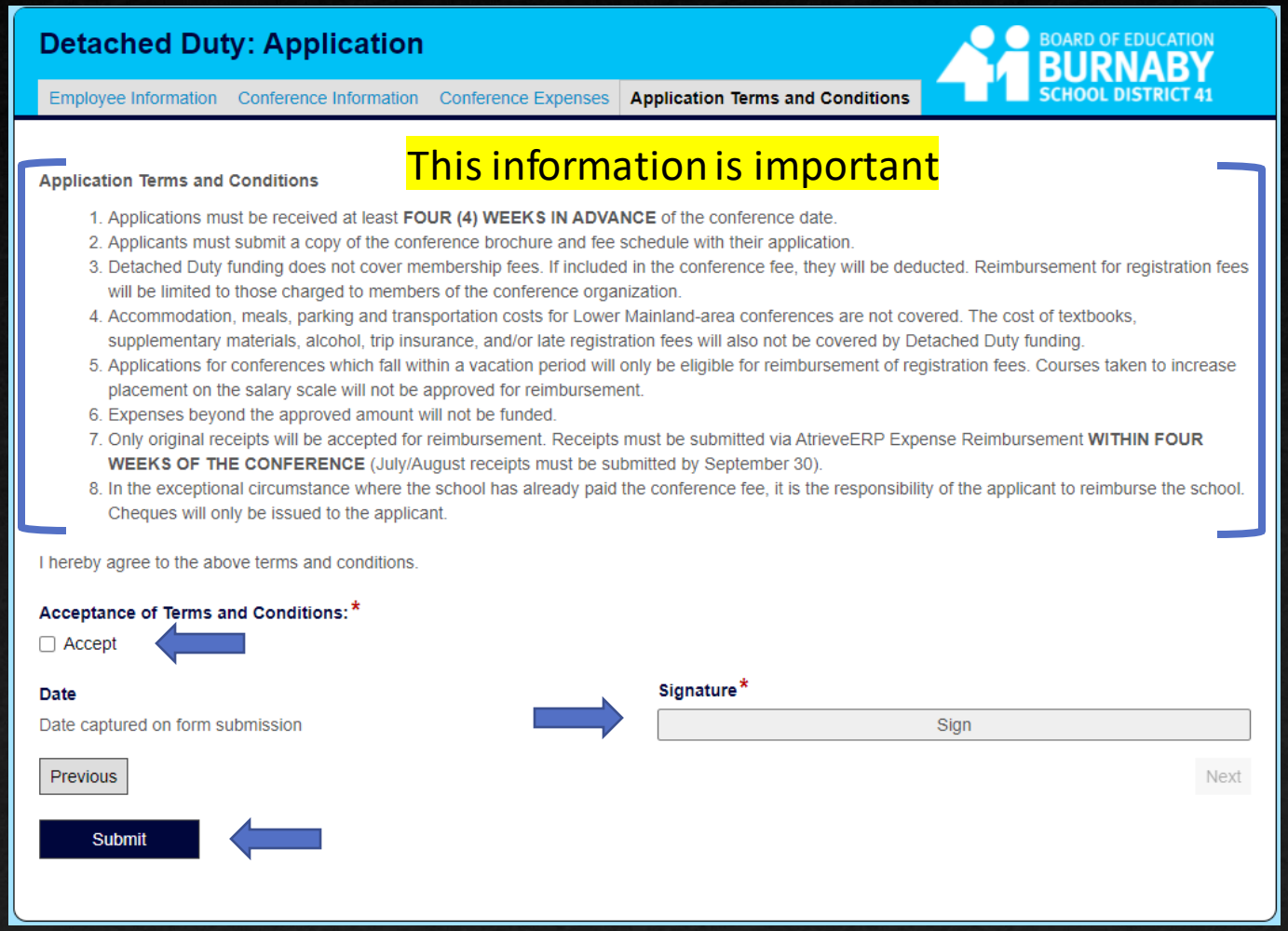
Application Terms & Conditions

PLEASE READ

1. Application Terms and Conditions

STEPS

1. Click the 'Accept' toggle to confirm your acceptance
2. Enter your Signature
3. SUBMIT



Detached Duty Online Application: Email Messages

Associated Email Messages

Application: Submission Receipt Email

From: noreply-ls@sd41.bc.ca <noreply-ls@sd41.bc.ca>
Sent: February 1, 2022 10:14 PM
To: Burnaby Teacher <Burnaby.Teacher@burnabyschools.ca>
Subject: Detached Duty Application: Received

A Detached Duty form has been received from: Teacher, Burnaby
Your application will be reviewed by the Detached Duty Committee and you will be contacted once a decision has been made.

A separate application is required for each conference you would like to attend. To submit another application: SD41 Detached Duty Application Form
Thank you.

Detached Duty
BTA Office: 604-294-8141
Tuesdays: 1:00-3:00
Detached.Duty@burnabyschools.ca

Application: Approval Email

From: noreply-ls@sd41.bc.ca <noreply-ls@sd41.bc.ca>
Sent: February 1, 2022 10:15 PM
To: Burnaby Teacher <Burnaby.Teacher@burnabyschools.ca>
Subject: Detached Duty Application: Approved

A Detached Duty Application submission has been approved:
Name: Burnaby Teacher
Conference: Environmental Education Leadership Clinic
Maximum TTOC Days: 0.0
Maximum You May Claim: 10.00

Before your conference:
If necessary, complete a Leave of Absence request in the AtrieveERP system; Atrieve (Absence Logging)

After you have attended the conference:
You must complete a; Request for Reimbursement Form

Cancel or Submit a New Application:
SD41 Detached Duty Application Form

For questions/concerns please contact the Detached Duty Office.
Thank you.

Detached Duty
BTA Office: 604-294-8141
Tuesdays: 1:00-3:00
Detached.Duty@burnabyschools.ca

Submit Absences

Logging absences (whether approved by Detached Duty or not) are the responsibility of the individual teacher and are handled in AtrieveERP.

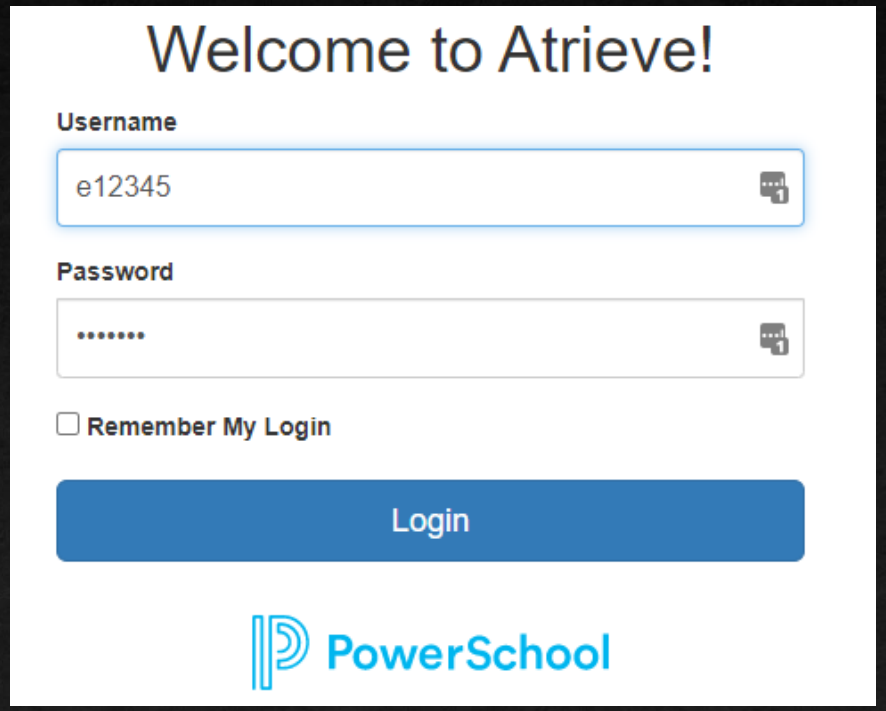
AtrieveERP: Absence Logging (if required)

https://burnabyschools.atrieveerp.com/

The link is also accessible on the District website on the Staff Screen

STEPS:

1. Enter Username
2. Enter your Password
3. Click Login
4. Follow the usual steps for absence logging EXCEPT – Choose Detached Duty as the Absence Reason



Reimbursement Requests

Three Primary Steps:

1. Request an Access Code
2. Submit a new Reimbursement Request Form to Detached Duty
3. Submit an Expense claim in AtrieveERP

Request for Reimbursement Form: Step 1 of 2

Request Access

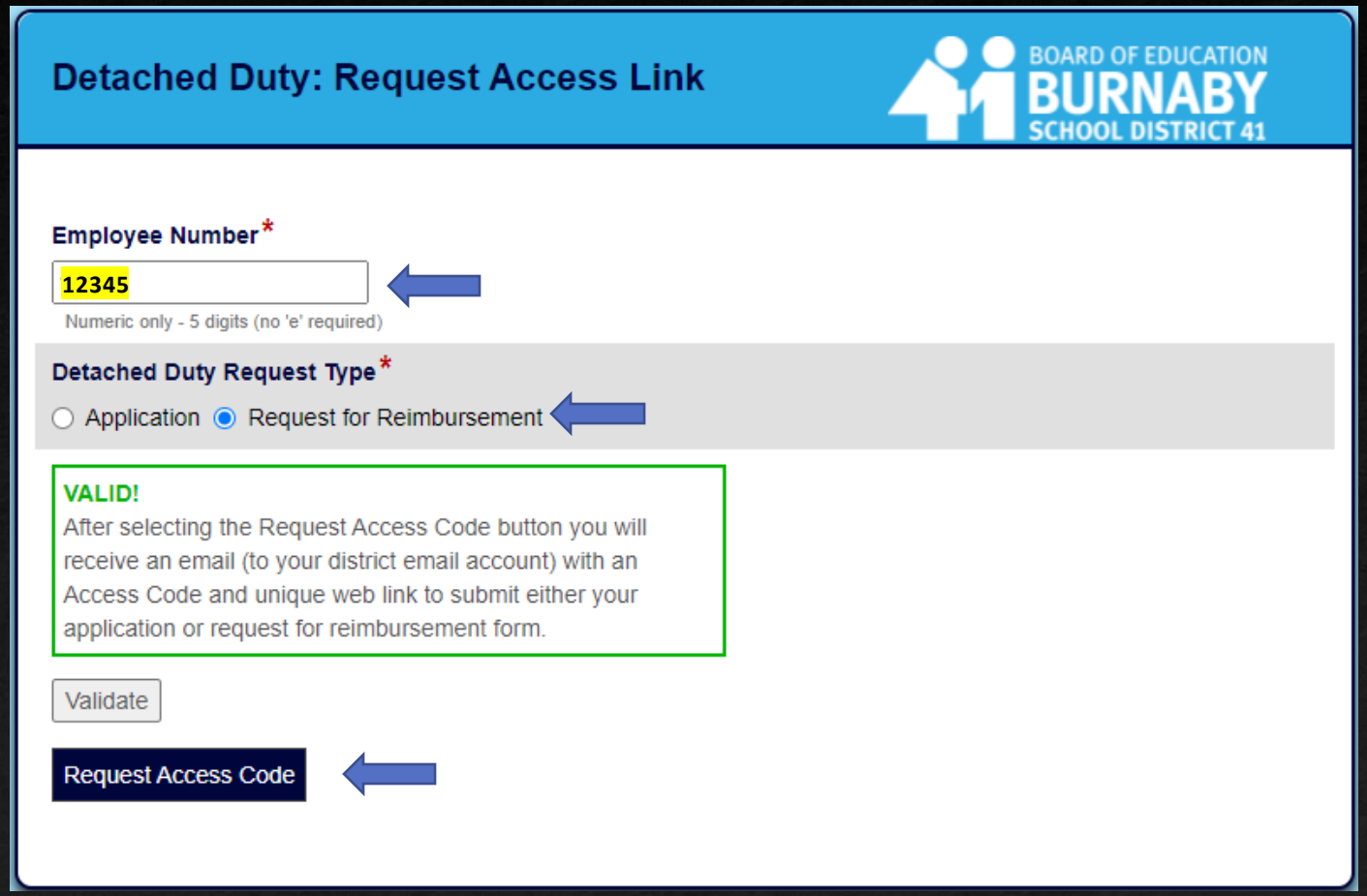
- When requesting Reimbursement, teachers must request access to the online reimbursement form by using the following link: https://forms.sd41.bc.ca/Forms/DDACC

- Steps:
  1. When entering the **employee #**, no 'e' is required
  2. Detached Duty Request Type = **Request for Reimbursement**
  3. Select the **Request Access Code** button

IMPORTANT:

A link and unique code will be sent to your **District Email** account which will be required to access the online application form

The link and access code are only valid for one use



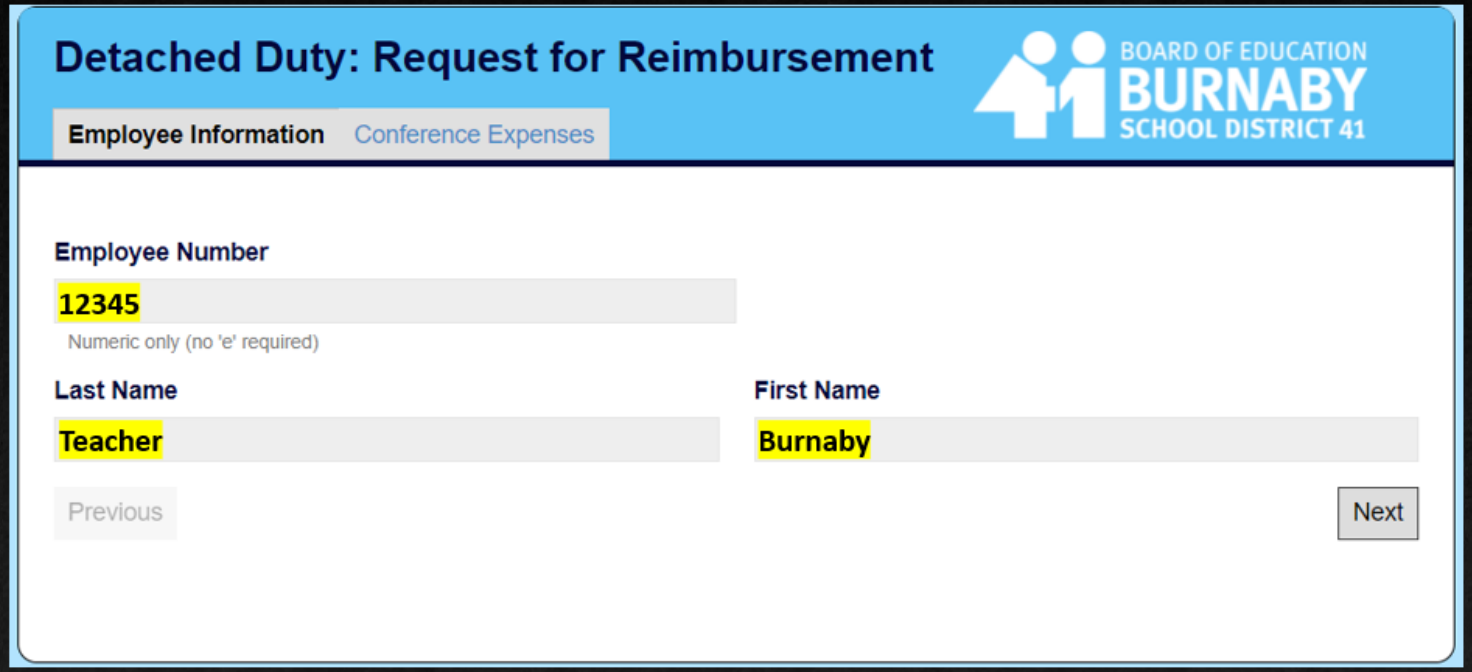
Request for Reimbursement Form: Step 1 of 2

Employee Information

- When requesting Reimbursement, teachers must request access to the online reimbursement form by using the following link: https://forms.sd41.bc.ca/Forms/DDACC

- Steps:
  1. When entering the **employee #**, no 'e' is required
  2. Detached Duty Request Type = **Request for Reimbursement**
  3. Select the **Request Access Code** button

- A link and unique code will be sent to your district email which is required to access the online application form



Request for Reimbursement Form: Step 1 of 2

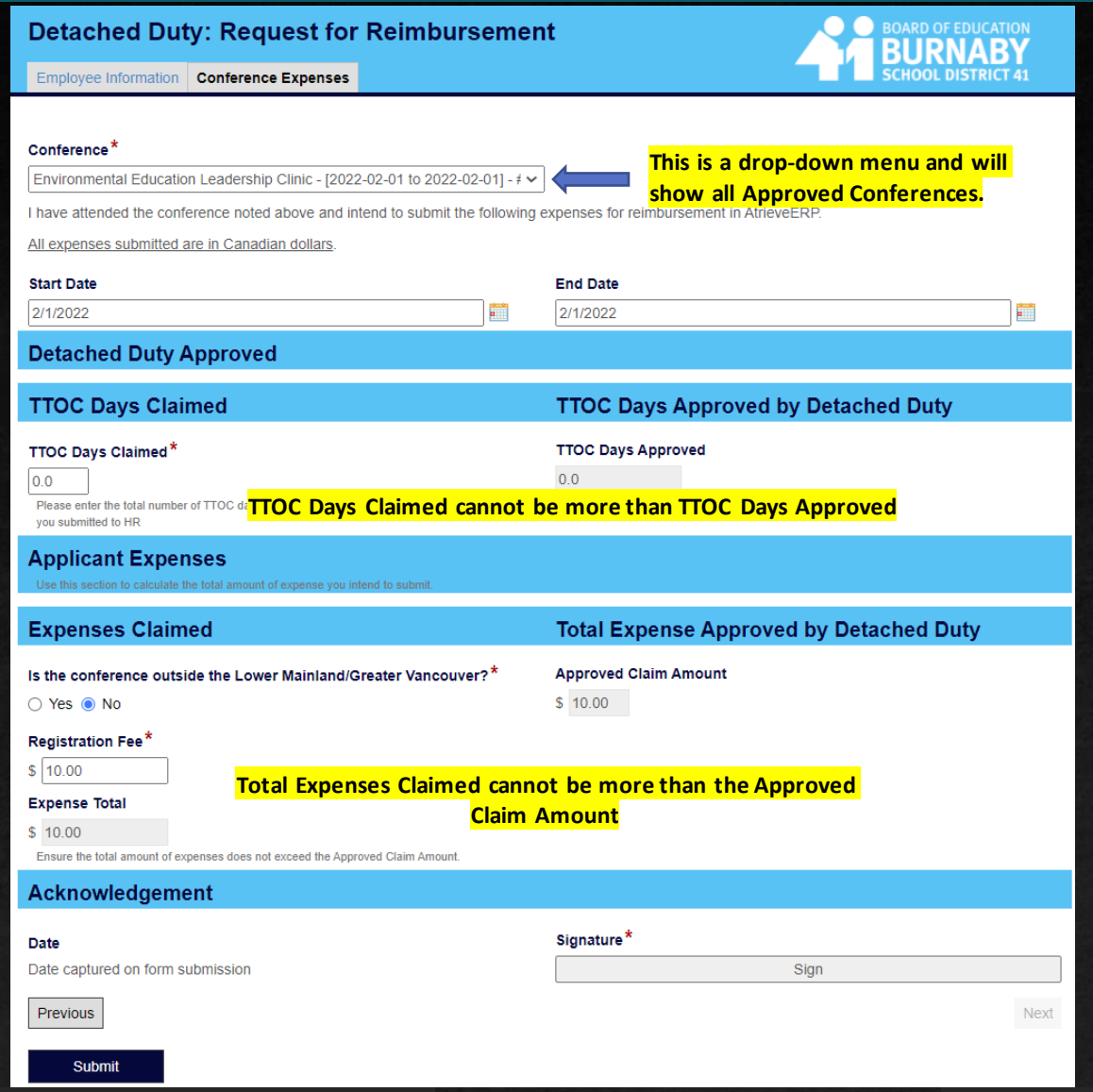
Conference Expenses

STEPS:

1. Select the Conference you attended
2. Confirm the Start and End Dates
3. Enter TTOC Days Claimed if you were approved. The number of days claimed cannot be more than the number of days Approved.

Expenses Claimed:

1. Enter your Expenses as per your receipts
2. The Expense Total cannot be more than the Approved Claim Amount
3. Enter your Signature
4. Submit



Request for Reimbursement Form: Step 1 of 2

SAVE A COPY OF YOUR FORM

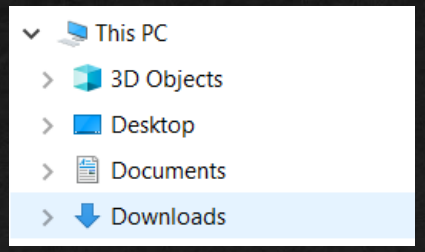
IMPORTANT:

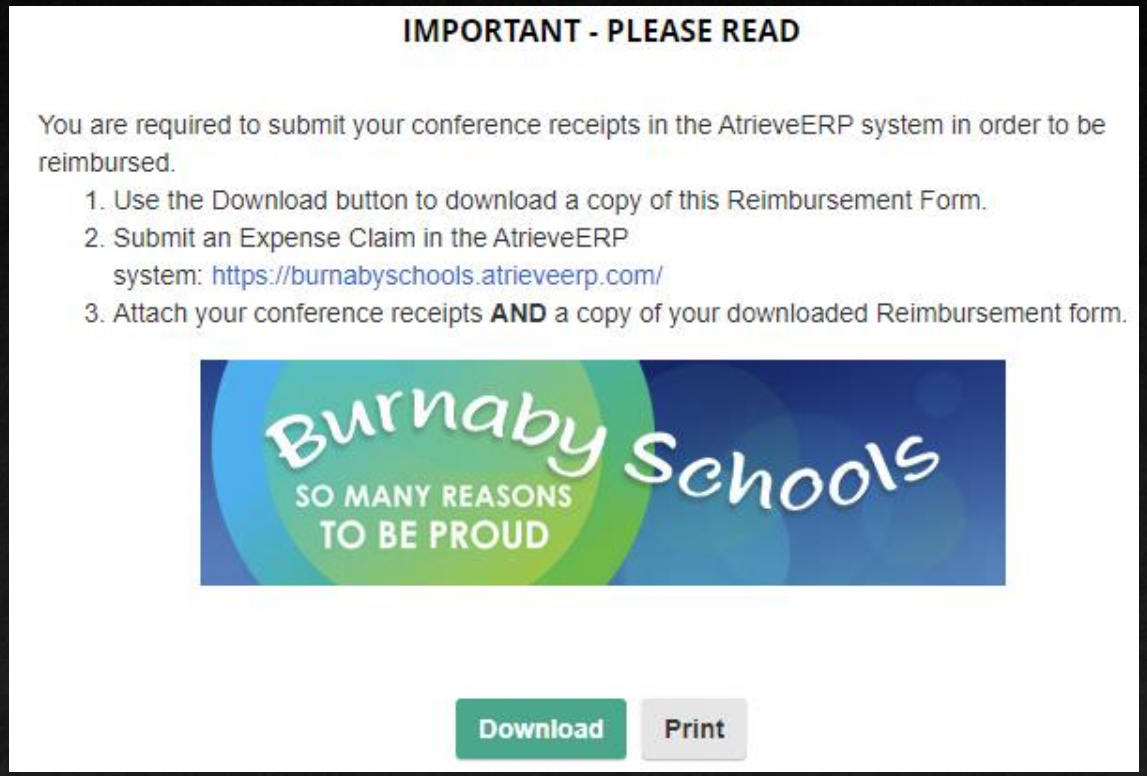
After submitting your Reimbursement Form you have an opportunity to Download or Print a copy of the form.

You require a COPY of the Form to attach to your AtrieveERP Expense Reimbursement.

Steps:

1. **Click on the Download button**
2. **A PDF copy will be saved to the Downloads folder of your computer**





Request for Reimbursement Form: Step 1 of 2

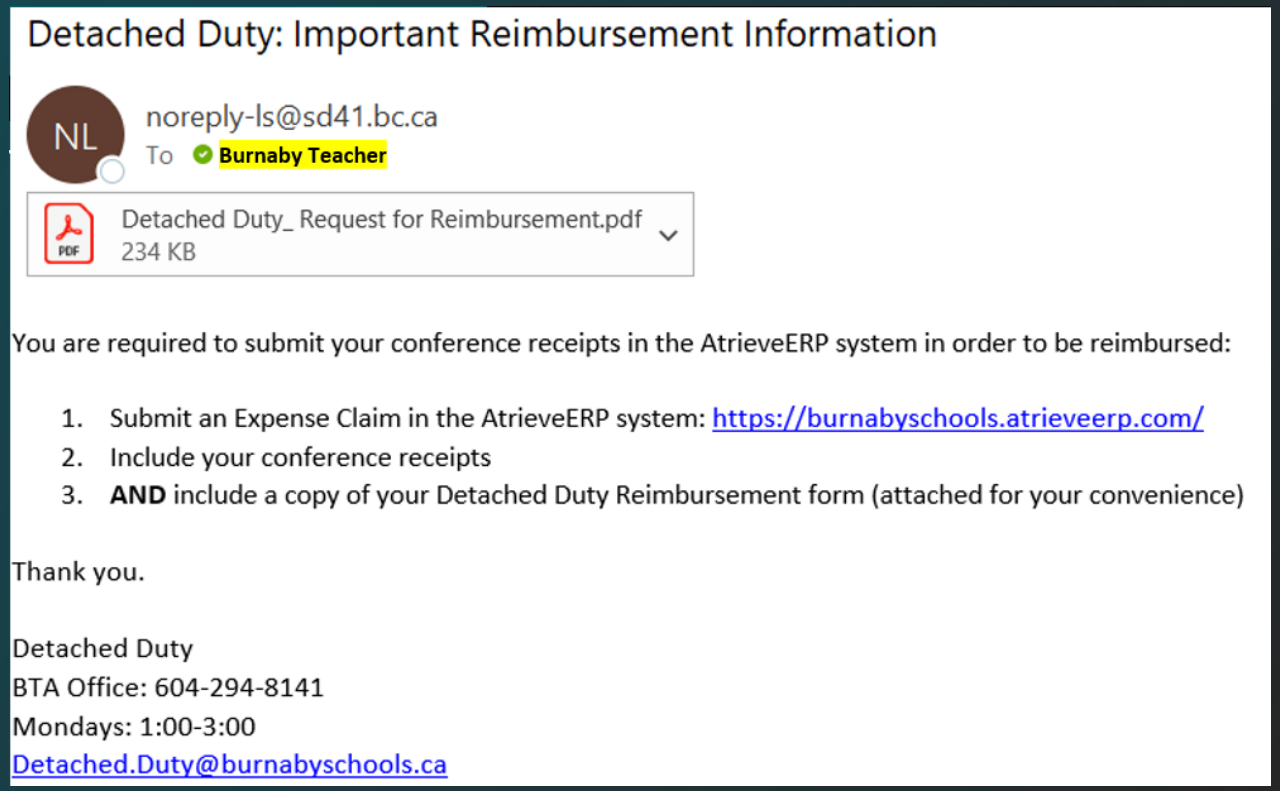
Approval Email

Reimbursement: Approval Email

STEPS:
To be fully reimbursed by Accounts Payable you MUST submit an expense claim in Atrieve ERP

For your convenience, the email from Detached Duty will include:

1. **A copy of your Approved Reimbursement information**
2. **The link to AtrieveERP**



Detached Duty: Important Reimbursement Information

NL

noreply-ls@sd41.bc.ca
To Burnaby Teacher

Detached Duty_ Request for Reimbursement.pdf
234 KB

You are required to submit your conference receipts in the AtrieveERP system in order to be reimbursed:

1. Submit an Expense Claim in the AtrieveERP system: https://burnabyschools.atrieveerp.com/
2. Include your conference receipts
3. **AND** include a copy of your Detached Duty Reimbursement form (attached for your convenience)

Thank you.

Detached Duty
BTA Office: 604-294-8141
Mondays: 1:00-3:00
Detached.Duty@burnabyschools.ca

Request for Reimbursement Form: Step 2 of 2

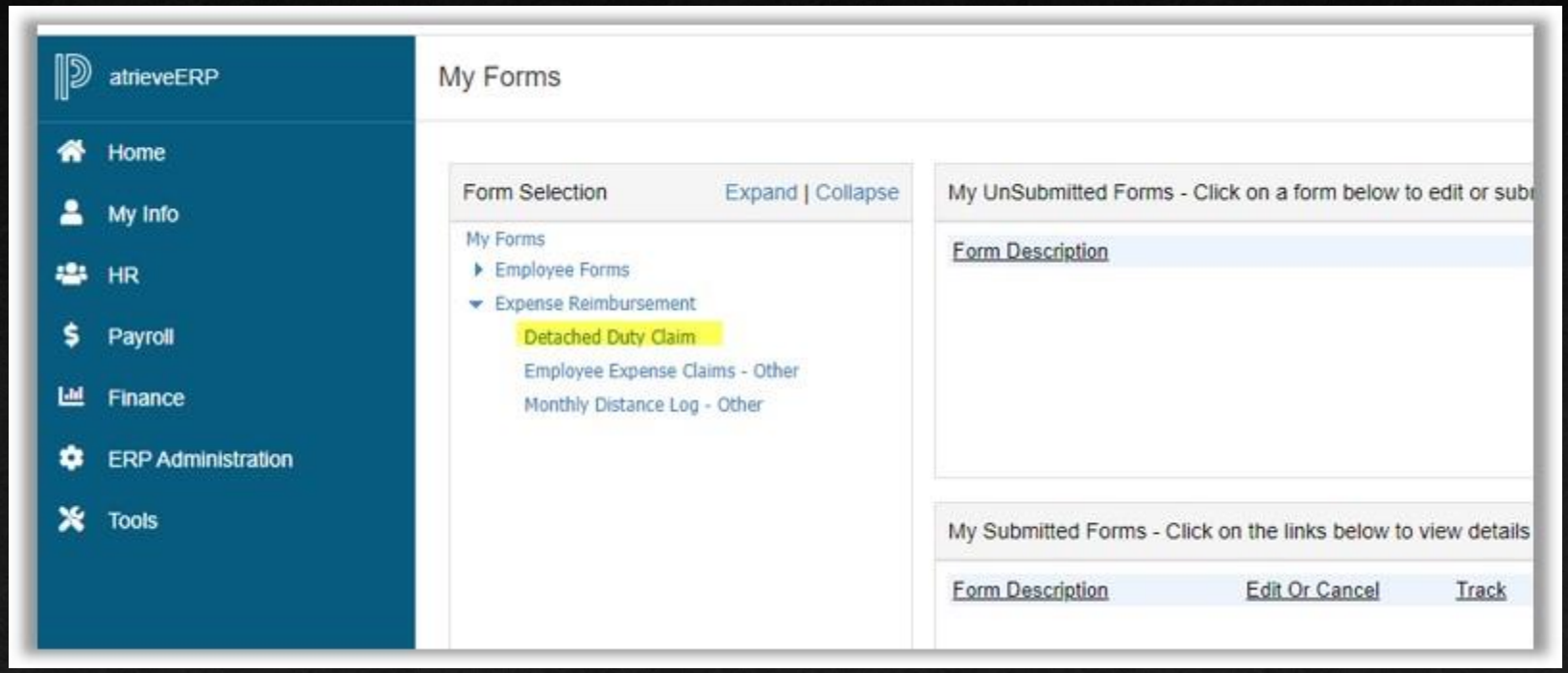
Submit your expenses in AtrieveERP - https://burnabyschools.atrieveerp.com/

The link is also accessible on the District website on the Staff Screen

IMPORTANT:

AtrieveERP expense claims must include two things:

1. **A copy of your Detached Duty Reimbursement Form**
2. **ALL expense receipts from your conference.**



Request for Reimbursement Form: Step 2 of 2

Submit your expenses in AtrieveERP

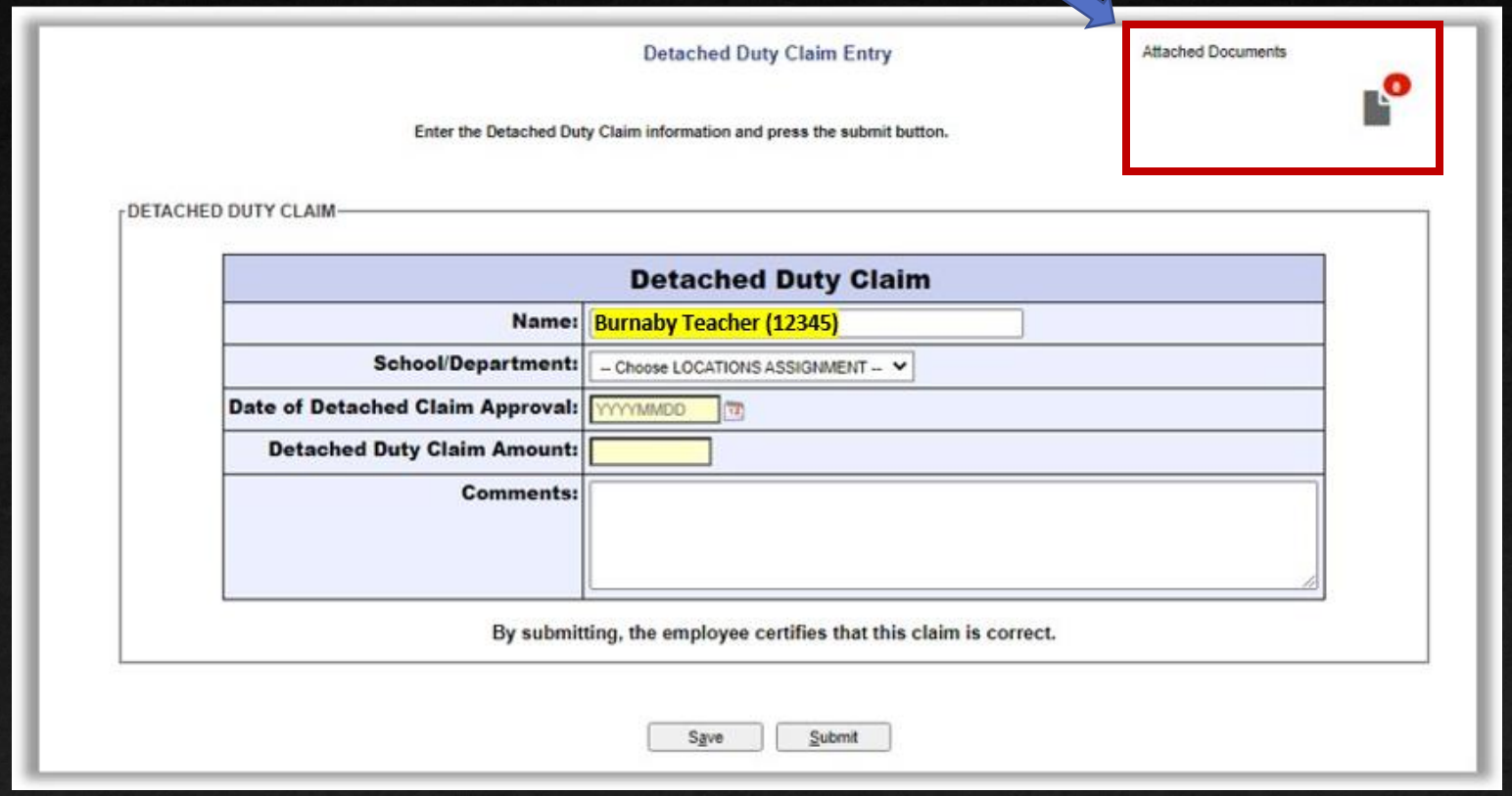
Ensure all fields are filled in appropriately:

1. **School/Department = Your school**
2. **Date of Claim Approval = Date you received the email indicating the reimbursement was approved**
3. **Claim Amount = Expense Total from your Reimbursement Claim**
4. **Comments = any information you would like to share with Payroll**

IMPORTANT:

You must Attach all receipts AND a copy of your Reimbursement Form

You must Attach all receipts AND a copy of your Reimbursement Form



Summary

Key Points:

- You must 'Request Access' to both the Application and Reimbursement forms for security and protection of privacy
- Access Codes and Links are only valid for a single use
- A separate form is required for every application and every reimbursement request
- All required fields in the forms must be complete before they can be submitted
- It is an individual's responsibility to Cancel an approved application via the form

- There are 2 steps to Reimbursement
  - Complete a Detached Duty Reimbursement Form
  - Submit an Expense Claim in AtrieveERP and upload all attachments including:
    - Conference Receipts
    - A copy of your Approved Detached Duty Reimbursement Form