

How to submit mileage or expenses for reimbursement

1. Make sure you know your BBS login and password (because it's not the same as your O365 password). If you don't know it, you'll have to call the IT Help Desk at **1-866-538-0575** and ask to have your password reset.
2. **Log in to the BBS** (First Class).
3. If you are having difficulty logging in to the BBS, you could try this:
 - a. In the login window, click the "Advanced" arrow in the lower left corner.
 - b. Click "Setup." A new window will pop up.
 - c. In the field beside "Server," type "**fc.bwdsb.on.ca.**"
 - d. Click Save. The window will close.
 - e. Enter your user ID and password in the login window.
 - f. Click the green arrow.
 - g. If you still can't login, call the call the IT Help Desk at 1-866-538-0575.
4. The first time you make a claim, you have to watch the instructional video:
 - a. Click on the "Travel Expense Claim" conference – the icon is a car.
 - b. Click on "First time? START HERE -- video tour and activation."
 - c. A new window will open. Click on "Video and Account Activation."
 - d. A new window will open. Read the instructions.
 - e. Click the blue button that says "LINK – click here to watch the video (password: beam)."
 - f. This will take you to the BWDSB website. When prompted, the password is "beam."
 - g. Watch the 8-minute training video.
 - h. After the video, go back to the last BBS window, and click the box beside "I acknowledge completion of the Travel Expense Video training."
 - i. Click "Finish."
 - j. LOG OUT of the BBS.
 - k. LOG IN to the BBS (again).
5. Click on the "Travel Expense Claim" conference – the icon is a car.
6. Click on "Travel Expense Submit Claim."
7. The "Travel Expense -- Claim for Reimbursement CONSOLE" will pop up.
8. Now you can claim expenses.
9. For all expenses other than mileage, you will be emailed a "receipt ticket" that you must attach to receipts when you submit them.