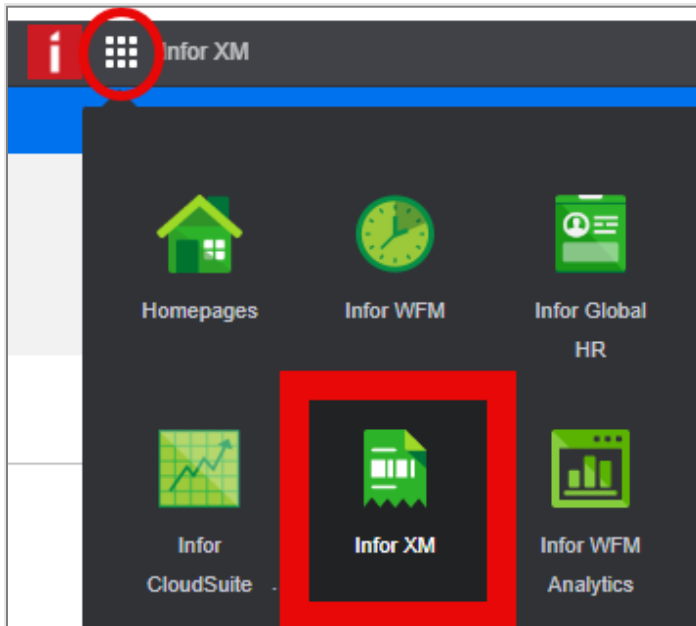
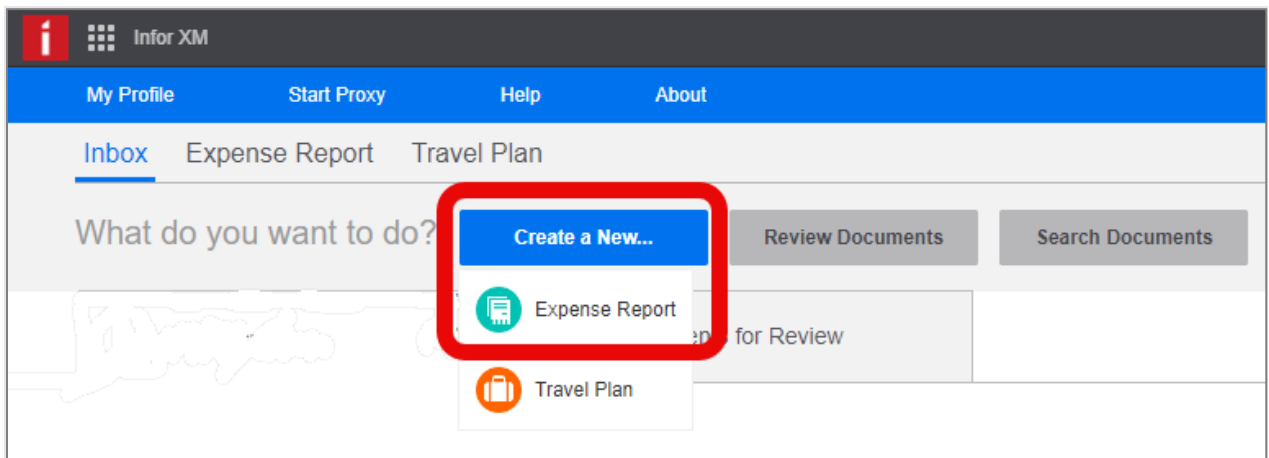


## How to Submit a Boot Allowance Expense Report in Luma

1. Sign in to Luma at <https://www.sco.idaho.gov/LivePages/scohome.aspx>.
2. From waffle icon, select **Infor XM**.



3. Select **Create a New...**, then **Expense Report**.



4. Enter the header information.

- Document Title:** Type **Boot Reimbursement**.
- Purpose:** Select **2 – Miscellaneous** from the drop-down list.
- Description:** Type **Boot Allowance Reimbursement Request**.

**Document Header**  
Enter the header information for this expense report and click Save.

\* Document Title

\* Purpose

\* Description

1 - Travel  
2 - Miscellaneous  
3 - Moving/Relocation

- 5. Click **Save**.
- 6. Select **Out of Pocket**.

**Boot Allowance example** | Total: \$0.00

View/Edit Header | Print | History

Expenses My Receipts Attachments Notes Summary

Add Expense: Out Of Pocket My Travel

Click on an expense to view or edit it. Select lines items in the checkbox column, then click one of the buttons below to perform the action on the selection.

Export

An Expense Types window will open.

- 7. Select **Uniforms/Clothes-employees only**.  
(Type “u” or scroll to the bottom of the options.)

Expenses My Receipts Attachments Notes Summary

Add Expense: Out Of Pocket My Travel

Click on an expense to view or edit it. Select lines items in the checkbox column, then click one of the buttons below to perform the action on the selection.

Export

Expense Type Amount

Expense Types  
Type expense name to filter.

\$ Uniforms/Clothes-employees only ?

8. Enter purchase details and budget allocation and attach receipt.

1) Standard Information

**Date:** Enter date shown on receipt.

**Amount:** Enter amount, not to exceed \$500 and excluding sales tax.

**Location:** Enter your work city (Example: Bonners Ferry, Idaho).

**Description:** Type Boot Allowance Reimbursement.

2) Charge Code Allocations: See your supervisor for coding.

3) Notes: Optional

4) Attachments: Receipt is required.


### Boot Allowance example

Total: \$0.00

Help Cancel Save

Uniforms/Clothes-employees only Switch Orientation Export

Cost of uniforms and clothing for employees.



Uniforms/Clothes-employees only  
100% 320-48270-LAAA-----103000

Total:

#### 1 Standard Information

\* Expense Type: Uniforms/Clothes-employees only  
\* Date:   
\* Amount:   
\* Location:   
\* Description:   
\* Payment Type: Cash / Personal Credit Card

#### 2 Charge Code Allocations [100% 320-48270-LAAA-----103000]

\* Cost Center: 320-48270-LAAA-----103000  
Project:

#### 3 Notes

#### 4 Attachments

Choose File No file chosen  Receipt

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9. Select **Save**.

10. Select **Submit**.