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.**
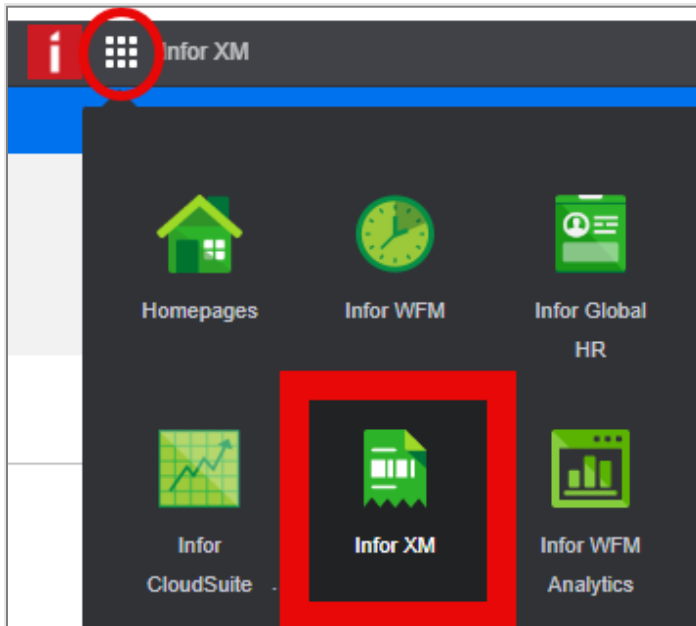
3. Select **Create a New…**, then **Expense Report.**
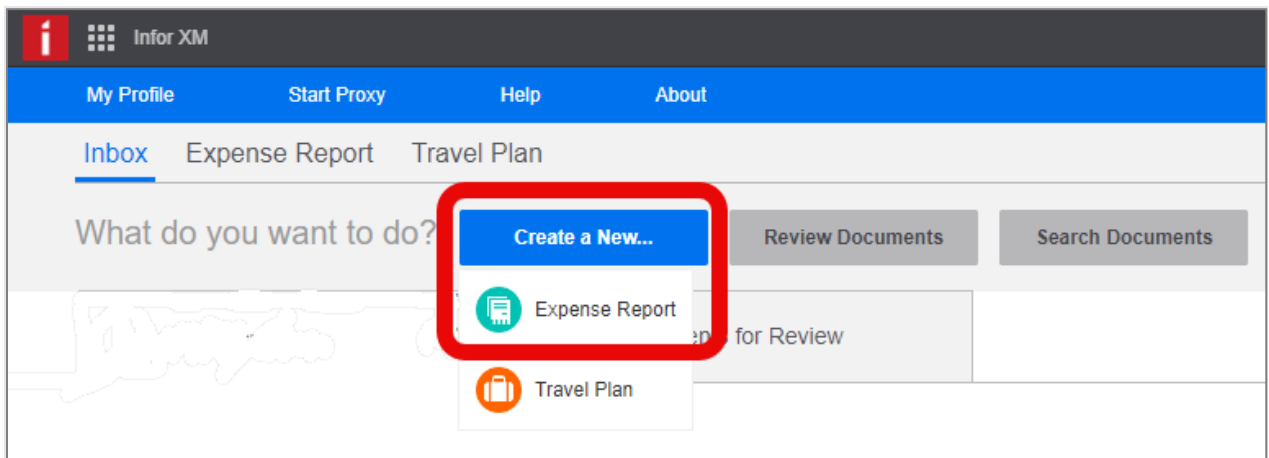
4. Enter the header information.

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

5. Click **Save**.

6. Select **Out of Pocket**.

An Expense Types window will open.

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

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.

9. Select **Save**.

10. Select **Submit**.