



Tuition Reimbursement Guide

Overview

This guide will walk you through submitting eligible tuition reimbursements for payment processing. Upon notification from the Compensation Team that you are qualified to receive a reimbursement, you will create an Expense Report in the DIFS system, attaching all your supporting documentation, including a memorandum from the Office of Employee Services.

Key Links

- [DIFs Portal](#)

Step 1: Login to DIFs

All reimbursements must be completed through a DIFs (District Integrated Financial System) account.

1. Please use the following link to access the sign-on page: <https://emsm.fa.us8.oraclecloud.com/>
2. You can use your k12 e-mail to log in
3. Note when accessing DIFS
 - a. You must be on Google Chrome or Microsoft edge
 - b. If accessing DIFS remotely (not a school on DCPS mesh) VPN access is required
 - c. 2-Factor authentication with a phone is required

[Received an error message? Click here and follow these steps](#)

What is DIFs?

DIFs Stands for District Integrated Financial System. This new system was launched by OCFO and provides options to streamline cash advances, reimbursement payments, and the approval process.

Step 2: Compile Supporting Documentation

Along with the Authorization Memorandum, submit:

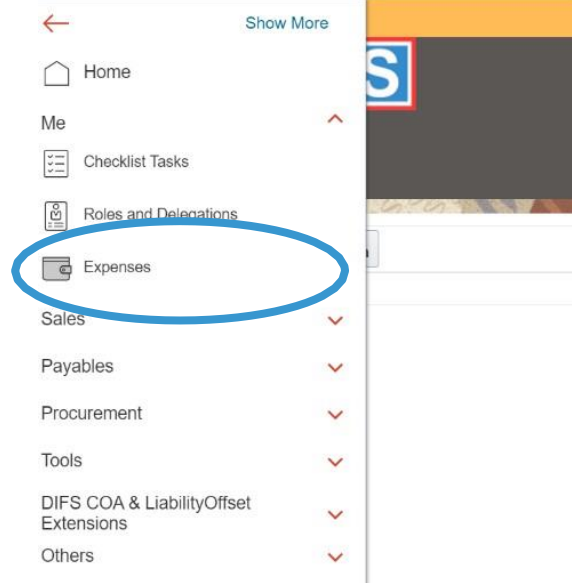
1. Proof of Payment
2. Course Description
3. Tuition Reimbursement Approval Memo

Step 3: Submit an Expense Report in the DIFS Portal

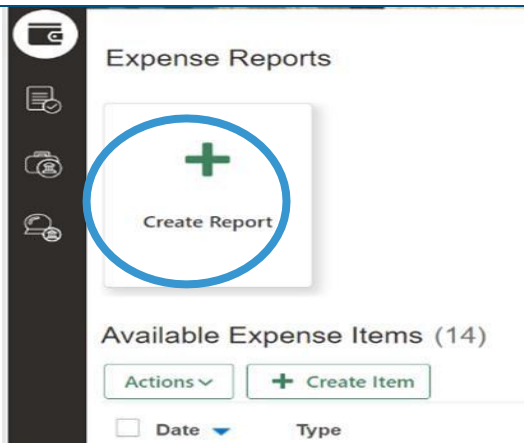
Complete the following steps in DIFs to submit your expense report.



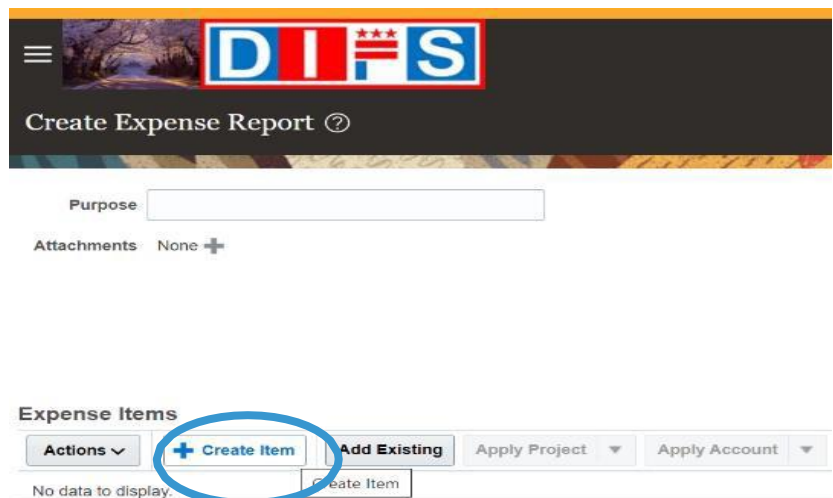
Navigate to the Expense Report by selecting **Expenses** from the navigator menu.



Click **Create Report.**



Select **+ Create Item.**





Enter **Expense Type, Location, Amount, Description, and Merchant Name.**

* Date

* Type

Expense Location


* Amount

Description

Merchant Name

Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future
1010001	GA0	400286	40104	7131020				

Account  x

 Hide Segments

Fund LOCAL FUNDS

Agency DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Program COLLECTIVE BARGAINING-SWS

Cost Center SCHOOLWIDE SERVICES DIVISION

Account TUITION FOR EMPLOYEE TRAINING

Project NO PROJECT

Award NO AWARD

Interfund DEFAULT

Future1 DEFAULT

Future2 DEFAULT

|

Click on the **dropdown arrow** to the right to enter funding attributes. Project, Award, Interfund, Future1 and Future2 can be left at defaults.



Fund	Agency	Program	Cost Center	Account	Project	Award	Interfund	Future 1	Future 2
1010001	GA0	400286	40104	7131020					

Enter data in the **Value** field. Select **Search**. Select the value and description in the box below and select **OK**. Repeat for all attributes provided.

Search and Select: Program ✕

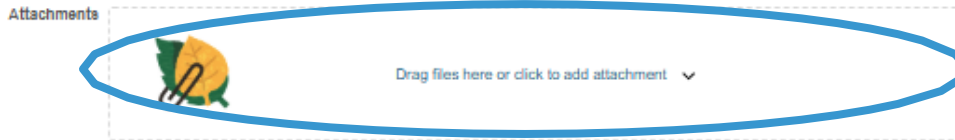
Search Advanced

Match All Any

Value

Description

Value	Description
400286	COLLECTIVE BARGAINING-SWS



Authorization None +

Account [🔗](#)

Project Number

Task Number

Contract Number

Funding Source

SBE/CBE

Procurement Contract Number

Employee/Traveler

Attach **required documentation** (see **Page 1**).

Select **SBE/CBE** status

Add email under **Employee/Traveler**

Click **Add to Report**



Add
Purpose
(Tuition Reimbursement, [YEAR]) and select **Payment Method** of **Check** or **Electronic**.

The screenshot shows the 'Create Expense Report' form. The 'Purpose' field is highlighted with a blue circle and contains the text 'Tuition Reimbursement, [YEAR]'. The 'Payment Method' dropdown menu is also highlighted with a blue circle and shows options: 'Check', '1A1 Wire', 'BOFA Check Payment Method', 'BOFA EFT Payment Method', 'Check', and 'Electronic'. The 'Employer Pays You' field shows '100.00'. There is a checkbox labeled 'I have read and accept the corporate travel and expense policies.' which is currently unchecked.

Note: if selecting electronic payment, please update bank account in DIFS by selecting the gear icon -> Manager Bank Account -> Add Bank Account Info

Accept the Corporate & Travel Expense Policies and save and submit the expense report.

The screenshot shows the 'Create Expense Report' form. The 'Save' button is highlighted with a blue circle. The 'Payment Method' dropdown menu is set to 'Check'. The 'Employer Pays You' field shows '0.00 USD'. The checkbox labeled 'I have read and accept the corporate travel and expense policies.' is highlighted with a blue circle and is currently unchecked. The 'Expense Items' section shows 'No data to display.' and a 'Create Item' button.

Need additional support?

Call DIFS Support : (202) 671-DIFS (3437)

Submit a Ticket: [OCFODC Zendesk](#)

DIFS Weekly Office Hours : [DIFS Weekly P2P PASS to DIFS Integration Office Hours | DIFS \(dc.gov\)](#)