



iExpense Overview

iExpense is a business expense system that will be used to:

- Capture business expenses paid for with either personal funds or a Dartmouth paid credit card
- Route Expense Reports to approvers through an automated workflow
- Determine the status of an Expense Report (Pending Manager Approver, Ready for Payment, Paid)
- Identify a delegate to be able to submit Expense Reports on your behalf
- Provide notifications to employees when an Expense Report has been completed on their behalf

Business Expense Policy

Expenses need to comply with Dartmouth's Business Expense Policy, the policy can be accessed here:

<http://www.dartmouth.edu/~control/policies/dartmouth-business-expense-policy.html>

For a list of **unallowable** expenses, reference page 21

Make sure to update your profile with Travel Leaders if you are utilizing a new Dartmouth paid credit card so that future charges are put on the new card and create a Profile with Enterprise Car Rental.

Grant Manager's – Roles & Responsibilities

Apply Role by Function:

1. As Creator: the Grant Manager is acting as “Delegate” and is responsible for applying Business Expense Policy.
2. As Reviewer: this is the “Grant manager” responsibility.
3. As Approver: the Grant Manager is acting as “Approver” and approves at a higher-level.

Payees/Travelers or Delegate

- Comply with College policies and procedures
- Provide complete, accurate and detailed information
- Obtain and submit required receipts/documentation
- Provide approver –or– grant manager, if grant funded
- Correct errors/remove unallowable expenses
- Pay for personal or non-College related expenses
- Cash Advance settled in one expense report
- Submit within 60 days

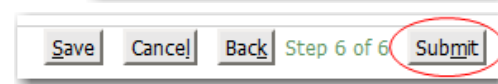
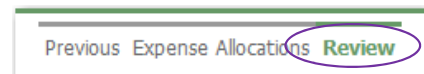
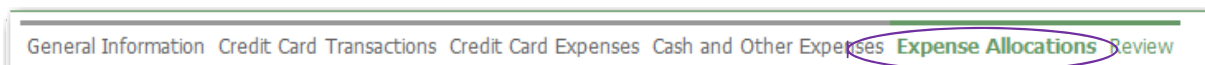
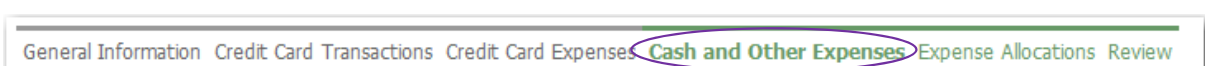
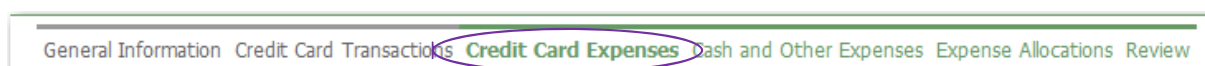
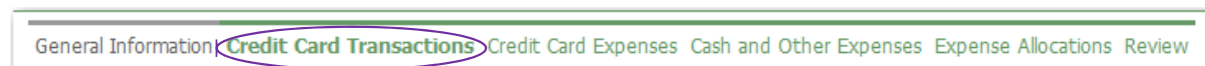
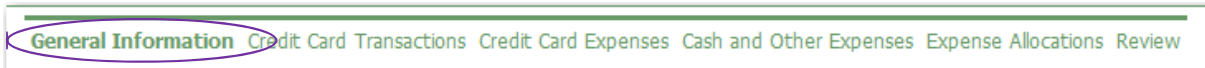
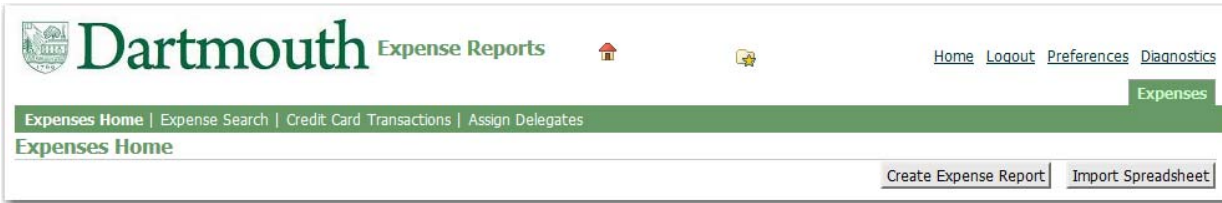
Grant managers

- Review expense reports
- Ensure grant expenses:
 - comply with grant policies and guidelines
 - allowable and reasonable
 - funding available and valid
- Cannot create and approve same expense report

Approvers

- Confirm expenses and funding are:
 - allowable and applicable
 - available
 - reasonable
- Review and approve business purpose
- Approve/deny within 5 days of email notification (2 sent)

Grant Manager's Guide to Oracle iExpense Expense Reporting



Log into employee.dartmouth.edu and choose **DC iExpenses > iExpenses Home**. Click “Create Expense Report”. You will be led through the following steps:

Fill out general info on the trip/expense purpose [p 6]



Claim Corporate Card charges relating to trip [p 7]



Assign expense types to Corporate Card charges [pp 8-11]



List out of pocket (non-corporate-card) expenses [pp 12-14]



Assign chart strings/PTAEOs to charge [pp 15-17]



Summary review [p 18]



Submit for approval and processing [p 19]

Grant Manager's Guide to Oracle iExpense Expense Reporting

Dartmouth Expense Reports Home Logout Preferences E

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Expenses Home A B C D Expenses

1 Create Expense Report Import Spreadsheet

Update Expense Reports
Click an Update icon to make changes to a saved, rejected, or returned expense report.

Name	Report Number	Purpose	Report Total (USD)	Report Date ▼	Status	Edit	Delete
2 Gilson, Janet M	5 OIE224868	Test	0.00	13-Feb-2015	In Progress 6		

Track Submitted Expense Reports
The following expense reports are either outstanding or have been paid in the last 30 days.

Name	Report Number	Purpose	Report Total (USD)	Report Submit Date	Report Status 6	Withdraw
3 No results found.						

ⓘ If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Notifications

View

Select From	Subject	Sent	Due
4 There are no notifications in this view.			

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Create Expense Report Import Spreadsheet

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A – Expenses Home is the main page where you can:

1. Create a new Expense Report
2. Complete or Delete a previously started (not yet submitted) Expense Report
3. View the status of an existing Expense Report
4. Take action on an Expense Report sent to you for approval
5. Select the report link to open a previously started or submitted report
6. Report status can be viewed within the Status or Report Status column:
 - In Progress, Pending Manager Approval, Pending Payables Approval (means selected for audit), Ready for Payment or Paid

Grant Manager's to Oracle iExpense Expense Reporting

B – Expense Search - search for Expense Reports by the following fields:

Search

Note that the search is case insensitive

Name

Report Number

Report Date

Report Submitted Date

Report Status

To search for previously submitted Expense Reports, enter relevant information and select "Go" to return results.

C – Credit Card Transactions - view expenses on a Dartmouth paid credit card that are either still needing to be settled or were previously settled

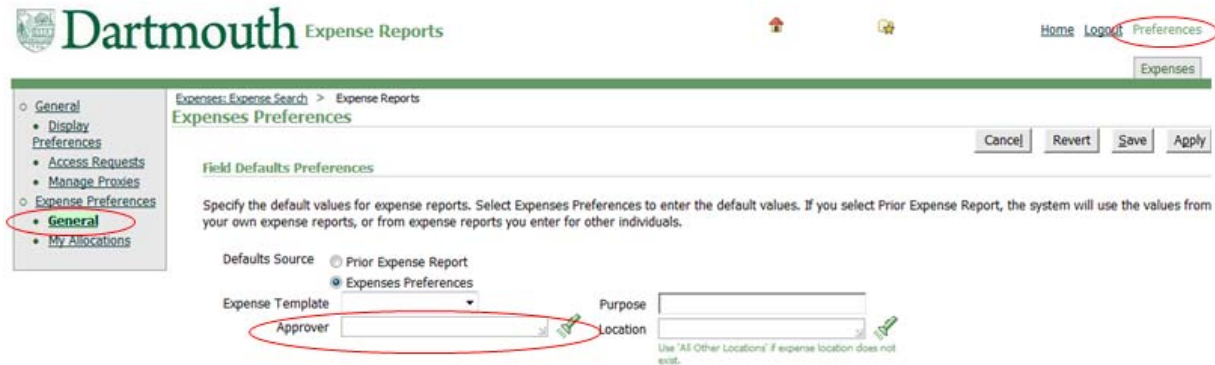
D – Assign Delegates - assign other employees to submit an Expense Report on your behalf or view who you are a delegate for

Grant Manager's Guide to Oracle iExpense Expense Reporting

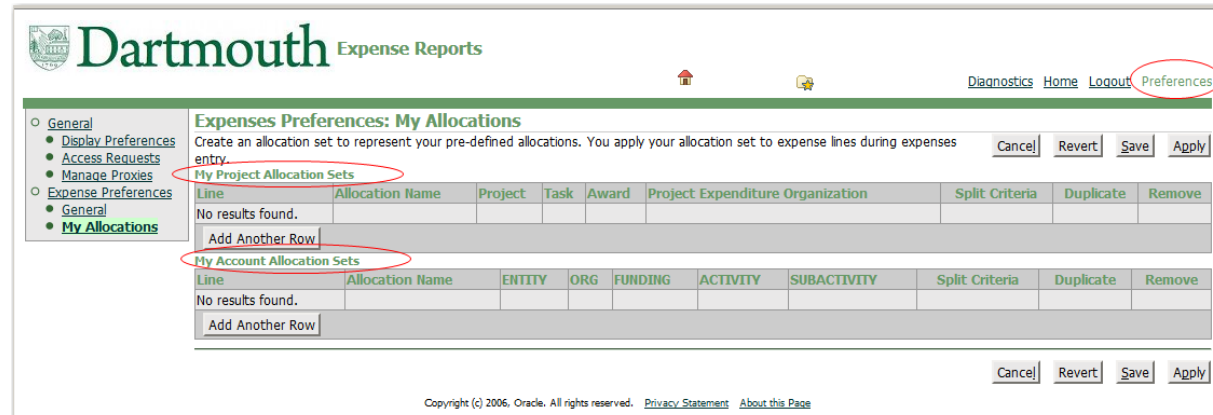


E – Preferences

- Within **General** - assign a default Approver



- Within **My Allocations** - create nicknames to use when completing Expense Reports, for both PTAEO (grant) and GL accounts



Grant Manager's Guide to Oracle iExpense Expense Reporting

Create Expense Report

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses Expense Allocations Review

General information for each Expense Report needs to be provided:

- **Name** – will default to your own name; if you are acting as a delegate for someone else, simply select their name in the dropdown list
- **Purpose** – provide a clear business purpose that includes the who? did what? where? when? and why?
- **Approver** – select the appropriate approver for each expense report; enter name as Last Name, First Name (value will populate or you can search)
- **Expense Template** – domestic is the default value, but if you were traveling or incurring expenses in a foreign country, select the foreign template
- **Accompanying DC Personnel** – enter if applicable
- **Comments** – enter any additional pertinent information

Create Expense Report: General Information

* Indicates required field

Name Gilson, Janet M (67868) ▾

Reimbursement Currency **US Dollar**

Expense Template Domestic Expenses ▾

Additional Information Domestic Expenses

Foreign Expenses

Accompanying DC Personnel AFC Staff

Comments

* Purpose AFC Staff lunch - iExpense Project

* Approver Murdoch, Rita T

Save Cancel Step 1 of 4 Next

Next

Grant Manager's Guide to Oracle iExpense Expense Reporting

Create Expense Report

Imp

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses Expense Allocations Review

When you select the **Foreign Expenses Template**, you will see two new required fields, **Country** and **Primary Activity**

Additional Information

* Country

* Primary Activity

Primary Activity definitions are as follows:

- **Education & Educational Consulting** - Business expenses incurred relative to activity in a foreign country by Dartmouth students, faculty and staff related to provision of services to foreign entities (educational institutions, governments, hospitals, etc.); graduate student, faculty and staff continuing education activities; advising, consulting and/or collaborating with foreign entities (European Advisory Board, etc.); any bona fide Dartmouth activity that does not fall into any of the categories listed below (athletics, admissions, etc.)
- **Fundraising** - Business expenses incurred relative to activity in a foreign country to induce potential donors to make contributions to Dartmouth
- **Research** - Business expenses incurred relative to activity in a foreign country by Dartmouth students, faculty and staff related to conducting research activities
- **Study abroad programs** - Business expenses incurred relative to activity in a foreign country by Dartmouth undergraduate students and faculty related to student enrollment in a course of study coordinated by Dartmouth
- **Volunteer services** - Business expenses incurred relative to activity in a foreign country by Dartmouth students, faculty and staff related to involvement in a humanitarian or other outreach program

Next

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information **Credit Card Transactions** Credit Card Expenses Cash and Other Expenses Expense Allocations Review

- Select the checkbox for each credit card transaction to include in the expense report/trip
- If you have any transactions older than 30 days you will need to settle those transactions before being able to submit any Expense Reports (noted with a warning sign)

Create Expense Report: Credit Card Transactions

Save Cancel Back Step 2 of 6 Next

Current Transactions for Corporate Credit Card XXXXXXXXXXXXXXX8443

Select each transaction to add to the expense report.

Select All | Select None

Select	Warning	Transaction Date	Age (Days)	Transaction Amount	Merchant Name	Location	Billed Amount (USD)
<input checked="" type="checkbox"/>		31-Jan-2015	46	30.00 USD	SOUTHWES 5262479139530	800-435-9792, TX	30.00
<input checked="" type="checkbox"/>		03-Feb-2015	43	113.36 USD	SPRINGHILL SUITES MANCHES	MANCHESTER, NH	113.36
<input checked="" type="checkbox"/>		04-Feb-2015	43	34.98 USD	YELLOW CAB	FORT WORTH, TX	34.98
<input checked="" type="checkbox"/>		04-Feb-2015	42	270.94 USD	COURTYARD BY MARRIOTT1194	HOUSTON, TX	270.94
<input checked="" type="checkbox"/>		04-Feb-2015	42	6.75 USD	YELLOW CAB	FORT WORTH, TX	6.75
<input checked="" type="checkbox"/>		05-Feb-2015	39	194.79 USD	SPRINGHILL SUITES DAL D/T	DALLAS, TX	194.79

TIP To dispute a transaction, use the Credit Card Transactions tab.

Next

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions **Credit Card Expenses** Dash and Other Expenses Expense Allocations Review

- For each credit card transaction included in your Expense Report, you need to:
 - Assign the appropriate **Expense Type**

Create Expense Report: Credit Card Expenses Save Cancel Back Step 3 of 6 Next

Business Expenses Select Business Expenses: Categorize as Personal Remove

Select All | Select None

Select	Line	Date	Merchant Name	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	31-Jan-2015	SOUTHWES 5262479139530	30.00 USD	* Airline-Domestic		30.00	
<input type="checkbox"/>	2	03-Feb-2015	SPRINGHILL SUITES MANCHES	113.36 USD	* Lodging-Domestic		113.36	
<input type="checkbox"/>	3	04-Feb-2015	YELLOW CAB	34.98 USD	* Grounds Transportation-Domestic		34.98	
<input type="checkbox"/>	4	04-Feb-2015	COURTYARD BY MARRIOTT1194	270.94 USD	* Lodging-Domestic		270.94	
<input type="checkbox"/>	5	04-Feb-2015	YELLOW CAB	6.75 USD	* Grounds Transportation-Domestic		6.75	
<input type="checkbox"/>	6	05-Feb-2015	SPRINGHILL SUITES DAL D/T	194.79 USD	* Lodging-Domestic		194.79	
Total							650.82	

- To **Itemize** the receipt, select the "Details" icon, then select Itemize

- NOTE: To allocate a single transaction between a PTAE0 and a GL account, it is necessary to itemize the transaction to create separate transaction lines.

Credit Card Expenses: Details for Line 2 Itemize Remove Back Line 2 of 6 Next Return

* Indicates required field

* Expense Type *** Lodging-Domestic**

* Start Date **03-Feb-2015**

(example: 20-Mar-2015)

Daily Rate **113.36**

Number Of Days **1**

Receipt Amount **113.36**

Receipt Currency **USD - US Dollar**

Exchange Rate **1**

Reimbursable Amount **113.36 USD**

Justification

Expense Location

Merchant Name **SPRINGHILL SUITES MANCHES**

Original Receipt Missing

Attachments **None**

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions **Credit Card Expenses** Dash and Other Expenses Expense Allocations Review

Change the amount for the selected Expense Type you wish to itemize

- Select **Add Another Row** to account for other Expense Types

Itemized Business Expenses
TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense :
Duplicate Remove

Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
2-1	03-Feb-2015	* Lodging-Domestic		113.36

Add Another Row

Total Business Expenses 113.36
Personal Expenses 0.00
Original Receipt Amount 113.36

Itemization 2-1

* Expense Type * Lodging-Domestic Justification
* Start Date 03-Feb-2015
Daily Rate 113.36
Number Of Days 1
Itemized Receipt Amount 100

Itemized Business Expenses
TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense :
Duplicate Remove

Select Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
2-1	03-Feb-2015	* Lodging-Domestic		100.00
2-2	03-Feb-2015	* Alcohol		13.36

Add Another Row

Total Business Expenses 113.36
Personal Expenses 0.00
Original Receipt Amount 113.36

Itemization 2-2

* Expense Type * Alcohol Justification
* Start Date 03-Feb-2015
Daily Rate 13.36
Number Of Days 1
Itemized Receipt Amount 13.36

Remove Itemization Remove Back Line 2 of 6 Next Return

- Confirm or update **Amount** and select the correct **Expense Type**
- Note: it is ok to use the same Expense type when allocating expense between a PTAE0 and a GL account.

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions **Credit Card Expenses** Dash and Other Expenses Expense Allocations Review

- If an unallowed personal expense was put on the Corporate Card, you need to change the itemization amount to be for the business related expense total only. The remaining amount will appear as **Personal Expenses** and will need to be reimbursed to the college.
- Remember to always itemize:
 - Alcohol on meal receipts or at hotel
 - Personal expenses (not allowed)
 - When charging a grant account, hotel bills need to have parking, internet, meals, etc. itemized from lodging
 - If there are multiple expense types on one receipt, as an example; buying a gift on the same receipt when supplies were purchased.

Next

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions Credit Card Expense **Cash and Other Expenses** Expense Allocations Review

For each expense paid for with personal funds provide:

- Date
- Merchant Name
- Receipt Amount (if entering an amount in a foreign currency, select the **Show Receipt Currency** button and an additional column will appear where you can indicated the **Receipt Currency**)
- Expense Type
- Justification is only required for certain expense types: Gifts, Employee Moving, and Entertainment

Save Cancel Back Step 4 of 7 Next

Receipt-Based Expenses [27.60] Per Diem Expenses [0.00] Mileage Expenses [0.00]

Receipt-Based Expenses [27.60]

Receipt-Based Expenses
 TIP Enter the expenses that you did not charge to your corporate credit card. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 TIP Date Example: 05-MAR-2015.

Select Expense Lines: Remove | Show Receipt Currency

Select	Line	Date	Merchant Name	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Original Receipt Missing	Details
<input type="checkbox"/>	1	02-Mar-2015	Olive Garden	25.60	* Meals-Actual-Domestic		25.60	<input type="checkbox"/>	Details
<input type="checkbox"/>	2	02-Mar-2015	Tolls	2.00	* Grounds Transportation-Domestic		2.00	<input type="checkbox"/>	Details
<input type="checkbox"/>	3							<input type="checkbox"/>	Details
<input type="checkbox"/>	4							<input type="checkbox"/>	Details
<input type="checkbox"/>	5							<input type="checkbox"/>	Details
<input type="checkbox"/>	6							<input type="checkbox"/>	Details
<input type="checkbox"/>	7							<input type="checkbox"/>	Details
<input type="checkbox"/>	8							<input type="checkbox"/>	Details
<input type="checkbox"/>	9							<input type="checkbox"/>	Details
<input type="checkbox"/>	10							<input type="checkbox"/>	Details
Add More Lines							Update	Total	27.60

Select Expense Lines: Remove | Show Receipt Currency

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions Credit Card Expenses **Cash and Other Expenses** Expense Allocations Review

If electing Per Diem for meals, select the **Per Diem Expenses** tab and provide:

- Date
- Expense Type: Domestic or Foreign
- Destination (use the flashlight icon to search)
- Justification field is optional
- Number of Days will calculate total Per Diem to be reimbursed
- Select **Details** to deduct certain meals from your Per Diem

Receipt-Based Expenses [27.60] **Per Diem Expenses [0.00]** Mileage Expenses [0.00] Save Cancel Back Step 4 of 7 Next

Receipt-Based Expenses [27.60]

Cash and Other Expenses: Details for Line 1 New Line Remove Line Return

* Indicates required field

Expense Type: Domestic-Meals-Per Diem

Start Date: 02-Mar-2015

End Date: 04-Mar-2015

Number Of Days: 3

Reimbursable Amount: **107.25 USD**

Generate Per Diem

Justification:

Destination: Austin County

Per Diem Calculation

Meals Deductions

Date	Breakfast	Lunch	Dinner	Amount (USD)
02-Mar-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(10.25)
03-Mar-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(10.25)
04-Mar-2015	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(10.25)
Total				(30.75)

Reimbursement Summary

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
02-Mar-2015	46.00	(10.25)	35.75
03-Mar-2015	46.00	(10.25)	35.75
04-Mar-2015	46.00	(10.25)	35.75
Total	138.00	(30.75)	107.25

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions Credit Card Expenses **Cash and Other Expenses** Expense Allocations Review

If Mileage needs to be reimbursed, select the **Mileage Expenses** tab and provide:

- Date
- Expense Type: Business Mileage, Charitable Mileage or Moving Mileage
- Trip Distance
- Location From and Location To

Receipt-Based Expenses [27.60] Per Diem Expenses [107.25] **Mileage Expenses [69.00]**

Mileage Expenses [69.00]

Mileage Expenses
TIP Enter one expense line for each separate mileage claim. To enter additional information including vehicle information, click Details.
TIP Date Example: 28-MAR-2015.

Select Expense Lines: Remove

Select All | Select None

Select	Line	Start Date	Expense Type	Trip Distance	Location From	Location To	Distance Rate	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	02-Mar-2015	Business Mileage	120	RT Hanover	Manchester Airport	0.575	69.00	
<input type="checkbox"/>	2								
<input type="checkbox"/>	3								
<input type="checkbox"/>	4								
<input type="checkbox"/>	5								
							Calculate	Total	69.00

Add More Lines

Next

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses **Expense Allocations** Review

For each receipt provide a GL or PTAEO account string:

- The default page, **Project Allocations**, is where PTAEO accounts are entered; you need to change your view to **Account Allocations** to enter GL accounts
- The default string that populates will be a GL string previously defined for each person. To update the GL account or PTAEO...

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses **Expense Allocations** Review

Update Expense Report: Expense Allocations
Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line. Save Cancel Back Step 5 of 6 Next

* Indicates required field
● Indicates changed item

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations Revert

My Allocations ▼
Apply

Select All | Select None | Expand All | Collapse All

Select	Focus Line	Payment Method	Date	Merchant	Receipt Amount	Reimbursable Amount (USD)	Expense Type	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CLASS
<input type="checkbox"/>	▼ All					1,162.51							
<input type="checkbox"/>	1	Credit Card	04-Feb-2015	YELLOW CAB	6.75 USD	6.75	* Ground Transportation-Foreign	20 College Only	768 Club Activities	368000 Subvention College	321852 AR Officer Travel	6801 Travel Regional 1	8112 TRAVEL FOREIGN Ground Transportat
<input type="checkbox"/>	2/1	Credit Card	04-Feb-2015	COURTYARD BY MARRIOTT1194	250.00 USD	250.00	* Lodging-Foreign	20 College Only	768 Club Activities	368000 Subvention College	321852 AR Officer Travel	6801 Travel Regional 1	8113 TRAVEL FOREIGN Lodging

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses **Expense Allocations** Review

Update Expense Report: Expense Allocations
Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line. Save Cancel Back Step 5 of 6 Next

* Indicates required field
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TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations Revert

My Allocations ▼
Apply

Select All | Select None | Expand All | Collapse All

Select	Focus Line	Payment Method	Date	Merchant	Receipt Amount	Reimbursable Amount (USD)	Expense Type	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CLASS
<input type="checkbox"/>	▼ All					1,162.51							
<input type="checkbox"/>	1	Credit Card	04-Feb-2015	YELLOW CAB	6.75 USD	6.75	* Ground Transportation-Foreign	20 College Only	768 Club Activities	368000 Subvention College	321852 AR Officer Travel	6801 Travel Regional 1	8112 TRAVEL FOREIGN Ground Transportat
<input type="checkbox"/>	2/1	Credit Card	04-Feb-2015	COURTYARD BY MARRIOTT1194	250.00 USD	250.00	* Lodging-Foreign	20 College Only	768 Club Activities	368000 Subvention College	321852 AR Officer Travel	6801 Travel Regional 1	8113 TRAVEL FOREIGN Lodging

- Select **All** or individually select by checking the box next to each receipt and then apply a previously created nickname using the dropdown for **My Allocations**, or
- Type into the segment value boxes, or...

Grant Manager's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions Credit Card Expenses Cash and Other Expenses **Expense Allocations** Review

- Select **Update Allocations** to apply a different account, do a 50/50 split or a split by % across accounts, click **Apply** after accounts have been entered.

Update Account Allocations: Multiple Lines

Allocation Set

Allocation Method: Mass Allocation
 Equal Split
 Percentage Split

Allocation Reason:

Add Allocation Set to My Allocations

ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Selected Lines

[Expand All](#) | [Collapse All](#)

X All

Focus Line	Payment Method	Date	Merchant	Receipt Amount	Reimbursable Amount (USD)	Expense Type	ENTITY	ORG	FUNDING	ACTIVITY	SUBACTIVITY	NATURAL_CLASS	Location	Remove
▼ All					1,162.51									
1	Credit Card	04-Feb-2015	YELLOW CAB	6.75 USD	6.75	* Ground Transportation-Foreign	20 College Only	768 Club Activities	368000 Subvention College	321852 AR Officer Travel	6801 Travel Regional 1	8112 TRAVEL FOREIGN Ground Transportatn	FORT WORTH	<input type="text"/>
2/1	Credit Card	04-Feb-2015	COURTYARD BY MARRIOTT1194	250.00 USD	250.00	* Lodging-Foreign	20 College Only	768 Club Activities	368000 Subvention College	321852 AR Officer Travel	6801 Travel Regional 1	8113 TRAVEL FOREIGN Lodging		<input type="text"/>



Grant Manager's Oracle iExpense Expense Reporting

Previous Expense Allocations **Review**

Create Expense Report: Review

Review the expense report below before submission.

[Save](#) [Cancel](#) [Back](#) Step 6 of 6 [Submit](#)

Imaged Submission Instructions

General Information

Name	Young, Suzanne W (13861)	Attachments	None Add...
Expense Dates	31-JAN-2015 - 04-MAR-2015	Accompanying DC Personnel	Comments
ORG	768	Report Total	854.67 USD
Purpose	AFC Staff Lunch - iExpense Project	Reimbursement Amount	203.85 USD
Approver	Hurdock, Rita T		
Imaged Receipts Status	Required		

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Business Expenses

Credit Card Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
31-Jan-2015	30.00 USD	* Airline-Domestic		SOUTHWES 5262479139530			30.00		
03-Feb-2015	113.36 USD	* Lodging-Domestic		SPRINGHILL SUITES MANCHES	✓		113.36		
04-Feb-2015	34.98 USD	* Grounds Transportation-Domestic		YELLOW CAB			34.98		
04-Feb-2015	270.94 USD	* Lodging-Domestic		COURTYARD BY MARRIOTT1194	✓		270.94		
04-Feb-2015	6.75 USD	* Grounds Transportation-Domestic		YELLOW CAB			6.75		
05-Feb-2015	194.79 USD	* Lodging-Domestic		SPRINGHILL SUITES DAL D/T	✓		194.79		
Total							650.82		

Cash Expenses

Date	Merchant Name	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Imaged Receipt Required	Receipt Missing	Details	Attachments
02-Mar-2015	Olive Garden	25.60 USD	* Meals-Actual-Domestic		25.60				
02-Mar-2015	Tolls	2.00 USD	* Grounds Transportation-Domestic		2.00				
Total					27.60				

Per Diem Expenses

Start Date	End Date	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
02-Mar-2015	04-Mar-2015	3	Domestic-Meals-Per Diem		Austin County	107.25		
Total						107.25		

Mileage Expenses

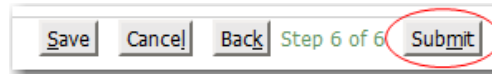
Start Date	Expense Type	Trip Distance	Mileage Rate	Reimbursable Amount (USD)	Details	End Date	Imaged Receipt Required	Receipt Missing	Attachments
02-Mar-2015	Business Mileage	120(Miles)	0.575	69.00		02-Mar-2015			
Total				69.00					

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Corporate Card Business Expenses	650.82
Cash and Other Business Expenses	203.85
Expense Report Total	854.67 USD
Corporate Card Business Expenses	650.82
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Company Paying to Credit Card Issuer	650.82 USD
Cash and Other Business Expenses	203.85
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Reimbursement to You	203.85 USD

- Verify all information has been entered at the **Review** step
- Click 'Add' to upload receipts, if required
- Note amount paid by credit card vs. amount being reimbursed

Grant Manager's Guide to Oracle iExpense Expense Reporting



Save Cancel Back Step 6 of 6 Submit

Attachments None [Add...](#)

Accompanying DC Personnel Comments

Report Total **854.67 USD**

Reimbursement Amount **203.85 USD**

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Justification	Merchant Name	Imaged Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details/Attachments
	SOUTHWES 5262479139530			30.00	Details Attachments
	SPRINGHILL SUITES MANCHES	✓		113.36	Details Attachments
itic	YELLOW CAB			34.98	Details Attachments
	COURTYARD BY MARRIOTT1194	✓		270.94	Details Attachments
itic	YELLOW CAB			6.75	Details Attachments
	SPRINGHILL SUITES DAL D/T	✓		194.79	Details Attachments
				650.82	

Expense Type	Justification	Reimbursable Amount (USD)	Imaged Receipt Required	Receipt Missing	Details/Attachments
Meal-Actual-Domestic		25.60			Details Attachments
Grounds Transportation-Domestic		2.00			Details Attachments
		27.60			

Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details/Attachments
3	Domestic-Meals-Per Diem		Austin County	107.25	Details Attachments
				107.25	

Distance	Mileage Rate	Reimbursable Amount (USD)	Details	End Date	Imaged Receipt Required	Receipt Missing	Attachments
120(Miles)	0.575	69.00	Details	02-Mar-2015			Attachments
		69.00					

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#)

Corporate Card Business Expenses	650.82
Cash and Other Business Expenses	203.85
Expense Report Total	854.67 USD
Corporate Card Business Expenses	650.82
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Company Paying to Credit Card Issuer	650.82 USD
Cash and Other Business Expenses	203.85
Corporate Card Personal Expenses	0.00
Corporate Card Itemized Personal Expenses	0.00
Reimbursement to You	203.85 USD

Click **Submit** to complete the expense report and it will route for approval

Grant Manager's Guide to Oracle iExpense Expense Reports

- Receive Workflow Notification Email
- Determine Action either through Email or iExpense Expense Reports System

From: Workflow Mailer [mailto:WFMailer_zinc@dartmouth.edu]
Sent: Friday, March 11, 2016 8:09 AM
To: Lisa A. Wallace <Lisa.A.Wallace@dartmouth.edu>
Subject: Action Required: Expense OIE268191 for Cerveny, Gregg (254.97 USD)

From: Cerveny, Gregg
To: Wallace, Lisa
Sent: 11-Mar-2016 13:07:29
Due: 16-Mar-2016 12:07:29
ID: 55878481

Expense Report for Individual's ORG: 813
Purpose: test
Expense Report Total: 254.97 USD
Attachments: cc-lexpense.docx

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required
1	14-Jan-2016*	Meals-Actual-Domestic	EVERYTHING BUT ANCHOVI	254.97	resubmitted	✓
Total				254.97		

Action History

Num	Action Date	Action	From	To	Details
1	11-Mar-2016 13:07:29	Submit	Cerveny, Gregg	Wallace, Lisa	

Related Applications

[Expense Report Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notified response value within quotes.

Action: **Approve** **Reject** **Request Information**

Dartmouth Expense Reports

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Expenses: Expenses Home > Notification Details

Warning
 This expense report requires imaged receipts to be submitted for certain lines. The employee has provided the following justification for missing imaged receipts: Lost

Expense OIE272211 for Cerveny, Gregg (284.32 USD)

Approve **Reject** **Reassign** **Request Information**

From: Wallace, Lisa
To: Wallace, Lisa
Sent: 15-Mar-2016 16:23:44
Due: 20-Mar-2016 16:23:44
ID: 55888485

Expense Report for Individual's ORG: 813
Purpose: Personal/Business Expenses
Expense Report Total: 284.32 USD
Attachments:

Instructions
 Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Expense Accounts Updated	Attachments	Account
1	16-Feb-2016	Supplies-Food & Beverage	LEBANON CO-OP FOODS	44.32			Yes		36-12843-276806-0760000000000000000
2	02-May-2015*	Lodging-Domestic	HOLIDAY INN BURLINGTON	240.00		✓			36-12843-276806-0760000000000000000
Total				284.32					

Action History

Num	Action Date	Action	From	To	Details
1	15-Mar-2016 16:23:44	Submit	Cerveny, Gregg	Wallace, Lisa	

Related Applications
[Expense Report Details](#)

Response

Note:

Return to Worklist Display next notification after my response

Approve **Reject** **Reassign** **Request Information**

Grant Manager's Guide Oracle iExpense Expense Reports

Approving through the Email Notification

- Actions available in Email: **Approve**, **Reject**, and **Request Information**
- The [Expense Report Details](#) link below the report will open the expense report in a browser

From: Workflow Mailer [mailto:WFMailer_zinc@dartmouth.edu]
 Sent: Friday, March 11, 2016 8:09 AM
 To: Lisa A. Wallace <Lisa.A.Wallace@dartmouth.edu>
 Subject: Action Required: Expense OIE268191 for Cerveny, Gregg (254.97 USD)

From: Cerveny, Gregg	Expense Report for Cerveny, Gregg
To: Wallace, Lisa	Individual's ORG 813
Sent: 11-Mar-2016 13:07:29	Purpose test
Due: 16-Mar-2016 12:07:29	Expense Report Total 254.97 USD
ID: 55878481	Attachments: cc-iexpense.docx

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Attachments	Account
1	14-Jan-2016	* Meals-Actual-Domestic	EVERYTHING BUT ANCHOVI	254.97	resubmitted	✓		20.813.368000.321853.1019.8144
Total				254.97				

Action History

Num	Action Date	Action	From	To	Details
1	11-Mar-2016 13:07:29	Submit	Cerveny, Gregg	Wallace, Lisa	

Related Applications

 [Expense Report Details](#)

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

Grant Manager's Guide to Oracle iExpense Expense Reports

- From the email, clicking 'Approve' will generate the following workflow email
- Click 'Send' to submit Approval

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: **Approve** [Reject](#) [Request Information](#)

Send	From ▾	Lisa.A.Wallace@Dartmouth.edu
	To...	WFMailer_zinc@dartmouth.edu
	Cc...	
	Bcc...	
Subject		Action Required: Expense OIE268191 for [Expense: Open (254.5) USD]

Action: 'Approve'

Note: "

NID[55878481/156109621558049507571101421073139276978@WFMAIL]

Grant Manager's Guide to Oracle iExpense Expense Reports

- Clicking **Reject** or **Request Information** will generate the emails seen below
- When Rejecting or Requesting Information a 'Note' or 'Question' should be provided within the single quote " " (i.e. 'Because I said so')
 - Note: If text is not provided within the quote, no notice will be provided to the submitter

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: [Approve](#) [Reject](#) [Request Information](#)

Send	From ▾	Lisa.A.Wallace@Dartmouth.edu	Send	From ▾	Lisa.A.Wallace@Dartmouth.edu
	To...	WFMailer_zinc		To...	WFMailer_zinc
	Cc...			Cc...	
	Bcc...			Bcc...	
	Subject	Action Required: Expense OIE268191 for Casper, Grego (254.87 USD)		Subject	More Information Requested: Action Required: Expense OIE268191 for Casper, Grego (254.87 USD)

Action: 'Reject'	Request more information from: 'D23550C'
Note: 'Because I said so'	Question: 'Did you seriously not order any fries with your burger?'
NID[55878481/156109621558049507571101421073139276978@WFMAIL]	NID[55878481/156109621558049507571101421073139276978@WFMAIL][3]

Grant Manager's Guide to Oracle iExpense Expense Reports

Reviewing/Approving through the iExpense System

- Approvers may access and review Expense Reports at: employee.dartmouth.edu
- The Worklist provides a list of recent actions or pending requests
- Expenses Home will provide the Approver a Notifications list specifically for Expense Reports



[Logout](#) [Preferences](#) [Help](#)

Logged In As **D1257R6**

Oracle Applications Home Page

Main Menu

Personalize

- ⊕ [Dartmouth Employee Self-Service](#)
- ⊖ [DC iExpenses](#)
- [Expenses Home](#)

Worklist

Full List (6)

From	Type	Subject	Sent ▼	Due
Perina, Steven	Expenses	Expense OIE272211 for Perina, Steven (284.2 USD)	15-Mar-2016	20-Mar-2016
Perina, Steven	Expenses	Expense OIE273226 for Perina, Steven (1,351.70 USD)	15-Mar-2016	20-Mar-2016
Crane, Mardi Crane-Godreau	Expenses	Expense OIE274194 for Crane, Mardi Crane-Godreau (1,823,777 USD)	15-Mar-2016	20-Mar-2016
Dewar, Carolyn	Expenses	Expense OIE274193 for Dewar, Carolyn (1,811.61 USD)	15-Mar-2016	20-Mar-2016
Wallace, Lisa	Requisition	Purchase Requisition 519586 has been approved	14-Mar-2016	
Wallace, Lisa	Requisition	Purchase Requisition 519585 has been approved	14-Mar-2016	

TIP Vacation Rules - Redirect or auto-respond to notifications.

TIP Worklist Access - Specify which users can view and act upon your notifications.

Grant Manager's Guide to Oracle iExpense Expense Reports

- Expenses Home Notifications shows all Expense Reports pending action
- Check the **Select** box, then click 'Open' or click the **Subject** link to Open the Expense Report

Expenses

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Expenses Home

Create Expense Report
Import Spreadsheet

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Purpose	Report Total (USD)	Report Date	Status	Edit	Delete
No results found.						

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Purpose	Report Total (USD)	Report Submit Date ▼	Report Status	Withdraw
OIE272206	lodging for M.Anand ...	200.37	01-Mar-2016	Paid	📄
OIE272208	Round trip bus ticke...	306.00	01-Mar-2016	Paid	📄
OIE270213	Lodging 2/18 - 2/21...	583.66	24-Feb-2016	Paid	📄
OIE270212	Belinda Chiu- foreig...	482.29	24-Feb-2016	Paid	📄
OIE270214	2nd pmt for housing ...	828.00	24-Feb-2016	Paid	📄

Previous 1-5 ▼ Next 5

📘 If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Notifications

View Open Notifications ▼ Go

Select Notifications:
Open
Reassign
Close


Select All
Select None

Select	From	Subject	Sent ▼	Due
<input type="checkbox"/>	Prising, Steven	Expense OIE272211 for [redacted] (284.00 USD)	15-Mar-2016	20-Mar-2016
<input type="checkbox"/>	Prising, Steven	Expense OIE273226 for [redacted] (1,291.77 USD)	15-Mar-2016	20-Mar-2016
<input type="checkbox"/>	Prising, Steven	Expense OIE274194 for [redacted] (1,073.77 USD)	15-Mar-2016	20-Mar-2016
<input type="checkbox"/>	Prising, Steven	Expense OIE274193 for [redacted] (1,011.64 USD)	15-Mar-2016	20-Mar-2016

📌 **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

Grant Manager's Guide to Oracle iExpense Expense Reports

- Actions available within iExpense are: **Approve, Reject, Reassign, or Request Information**
- When Rejecting, Reassigning or Requesting Information a 'Note' should be provided within the Response section of the Report; this note will be viewable to the submitter


Dartmouth
Expense Reports

[Home](#) [Logout](#) [Preferences](#) [Help](#)

Expenses

[Expenses Home](#) | [Expense Search](#) | [Credit Card Transactions](#) | [Assign Delegates](#)

[Expenses: Expenses Home](#) > [Notification Details](#)

Warning

This expense report requires imaged receipts to be submitted for certain lines. The employee has provided the following justification for missing imaged receipts: Lost

Expense OIE272211 for Fanning, Steven (2016.03) **USD**


Approve
Reject
Reassign
Request Information

From Fanning, Steven	Expense Report for Fanning, Steven	Individual's ORG 133
To Wallace, Lisa	Purpose Immunology Journal Club	
Sent 15-Mar-2016 16:23:44	Expense Report Total 284.32 USD	
Due 20-Mar-2016 16:23:44	Attachments	
ID 55888485		

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.


Corporate Credit Card Expenses: Business Expenses

Line	Date	Expense Type	Merchant Name	Reimbursable Amount (USD)	Justification	Imaged Receipt Required	Expense Accounts Updated	Attachments	Account
1	16-Feb-2016	Supplies-Food & Beverage	LEBANON CO-OP FOODS	44.32			Yes		00.100.1237978.594000.0000.0143
2	02-May-2015*	Lodging-Domestic	HOLIDAY INN BURLINGTON	240.00		✓			00.100.287978.594000.0000.0143
Total				284.32					

Action History

Num	Action Date	Action	From	To	Details
1	15-Mar-2016 16:23:44	Submit	Fanning, Steven	Wallace, Lisa	

Related Applications

 [Expense Report Details](#)

Response

Note

[Return to Worklist](#)

Display next notification after my response

Approve
Reject
Reassign
Request Information

Grant Manager's Guide to Oracle iExpense Expense Reports

- Click 'Reassign' to Reassign the Expense Report to another Approver
- Begin to type the last name of the employee and list of values will populate. Click the name of the new Approver
- Add any comments that would be useful for the new Approver

Dartmouth Expense Reports

Home Logout Preferences Help

Expenses

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Expenses: Expenses Home > Notification Details > Reassign Notifications

Reassign Notification: Expense OIE272211 for Marino, Steven (284.32 USD)

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for

* Indicates required field that notification.

* Assignee: All Employees and Users

Delegate your response
 Transfer notification ownership

Comments

Name	User Name	Email
Tompkins, Megan	F001DY0	Megan.E.Tompkins@Dartmouth.edu

Cancel Submit

Return to Worklist

Cancel Submit

Appendix A – Applying a Cash Advance

Settling a cash advance will be one of the last steps before submitting the report for approval

If you received a cash advance via a **check**:

- It will appear automatically in iExpense on an additional tab called **Advances** (if you do not see this tab, please see the next slide for instructions on *Settling a Cash Advance issued with Cash*)
- On the Advances tab, search for the cash advance number in the **Advance Number** field (you can type part of the name and use the % sign to search)
- The **Advance Amount & Advance Balance** will then auto-populate
- Enter the amount in the **Advance Amount Applied** field as follows:
 - If out of pocket expenses are **less than** the cash advance, enter the amount of out-of-pocket expenses (not the total advance); the traveler will need to bring a personal check payable to “Dartmouth College” for the remainder of the cash advance that was not used and deposit it at the Cashier’s Office
 - If out of pocket expenses are **greater than or equal** to the cash advance, enter the full amount of the advance
- Click **next**

Dartmouth Expense Reports

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

Previous Expense Allocations **Advances** Review

Update Expense Report: Advances

Select an advance to apply to your expense report. Save Cancel Back Step 6 of 7 Next

Advances Application
TIP: If you do not apply an advance you must enter a reason.
* Indicates required field

* Advance Number	CashAdvbasid
Advance Amount	500.00 USD
Advance Balance	500.00 USD
* Advance Amount Applied	500.00

Unapplied Advance Reason

This will auto populate

Advances Summary

Expenses Eligible For Application	500.00 USD
Advance Balance	500.00 USD
Advance Amount Applied	500.00 USD
Updated Advance Balance	0.00 USD

Save Cancel Back Step 6 of 7 Next

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Appendix A – Applying a Cash Advance

If you received a cash advance via **cash**:

- Go to the Cash and Other Expenses screen
- Add a line and enter both the **Merchant Name** and the **Expense Type** as “Cash Advance”
- Enter the cash advance amount as a **negative** in the **Receipt Amount** field as follows:
 - If out of pocket expenses are **less than** the cash advance, enter the amount of out-of-pocket expenses (not the total advance); the traveler will need to bring a personal check payable to “Dartmouth College” for the remainder of the cash advance that was not used and deposit it at the Cashier’s Office
 - If out of pocket expenses are **greater than or equal** to the cash advance, enter the full amount of the advance
 - On the **Expense Allocations** tab, manually enter the Cash Advance chart string (xx.xxx.909000.910000.0000.1465)
- Click **next**

Dartmouth Expense Reports

Expenses Home | Expense Search | Credit Card Transactions | Assign Delegates

General Information | Credit Card Transactions | Credit Card Expenses | **Cash and Other Expenses** | Expense Allocations | Review

Update Expense Report: Cash and Other Expenses

Receipt-Based Expenses [286.50] | Per Diem Expenses [0.00] | Mileage Expenses [0.00]

Receipt-Based Expenses

TIP Enter the expenses that you did not charge to your corporate credit card. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
TIP Date Example: 15-DEC-2015.

Select Expense Lines: Remove | Show Receipt Currency

Select	Line	Date	Merchant Name	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Original Receipt Missing	Details
<input type="checkbox"/>	1	01-Dec-2015	Dartmouth Coach	180.00	* Grounds Transportation-Domestic		180.00	<input type="checkbox"/>	Details
<input type="checkbox"/>	2	01-Dec-2015	Coop	125.00	* Gifts		125.00	<input type="checkbox"/>	Details
<input type="checkbox"/>	3	01-Dec-2015	Panera Bread	12.00	* Meals-Actual-Domestic		12.00	<input type="checkbox"/>	Details
<input type="checkbox"/>	4	03-Dec-2015	Hilton	458.00	* Lodging-Domestic		458.00	<input type="checkbox"/>	Details
<input type="checkbox"/>	5	03-Dec-2015	McDonalds	11.50	* Meals-Actual-Domestic		11.50	<input type="checkbox"/>	Details
<input type="checkbox"/>	6	15-Dec-2015	Cash Advance	(500.00)	Cash Advance	Issued via cash #v0040010115	(500.00)	<input type="checkbox"/>	Details
<input type="checkbox"/>	7							<input type="checkbox"/>	Details
<input type="checkbox"/>	8							<input type="checkbox"/>	Details
<input type="checkbox"/>	9							<input type="checkbox"/>	Details
<input type="checkbox"/>	10							<input type="checkbox"/>	Details
Add More Lines							Update	Total	286.50

Select Expense Lines: Remove | Show Receipt Currency

Receipt-Based Expenses [286.50] | Per Diem Expenses [0.00] | Mileage Expenses [0.00]

Appendix B – Roles & Responsibilities

Payees/Travelers or Delegate (not Finance Center delegates)

- Comply with College policies and procedures
- Provide complete, accurate and detailed information
- Obtain and submit required receipts/documentation
- Provide approver –or– grant manager, if grant funded
- Correct errors/remove unallowable expenses
- Pay for personal or non-College related expenses
- Cash Advance settled in one expense report
- Submit within 60 days

Grant managers

- Review expense reports
- Ensure grant expenses:
 - comply with grant policies and guidelines
 - allowable and reasonable
 - funding available and valid
- Cannot create and approve same expense report

Approvers

- Confirm expenses and funding are:
 - allowable and applicable
 - available
 - reasonable
- Review and approve business purpose
- Approve/deny within 5 days of email notification (2 sent)

Appendix B – Roles & Responsibilities

Finance Center acting as delegate for payees/travelers

- Work with the payee/traveler to receive appropriate information
- Review transactions and documentation against College policies and procedures
- Ensure appropriate business purpose
- Ensure complete, accurate and detailed information
- Ensure correct approver
- Send to grant manager first, if grant funded expense
- Settle Cash Advance, send the printable page to Cashier's Office
- Report employee gifts to payroll
- Regularly review status of iExpense reports
- Regularly review unsettled corporate card transactions
- Ensure repayment of personal expenses
- Ensure terminated employees settle all the transactions before they come inactive in the system
- Work with Procurement to settle fraudulent charges in the system (need to determine process)

Accounts Payable

- Ensure appropriate payments are generated in a timely manner
- Research and settle discrepancies with JP Morgan billing

Auditors (within finance centers)

- Review:
 - Business purpose and verify appropriate information provided
 - Approver and verify appropriate for payee
 - Expenses over 60 days old, justification, and notify payee of IRS requirements.
 - Verify reasonableness of expense amount
- Confirm/Verify Expenses are:
 - Allowable under College Policy
 - Reasonable: purpose and amounts (mileage, meals)
 - Documented and legible as required
 - Itemized and alcohol is separated out
 - Itemized/allocated for Cash withdrawal or advance
- Approve or reject Expense Report

Institutional Accounting

- Reconcile corporate cards
- Inform appropriate finance center of unreconciled amounts