



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

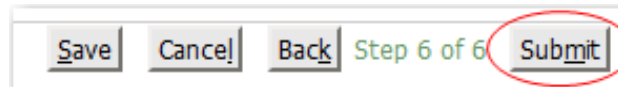
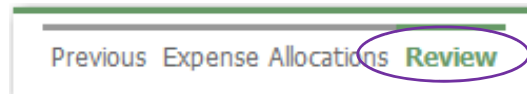
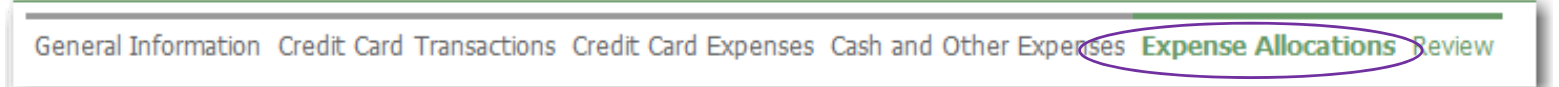
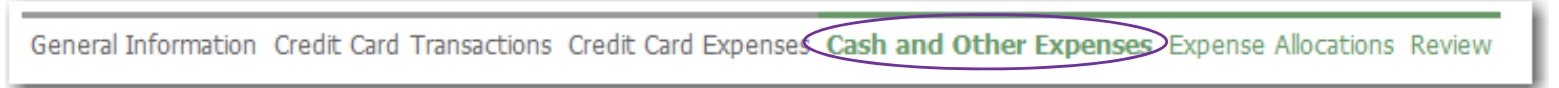
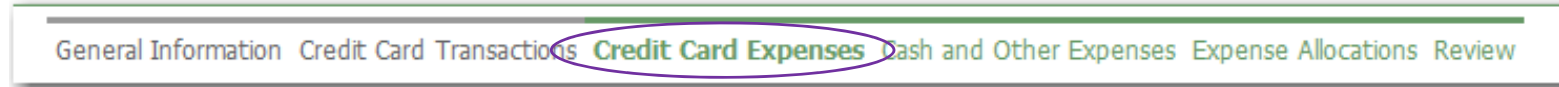
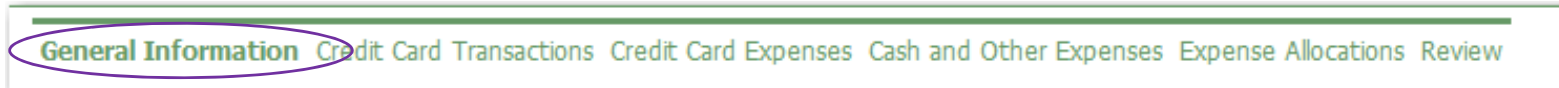
Expenses need to comply with Dartmouth's Business Expense Policy, the policy can be accessed here:

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

For a list of **unallowable** expenses, reference pages 21-22

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.

User'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]

User's Guide to Oracle iExpense Expense Reporting

A **B** **C** **D** **E**

Home Logout Preferences

Expenses

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

Expenses Home

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	6 In Progress		

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	Withdraw
3 No results found.					6	

Notifications

View

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

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

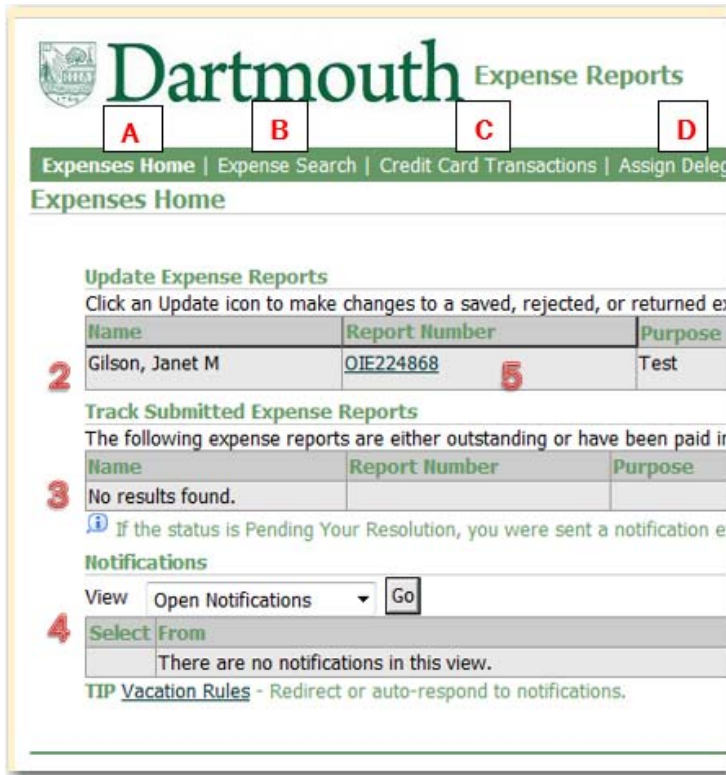
Create Expense Report Import Spreadsheet

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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

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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 still need to be settled or were previously settled

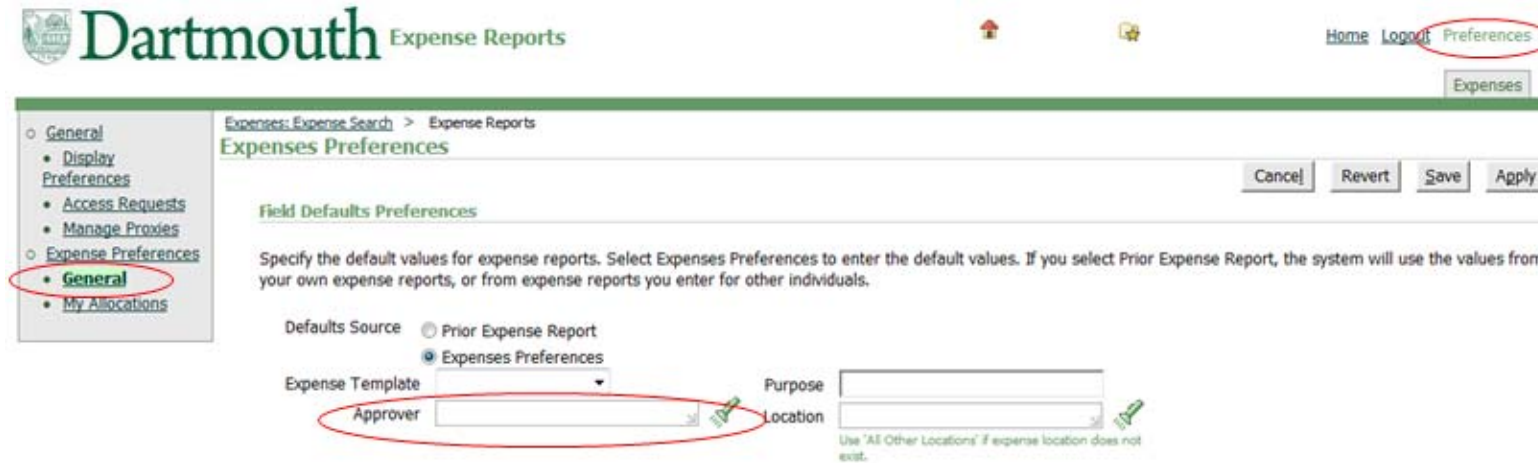
D – Assign Delegates - assign other employees to submit an Expense Report on your behalf, or view who you are a delegate for

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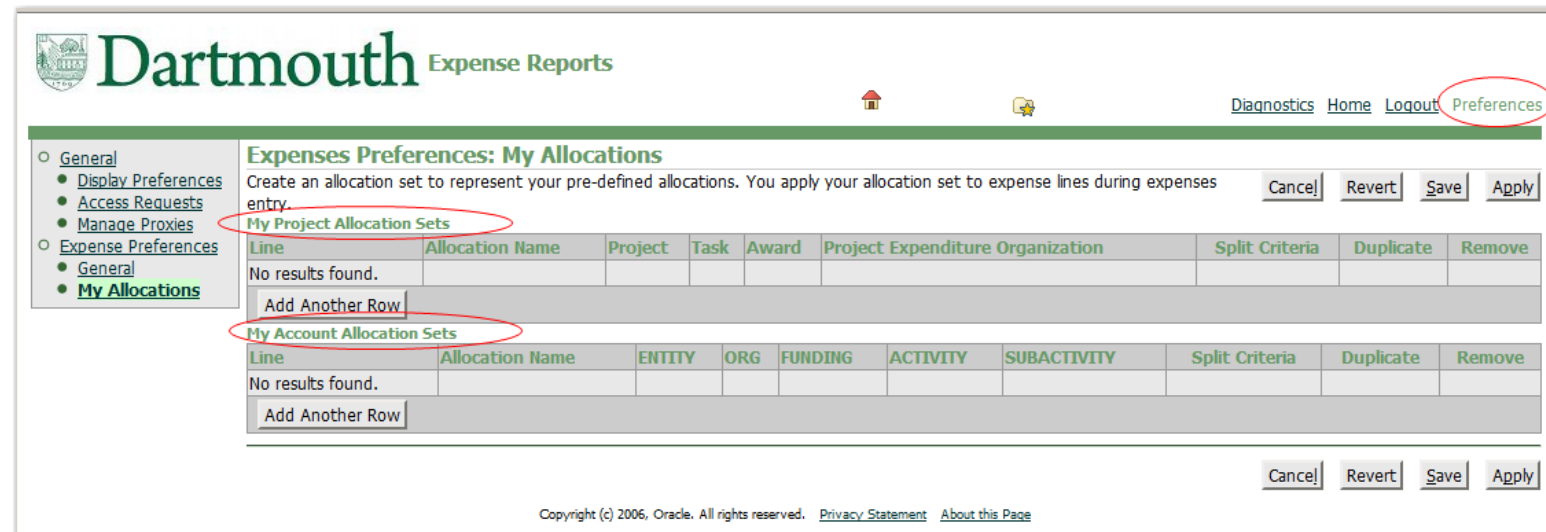


E – Preferences

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



- Within **My Allocations** - create nicknames to use when completing Expense Reports, for both PTAE0 (grant) and GL accounts



User'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 brief business purpose (see next slide for examples)
- **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 Expenses” is the default value, but if you were traveling or incurring expenses in a foreign country, select the “Foreign expenses” template
- **Accompanying DC Personnel** – enter if applicable
- **Comments** – enter any additional pertinent information

Create Expense Report: General Information

* Indicates required field

Save Cancel Step 1 of 4 Next

Name: Gilson, Janet M (67868)

Reimbursement Currency: US Dollar

Expense Template: Domestic Expenses

Additional Information: Domestic Expenses

Accompanying DC Personnel: AFC Staff

Comments:

* Purpose: AFC Staff lunch - iExpense Project

* Approver: Murdoch, Rita T

Next

Business Purpose

- A “Business Purpose” is required on a Business Expense report and on a PCard purchase.
- There is no need to include information that is collected elsewhere on forms or receipts – e.g. location of travel, dates, items purchased, etc.

Not Sufficient	Sufficient	Too Much Information
Business trip	Trip to NACUBO Conference	Trip to NACUBO Conference in Washington DC on April 12 – April 16. Topics discussed included higher education finance.
Lunch	Lunch meeting with visiting professor, Sam Smith	Lunch at Canoe Club with Professor Sam Smith, Visiting Professor from the University of California at Berkeley.
Lunch with colleague	Lunch with Sue Smith to plan symposium presentation	Lunch at Molly's with Sue Smith to discuss our presentation at the World Health Symposium on new methods for combating diabetes.
Dinner	Dinner meeting with Bio 101 class (20 attendees)	Pizza dinner for Bio 101 class meeting in Silsby 104 with 20 students...(names of students)
Supplies	Lab supplies	Lab supplies and chemicals: beakers, centrifuge tubes, Trypsin/EDTA .25% 100ml, Ready Gel 4-15% Tris-HCl 50uL
Supplies	Office supplies	Office supplies including: staplers, pens, post-it notes, paper, and pads for office supply closet
Entertainment	Event with alumni donors (26 attendees)	Event at Sue Smith's house in Boston, MA for 26 alumni donors, including(names of donors)

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Create Expense Report

Im

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	<input type="text"/>
* Primary Activity	<input type="text"/>

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

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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

Step 2 of 6

Current Transactions for Corporate Credit Card XXXXXXXXXXXXXXX8443

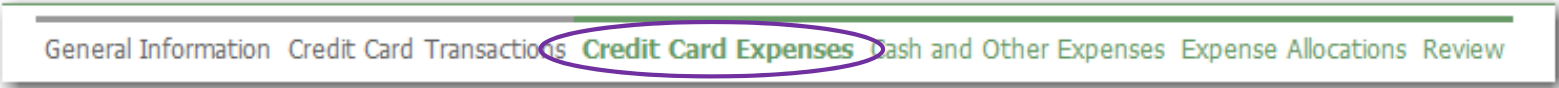
Select each transaction to add to the expense report.

|

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.

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- 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	Justification	<input type="text"/>
* Start Date	03-Feb-2015	Expense Location	<input type="text"/>
Daily Rate	113.36	Merchant Name	SPRINGHILL SUITES MANCHES
Number Of Days	1	<input type="checkbox"/> Original Receipt Missing	
Receipt Amount	113.36	Attachments	None <input type="button" value="Add..."/>
Receipt Currency	USD - US Dollar		
Exchange Rate	1		
Reimbursable Amount	113.36 USD		

User'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 Line 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)
<input checked="" type="radio"/>	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
(example: 20-Mar-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)
<input type="radio"/>	2-1	03-Feb-2015	* Lodging-Domestic		100.00
<input checked="" type="radio"/>	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
(example: 20-Mar-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.

User'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

User's Guide to Oracle iExpense Expense Reporting

General Information Credit Card Transactions Credit Card Expenses **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 All | Select None

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

User'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 calculated total Per Diem to be reimbursed
- Select **Details** to deduct certain meals from your Per Diem

Cash and Other Expenses: Details for Line 1

* 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**

Justification: [Empty]

+ Destination: Austin County

Buttons: New Line, Remove Line, Return

Generate Per Diem

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

User'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:

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								

Total **69.00**

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

For each receipt provide a GL or PTAE0 account string:

- The default page, **PTAEO 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.

* Indicates required field
● Indicates changed item

Save Cancel Back Step 5 of 6 Next

PTAEO Allocations **GL Account Allocations**

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 Transportatn
<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.

* Indicates required field
● Indicates changed item

Project Allocations **Account Allocations**

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 Transportatn
<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...

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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

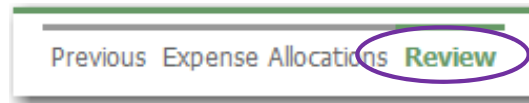
[Expand All](#) | [Collapse All](#)

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"/>



User's Guide to Oracle iExpense Expense Reporting



- 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

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	
ORG	768	Comments	
Purpose	AFC Staff Lunch - iExpense Project	Report Total	854.67 USD
Approver	Murdoch, Rita T	Reimbursement Amount	203.85 USD
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		

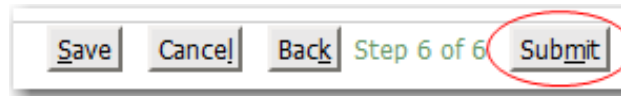
Mileage Expenses

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

User'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	[i]	[a]
		SPRINGHILL SUITES MANCHES	✓		113.36	[i]	[a]
estic		YELLOW CAB			34.98	[i]	[a]
		COURTYARD BY MARRIOTT1194	✓		270.94	[i]	[a]
estic		YELLOW CAB			6.75	[i]	[a]
		SPRINGHILL SUITES DAL D/T	✓		194.79	[i]	[a]
					650.82		

Expense Type	Justification	Reimbursable Amount (USD)	Imaged Receipt Required	Receipt Missing	Details	Attachments
Meals-Actual-Domestic		25.60			[i]	[a]
Grounds Transportation-Domestic		2.00			[i]	[a]
		27.60				

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

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

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.

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

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

This will auto populate

Unapplied Advance Reason

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**

The screenshot shows the Oracle iExpense Expense Reports interface. The page title is "Dartmouth Expense Reports". The navigation bar includes "Expenses Home", "Expense Search", "Credit Card Transactions", "Assign Delegates", "Home", "Logout", "Preferences", and "Expenses". The main content area is titled "Update Expense Report: Cash and Other Expenses". Below this, there are summary statistics: "Receipt-Based Expenses [286.50]", "Per Diem Expenses [0.00]", and "Mileage Expenses [0.00]". A table of expense lines is displayed, with the following data:

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"/>	
<input type="checkbox"/>	2	01-Dec-2015	Coop	125.00	* Gifts		125.00	<input type="checkbox"/>	
<input type="checkbox"/>	3	01-Dec-2015	Panera Bread	12.00	* Meals-Actual-Domestic		12.00	<input type="checkbox"/>	
<input type="checkbox"/>	4	03-Dec-2015	Hilton	458.00	* Lodging-Domestic		458.00	<input type="checkbox"/>	
<input type="checkbox"/>	5	03-Dec-2015	McDonalds	11.50	* Meals-Actual-Domestic		11.50	<input type="checkbox"/>	
<input type="checkbox"/>	6	15-Dec-2015	Cash Advance	(500.00)	Cash Advance	issued via cash #vf00t40010115	(500.00)	<input type="checkbox"/>	
<input type="checkbox"/>	7							<input type="checkbox"/>	
<input type="checkbox"/>	8							<input type="checkbox"/>	
<input type="checkbox"/>	9							<input type="checkbox"/>	
<input type="checkbox"/>	10							<input type="checkbox"/>	
							286.50		

The "Cash Advance" entry (line 6) is circled in red in the original image. The interface also includes buttons for "Add More Lines", "Update", "Total", "Select Expense Lines", "Remove", and "Show Receipt Currency".

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 become inactive in the system
- Work with Procure to Pay to settle fraudulent charges in the system

Institutional Accounting/Financial Reporting

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

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

Procure to Pay

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