9 Steps to Submission with iExpense

One-Time Set Up

Default Approver (Optional)

Preferences (right hand corner) > Expense Preferences > General > Enter Approver name (Last name first) into Approver field > Save

Allocations: Chart String Nicknames (Optional)

Set up “nicknames” for your GL or PTAEO chart strings to be used for future expense reports!

Preferences > My Allocations > Enter an “Allocation Name” (the nickname that will display in a list of values when creating an expense report) in PTAEO or GL sections with the appropriate segment values > Save

Using a mobile device? Follow instructions for mobile device submission

Step 1: Start an Expense Report

Be sure to have all your receipts, agendas, etc. scanned and ready to go! Log into employee.dartmouth.edu and choose DC iExpenses > iExpenses Home > Create Expense Report

Step 2: Complete General Information

Name (defaults to yourself) > Purpose > Approver > Expense Template (Domestic or Foreign) > Accompanying DC Personnel (if applicable) > Comments (if necessary) > Next

Step 3: Clear Credit Card Transactions (Corporate Pay Card)

This step will only appear if you have a corporate pay credit card. Select credit card transactions to be cleared, assign appropriate Expense Type, and itemize the receipt if necessary by clicking the Details icon > Next

Step 4: Enter Receipt Based Expenses (Personally Paid)

For each expense paid for with personal funds you must provide the following: Date, Merchant Name, Receipt Amount, Expense Type and Justification (if the expense type is Gifts, Moving, or Entertainment); Itemize the receipt if necessary (e.g.: alcohol) by clicking the Details icon > Next

Step 5: Request Per Diem Meals

If requesting meals per diem, click on the **Per Diem Expenses tab** and provide the Date, Expense Type, Destination (use the flashlight icon to search), and Number of Days. If you need to deduct certain meals, click on Details icon > Next

Step 6: Request Mileage

If requesting mileage, click on the **Mileage Expenses tab**. The current mileage rates for the dates and expense type will be automatically calculated. Provide the Start Date, Expense Type (Business, Charitable. Moving), Trip Distance (total miles), Location From, and Location To details > Next

Step 7: Complete Allocations

Allocations will populate with your default chart string. Select “PTAEO Allocations” to update to a grant account. Select “GL Account Allocations” to update the GL account. You can select nick names if you have set those up (see One Time Set Up above) > Next

Step 8: Apply Advances

This step will only appear if you have an outstanding advance. You must apply any outstanding advances or document the reason for not applying the advance. See user manual for detailed instructions on how to apply an advance > Next

Step 9: Attach Receipts, Review and Submit

Attach required receipts (see column labeled “Imaged Receipt Required) by clicking the **Add** button in the attachment section. Browse in your scan(s) and select **Apply**. Review your report to ensure all expenses are listed. Select **Submit**. The approver listed in General Information (step 2) will receive an email requesting approval of your submission.