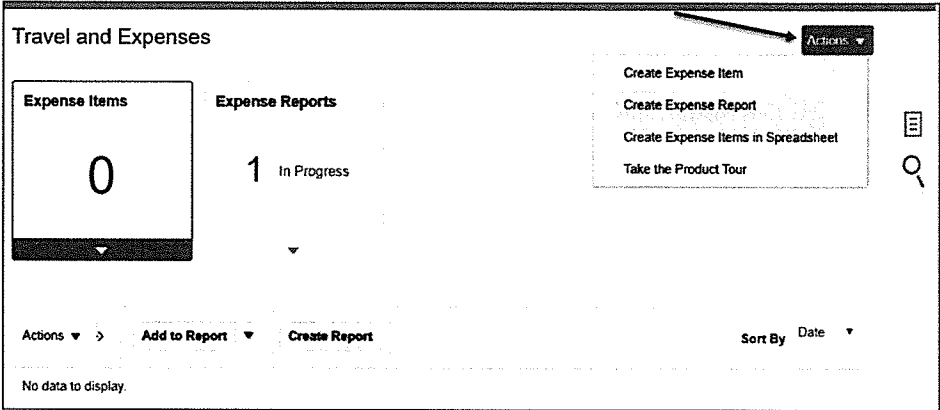
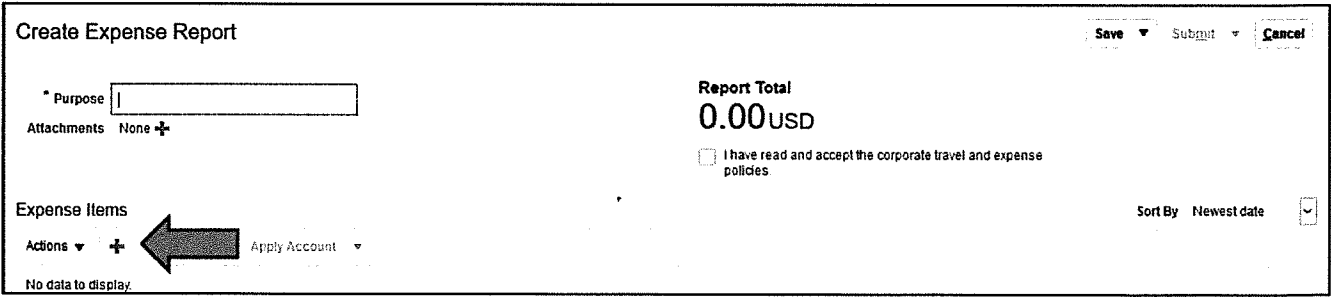



Submitting Expense Reports

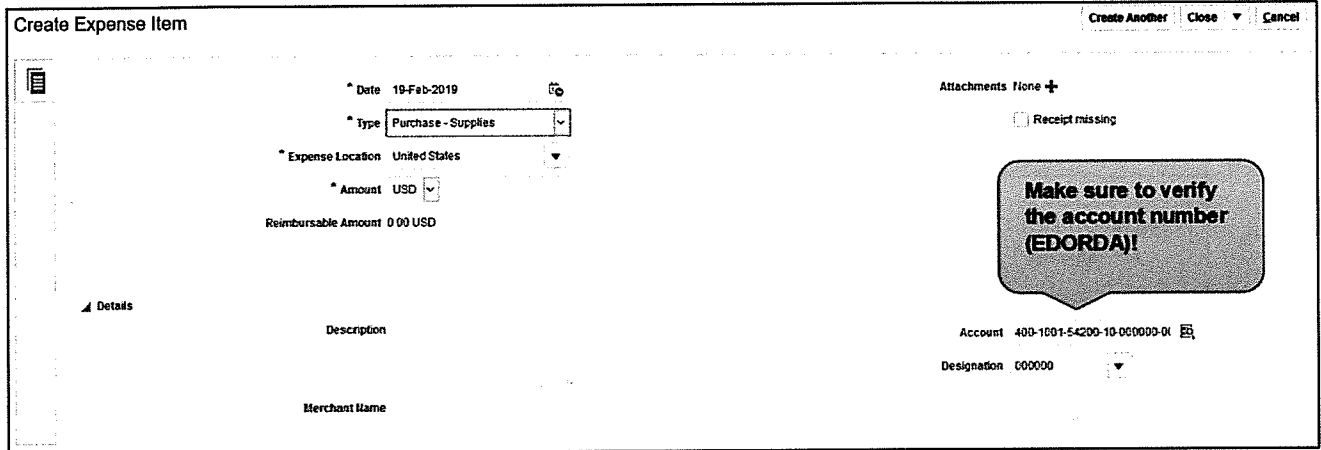
This process should be followed to submit all expenses incurred for reimbursement, which were not paid by P-Card.

Purchase Card reconciliation instructions can be found GMHEC.org/Support

Process Step & Description	Action
<p>1.1 Go to the Expense Report workbench and create a new Expense Report</p>	<p>Navigation Path: > Me → Expenses → Expense Reports</p> <p>Go to ACTIONS drop down menu, select Create Expense report</p> 
<p>1.2 Enter Purpose and add Expense Item</p>	<p>Enter the reason for the expenses under Purpose (<i>should be relevant to help you identify it at a later time</i>)</p>  <p>Click  to add your first Expense Item to the report</p> <p>*Required Field</p>

Select the **Expense Type** from the dropdown and fill out the available fields

- The fields will change depending on the expense type selected.



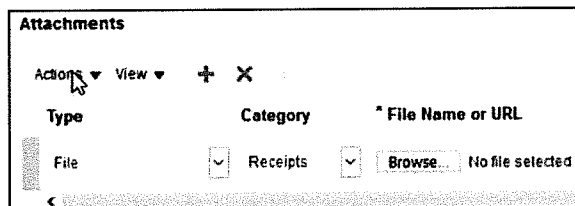
- **Foreign Currency:** if your expense were paid for in a foreign currency, please use the “Amount” dropdown to select that currency, then enter the amount that matches your receipt. Then enter the appropriate exchange rate for that day, and Oracle will do the math to show the amount in USD.

1.3 Add Contact Info

Click  to attach a **Receipt** to the **Expense Item**

Tip: please be sure your receipts are organized and easy to match to the expense line items for faster processing

- Use the dropdown to select the Attachment Type
- Click on **Browse** to find the receipt on your computer. Click **OK** to close the attachment box



Once all of the fields are filled out and your receipt is attached click the **Close** dropdown to **Save**, and then **Close**, and return to the **Expense Report**

Repeat this step for each **Expense Item**

Check the box that you have read and accept the travel and expense policy. Click on the link to view the policy.

Expense Report: SMC_EXP_0008863615

Save Submit Cancel

* Purpose Classroom Supplies

Report Total
352.00 USD

Missing Images Reason

Attachments None

Status Saved

I have read and accept the corporate travel and expense policies

Sort By Newest date

Expense Items

Actions + Add Existing Apply Account

Purchase - Supplies - United States	19-Feb-2019	352.00 USD	x
3-Ring Binders	+ Imaged receipt required		

1.4 Submit the Expense Report for approval

Clicking **Submit** will send the **Expense Report** to your supervisor for approval. You will receive an email that it was Approved, Rejected, or Requesting Further Information. The note associated with the later two should instruct you on how / what to correct. Once approved, the expense report will be picked up in the next payment run.

TIP: be sure your Bank Account has been added to Oracle in order to receive your Direct Deposit

Audit Review – for compliance purposes, after approval a set percentage of randomly selected Expense Reports are routed for additional review by Accounts Payable or other staff acting in an ‘auditor’ role. This will also result in being Approved, Rejected, or Requesting Further Information. If one of the latter two, please respond back in a timely manner so reimbursement is not delayed.

- Most common reasons for Expense Report to NOT be approved in Audit stage: **avoid these if possible!**
 - Receipt doesn’t match the amount in the report line item
 - No explanation for missing receipts
 - Incorrect Expense Types (ex: Mileage selected, but receipt is clearly for a Meal)
 - Mileage Reimbursement without appropriate backup

