

## HOW TO SUBMIT AN EXPENSE REPORT IN ORACLE FOR SAFETY SHOE REIMBURSEMENT

STEP 1: Log into Oracle by visiting [go/oracle](#) or by using this link: [Oracle log in](#). If needed, visit the Middlebury Project Ensemble Resources for Oracle Finance page for instructions on how to log into the system: [Oracle Finance page](#).

STEP 2: Click on the  Oracle icon from the Apps Panel.

STEP 3: Click on the  Expenses icon. Then click on the “+” sign to create an Expense Report.

STEP 4: Enter the Purpose: “Safety Shoe Reimbursement”.

STEP 5: Under Expense Item, click the “+” sign to add an Expense Item to the report.

STEP 6: Fill in the Expense Item page:

- Type: Use arrow to select “Purchase – Supplies” from the drop down menu
- Expense Location: Use arrow to select “United States” from the drop down menu
- Amount: Enter the cost of safety shoes purchased, **up to a \$75 maximum**
- Description: Type “Safety shoes”
- Merchant: Enter the name of merchant where shoes were purchased from
- Account Number (EDORDA): 314-3251-54200-10-000000-12920-000-0
- Click on the “+” sign next to Attachments (upper right corner of screen) to attach a receipt to the Expense Item
  - o Click “Browse” and open file containing scanned sales receipt
  - o Click “OK”
- Click “Close” in the upper right corner to save and return to the Expense Report

STEP 7: Check the box under the expense amount to indicate, “I have read and accept the corporate travel and expense policies.”

STEP 8: Click “Submit” in the upper right corner, which will send the Expense Report to Business Services for approval.

NOTE: For additional assistance and screenshots of Expense Report creation, visit:

<https://www.gmhec.org/finance/finance-knowledge-base/>