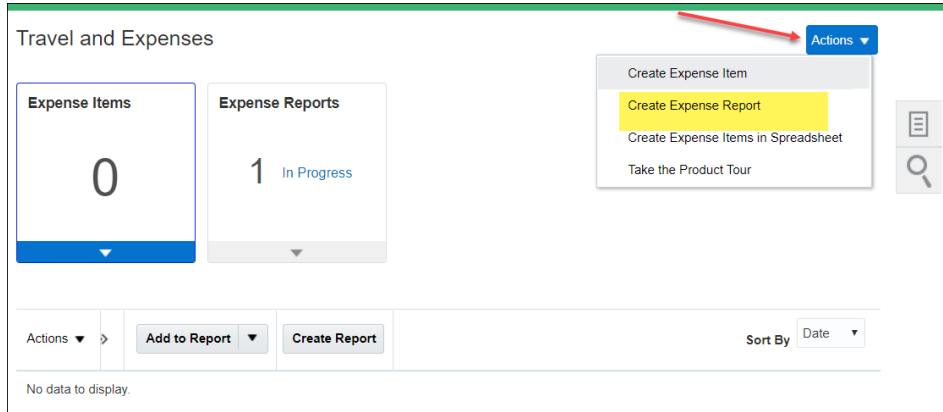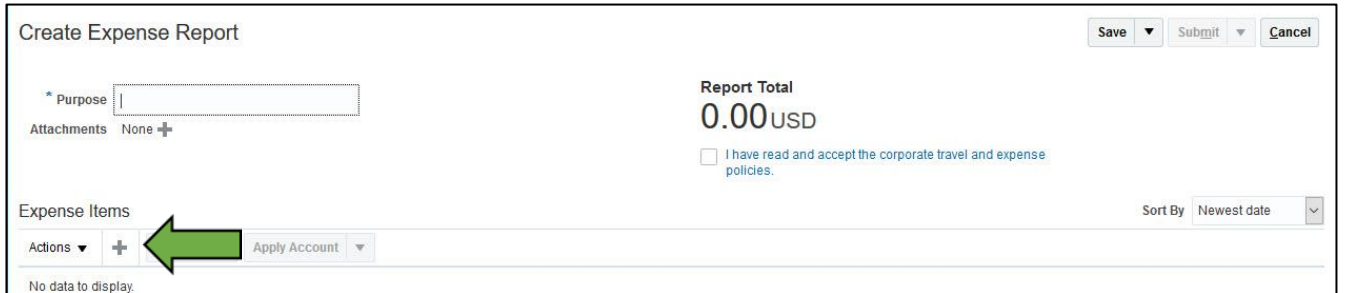# Submitting Expense Reports

This process should be followed to submit all expenses incurred for reimbursement, which were <u>not</u> paid by P-Card. Purchase Card reconciliation instructions can be found GMHEC.org/Support	

Process Step & Description	Action
1.1 Go to the Expense Report workbench and create a new **Expense Report**	Navigation Path: ➤ Me → Expenses → Expense Reports Go to **ACTIONS** drop down menu, select Create Expense report
1. 2 Enter Purpose and add **Expense Item**	Enter the reason for the expenses under Purpose *(should be relevant to help you identify it at a later time)* Click [+] to add your first **Expense Item** to the report *Required Field

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

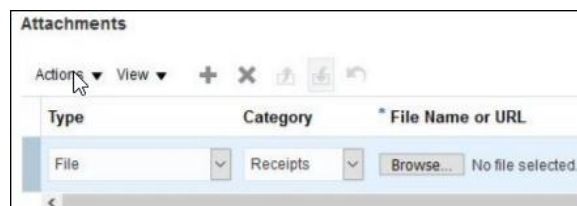➤ The fields will change depending on the expense type selected.

Make sure to verify the account number (EDORDA)!

1.3 Add Contact Info

➤ **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 approriate exchange rate for that day, and Oracle will do the math to show the amount in USD.

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

Click [+] to attach a **Receipt** to the **Expense Item**

➤ Use the dropdown to select the Attachment Type
➤ Click on **Browse** to find the reciept on your computer. Click **OK** to close the attachement box
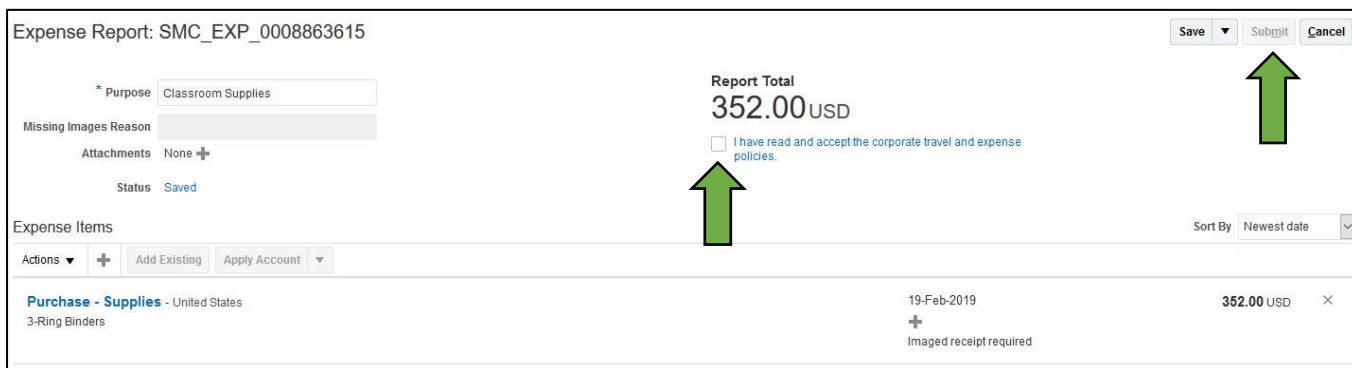

Once all of the fields are filled out and your reciept is attached click the **Close** dropdown to **Save**, and then **Close**, and return to the **Expense Report**

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**
Missing Images Reason   352.00 USD
Attachments   None +
                                                        ☐ I have read and accept the corporate travel and expense
Status   Saved   policies.

Expense Items   Sort By Newest date ▼

Actions ▼ +   Add Existing   Apply Account ▼

Purchase - Supplies - United States   19-Feb-2019   352.00 USD   ✕
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**!
  o Receipt doesn't match the amount in the report line item
  o No explanation for missing receipts
  o Incorrect Expense Types (ex: Mileage selected, but receipt is clearly for a Meal)
  o Mileage Reimbursement without appropriate backup