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

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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

![Expense Report Workbench]

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)

![Create Expense Report]

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.

➢ **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.

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

➢ 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.

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