



Contact: rfravel@rfsuny.org

Use this job aid to indicate the Project, Task, Award and Project Expenditure Organization to which your expenses will be charged, and to submit your completed expense report in iExpense.

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General Information | Cash and Other Expenses | **Expense Allocations** | Review

Create Expense Report: Expense Allocations Save Cancel Back Step 3 of 4 Next

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
* Indicates required field
TIP You can only update expense lines with project enabled expense types.

Select Expense Lines: Update Allocations Revert My Allocations Apply

Select	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Location	Justification	Project	Task	Award	Project Expenditure Organization
<input type="checkbox"/>		All					464.76						
<input type="checkbox"/>		1	Cash Receipt	20-Jan-2010	Lodging	222.76 USD	222.76	Orleans Parish	conference at hotel	<input type="text"/>	<input type="text"/>	<input type="text"/>	650 Administration a
<input type="checkbox"/>		2	Per Diem	17-Jan-2011	Per Diem Meal Rates-Method 2	242.00 USD	242.00	Orleans Parish	meals not provided	<input type="text"/>	<input type="text"/>	<input type="text"/>	650 Administration a

Save Cancel Back Step 3 of 4 Next

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1	Identify the Project , Task , and Award numbers to which your expenses will be charged by either selecting from the My Allocations previously set up in your Preferences or typing in/searching for the information Note: Use the Flashlight icons to bring up a Search window if necessary
2	The Project Expenditure Organization field automatically floods in based on your HR record in Oracle. You can change this value by using the Flashlight icon to bring up a Search window
3	Or, PTAE0 information may be selected using the My Allocations drop down box. You can also update or edit allocations.



Create Expense Report: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.

* Indicates required field

TIP You can only update expense lines with project enabled expense types.

[Save](#) [Cancel](#) [Back](#) Step 3 of 4 [Next](#)

Select Expense Lines: [Update Allocations](#) [Revert](#) My Allocations [Apply](#)

[Select All](#) | [Select None](#) | [Expand All](#) | [Collapse All](#)

Select	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Location	Justification	Project	Task	Award	Project Expenditure Organization
<input type="checkbox"/>		All					464.76						
<input type="checkbox"/>		1	Cash Receipt	20-Jan-2010	Lodging	222.76 USD	222.76	Orleans Parish	conference at hotel	10732291	1	56093	650 Administration a
<input type="checkbox"/>		2	Per Diem	17-Jan-2011	Per Diem Meal Rates-Method 2	242.00 USD	242.00	Orleans Parish	meals not provided				650 Administration a

[Save](#) [Cancel](#) [Back](#) Step 3 of 4 [Next](#)

1	Select the line you will update by adding a checkmark in the appropriate box. Note: The top checkbox will select all lines
2	Update Allocations button: Creates an allocation (PTAEO) and allows you to split the line(s) selected between multiple allocations Revert button: Defaults selected line to original settings My Allocations drop-down menu and Apply button: Uses allocations you have previously entered and saved
3	Click the Next button from either the top or bottom menu to proceed to Step 4 and Submit your expense report



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Note: A warning message will appear if a policy violation occurs

Warning
This expense report contains policy violations. Use the warning icons to review. If necessary, return to the previous page to update an expense line or to include a reason for violation in the justification.

Create Expense Report: Review
Review the expense report below before submission. Save Cancel Back Step 4 of 4 Submit

General Information

Name	Multunas, Ms. Rhetta Zink (29974)	Travel Start Date	17-Jan-2011
Expense Dates	17-NOV-2010 - 20-NOV-2010	Travel End Date	20-Jan-2011
Cost Center	650	Report Total	464.76 USD
Destination and Purpose	HR conference in New Orleans, LA	Reimbursement Amount	464.76 USD
Receipts Status	Missing		
Attachments	None Add		

Business Expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
	17-Nov-2010	222.76 USD	Lodging	conference at hotel	✓	✓	222.76	
Total							222.76	

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details
17-Nov-2010	05:45	20-Nov-2010	19:45	4	Per Diem Meal Rates-Method 2	meals not provided	Orleans Parish	242.00	
Total								242.00	

1 Add all associated documentation, including receipts, agendas, etc. by clicking on the **Add** button.

1 Add all associated documentation, including receipts, agendas, etc. by clicking on the **Add** button.



Expenses Home | Expense Reports | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expense Reports >

Add Attachment

Cancel
Add Another
Apply

Attachment Summary Information
* Indicates required field

1 * Description

Category Miscellaneous 2

Define Attachment

3 Type File URL Text

Browse... 4

Name
(Optional: provide a name to Text attachment)

Cancel
Add Another
Apply

1	From the <i>Add Attachment</i> page, type in a <i>Description</i> . Example: conference receipts & documentation
2	Use the drop-down menu to select a <i>Category</i> for the attachment (<i>Optional</i>)
3	Click the appropriate radio button to indicate the <i>Type</i> of attachment
4	Click the Browse button to navigate to the document on your computer
5	Click the Apply button from either the top or bottom menu to save the attachment. Or, click the Add Attachment button to add another attachment Review your expense report prior to submission then click Submit from <i>the Create Expense Report: Review</i> page to send your expense report for approval



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1	Review the Certification disclosure.
2	Then, select Submit .



1 **Confirmation**
Expense report number IE10231 for 464.76 has been submitted.
Expense Report IE10231

3 **4**

[Return](#) [Create New Expense Report](#) [Printable Page](#)

2 **Submission Instructions**

- * To send required receipts to Accounts Payable, print this page and attach all required receipts.
- * Make a photocopy of this page and the receipts for your records.
- * Place this page and the original receipts in an interoffice envelope, and send to Accounts Payable.

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

General Information

Name	Multunas, Ms. Rhetta Zink (29974)	Attachments	View Add
Expense Dates	17-NOV-2010 - 20-NOV-2010	Travel Start Date	17-Jan-2011
Cost Center	650	Travel End Date	20-Jan-2011
Destination and Purpose	HR conference in New Orleans, LA	Report Total	464.76 USD
Receipts Status	Required	Reimbursement Amount	464.76 USD
Report Submit Date	27-JAN-2011		

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Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
17-Nov-2010	222.76 USD	Lodging	conference at hotel	✓		222.76	Details
Total						222.76	

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details
17-Nov-2010	05:45	20-Nov-2010	19:45	4	Per Diem Meal Rates-Method 2	meals not provided	Orleans Parish	242.00	Details
Total								242.00	

[Expense Lines](#) [Expense Allocations](#) [Weekly Summary](#) [Approval Notes \[0\]](#) [Approvers](#)

1	<i>Confirmation</i> indicates that your expense report has been submitted and assigned a number
2	Follow the <i>Submission Instructions</i> as it will suggest actions and indicate what will happen next with the expense report. If traveler has assigned a delegate, please attach the iExpense Traveler Certification form
3	Click Return button to go to the Expenses home page, where you can track a submitted expense report
4	Click Printable Page for a printer-friendly version of the expense report

You have successfully assigned an allocation and submitted your expense report.