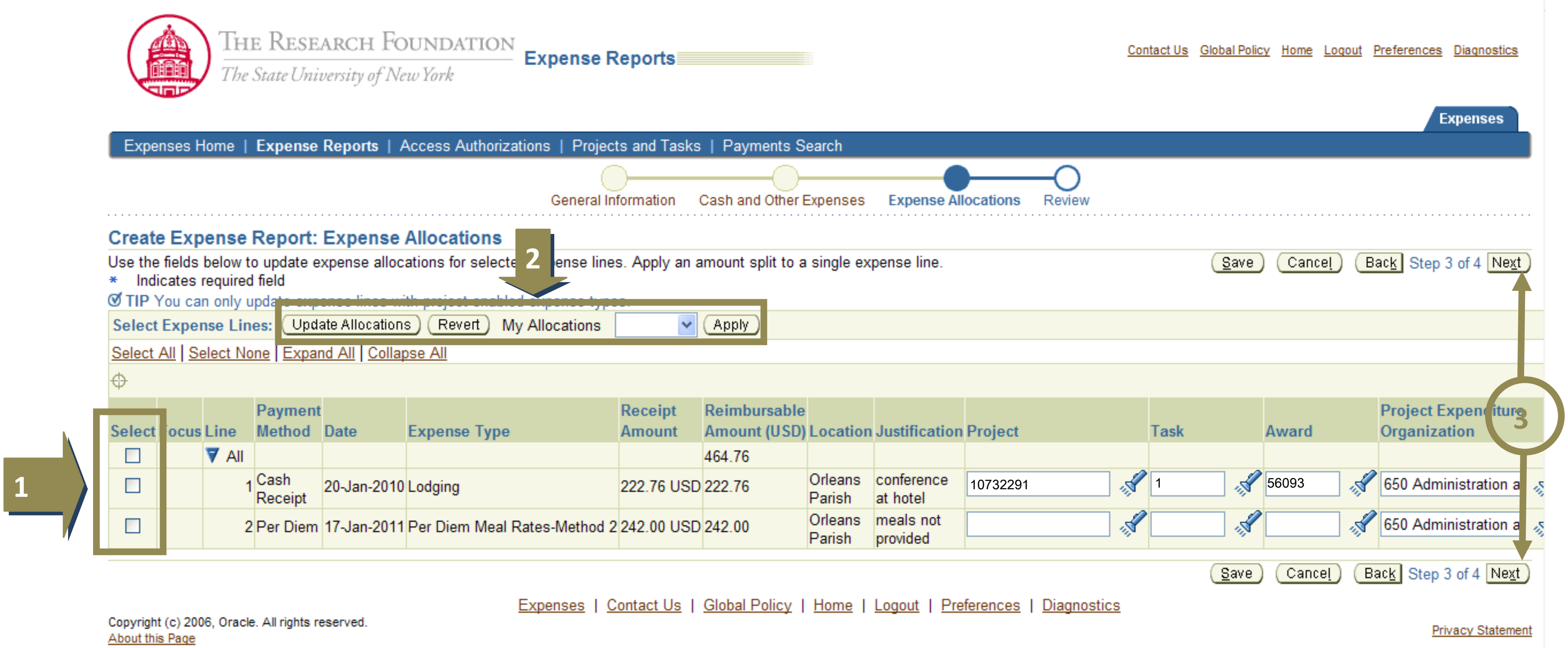
THE RESEARCH FOUNDATION
The State University of New York

Job Aid
Assign an Allocation and Submit an Expense Report in *iExpenses* Module

Contact: rftravel@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.

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, PTAEO information may be selected using the *My Allocations* drop down box. You can also update or edit allocations.



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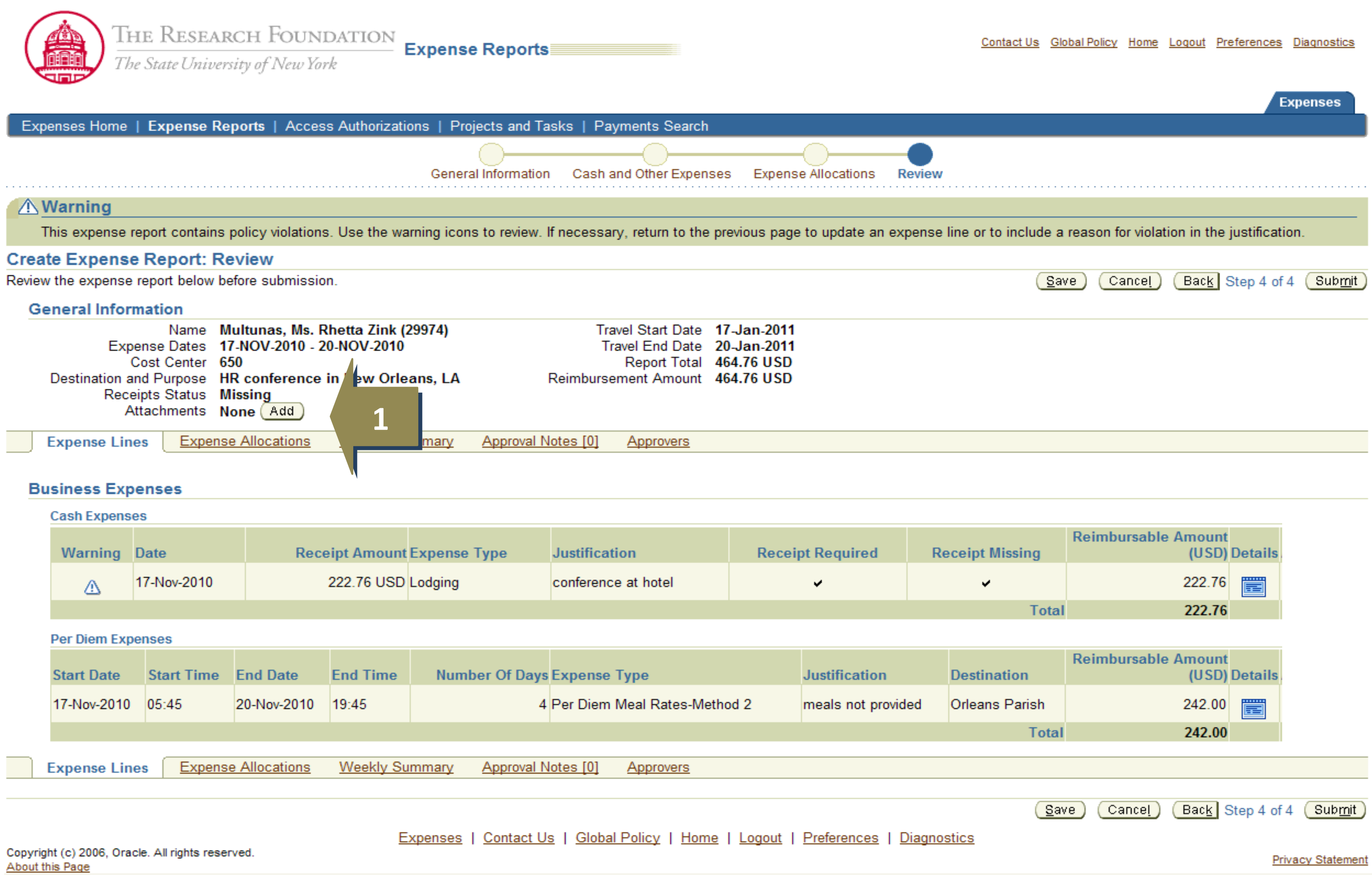
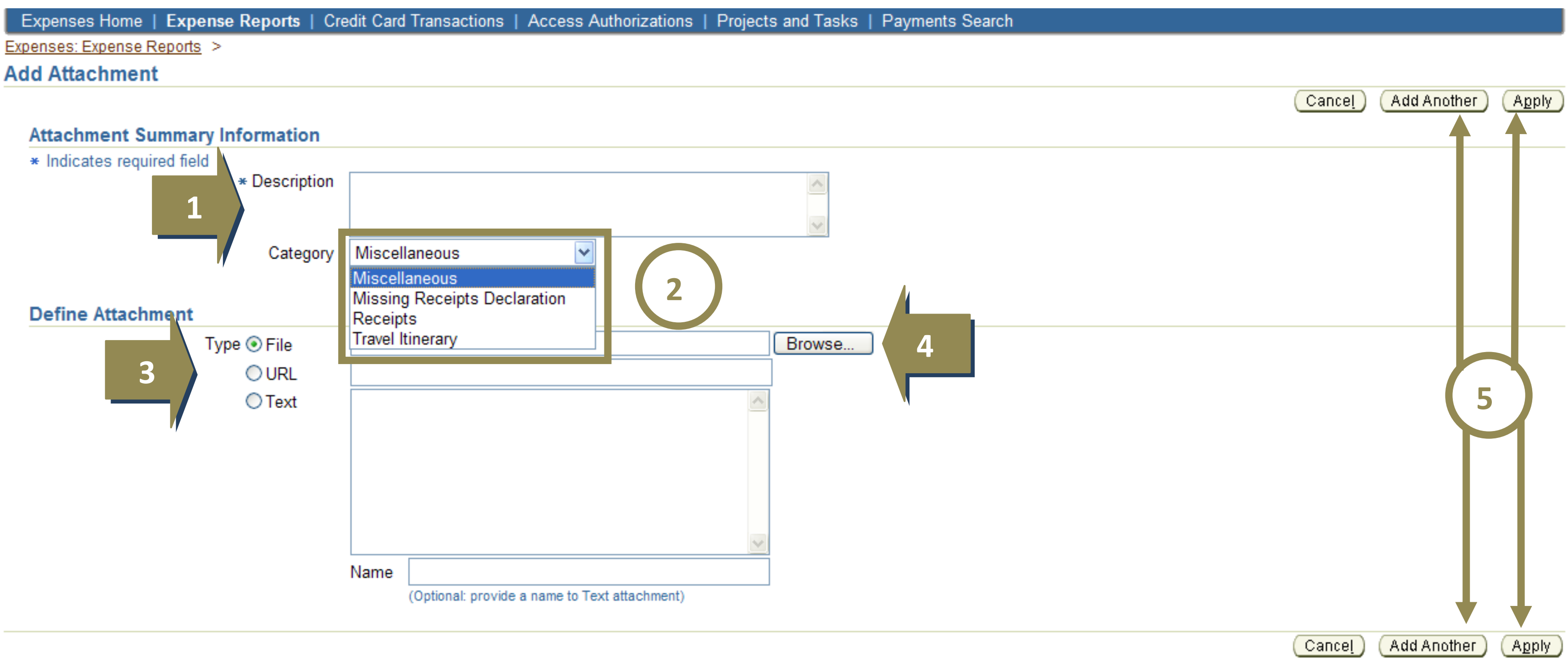
	Note: A warning message will appear if a policy violation occurs



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



1	From the *Add Attachment* page, type in a *Description*. Example: conference receipts & documentation
2	Use the drop-down menu to select a *Category* for the attachment *(Optional)*
3	Click the appropriate radio button to indicate the *Type* 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 *the Create Expense Report: Review* page to send your expense report for approval

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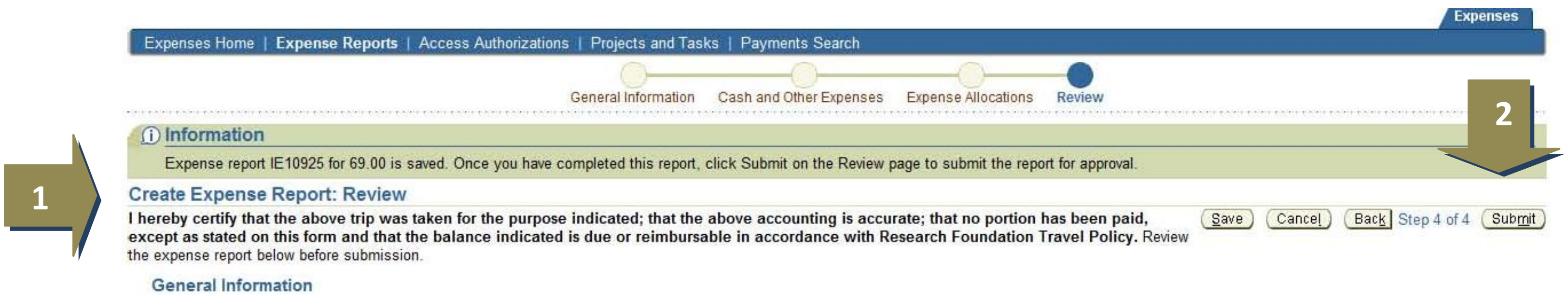

1	Review the Certification disclosure.
2	Then, select **Submit**.

1	*Confirmation* indicates that your expense report has been submitted and assigned a number
2	Follow the *Submission Instructions* 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.