

Contact: rftravel@rfsuny.org

Use this job aid to complete Step 1 of the process to complete an Expense Report in iExpense.

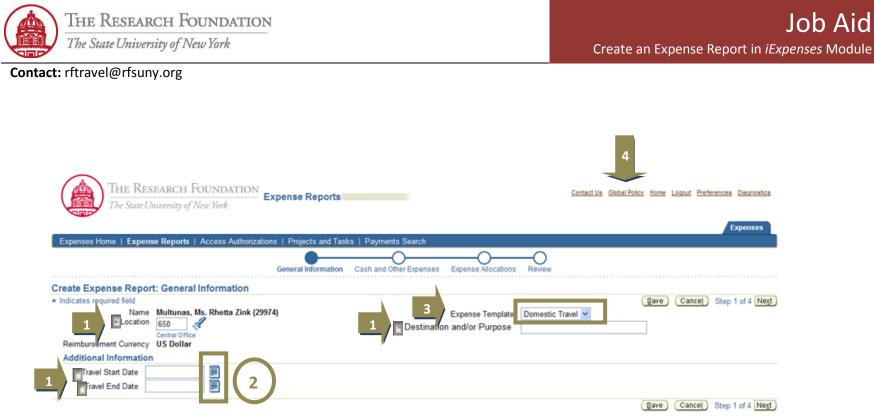
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Navigator <u>650 Internet Expenses Audit Manager</u> <u>HR Self Service - C0</u> <u>ORG Internet Expenses</u>	Edit Navigator Please select a responsibility.	Logged In As 650MULTUNRH Favorites You have not selected any favorites. Please use the "Edit Favorites" button to set up your favorites.
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1	From this initial screen when logged in to Oracle, here is the list of available Oracle responsibilities for the user
2	Select ORG Internet Expenses



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E	xpenses Home							
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	Track Submitted Expens	e Reports						
	The following expense reports							
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	No results found.	-						
	If the status is Pending Yo	our Resolution, you were se	ent a notification explaining	the required action.				
	Update Expense Report	S					(*	
	Click an Update icon to make	changes to a saved, rejec	ed, or returned expense re	eport.				
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1	From the Expenses Homepage, you will see a list of the existing expense report(s)
2	You can use these icons to Update, Duplicate or Delete an existing expense report, OR
3	Click the Create Expense Report button from either the top or bottom menus to create a new expense report



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1	Complete all required fields (* Indicates required field)	
2	Use the <i>Calendar</i> icons to enter the <i>Travel Start Date</i> and <i>Travel End Date</i> of your travel. The date format in Oracle applications is DD-MMM-YYYY. Ex: 01-JAN-2011	
3	 Note: Expense Template drop-down menu: Domestic Travel (default) Foreign Travel Miscellaneous Expenses 	
4	Per diems for foreign travel must be calculated manually. Links to applicable websites for foreign per diems rates are provided within the <i>Global Policy</i> link	



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	Expenses
Expenses Home Expense Reports Access Authorizations Projects and Tasks Payments Search	
General Information Cash and Other Expenses Expense Allo	cations Review
Create Expense Report: General Information Indicates required field Name Multunas, Ms. Rhetta Zink (29974) Location 650 Central Office US Dollar Additional Information	
* Travel Start Date * Travel End Date	(Save) (Cancel) Step 1 of 4 [Negt)



	Your Name and Location flood in automatically based on your login information
1	Note: If you have been authorized to create expense reports on behalf of others, you will see a drop-down menu here so you
	can change the name
2	Type in the Destination and/or Purpose of your trip. Example: HR conference in New Orleans, LA
	Save button saves your progress without navigating away from this screen
3	<i>Cancel</i> button returns you to Expenses Homepage
	Next button saves your progress and takes you to Create Expense Report: Cash and Other Expenses page, Receipt-based

You have successfully created an Expense Report in iExpense.

Use the Job Aids for Step 2 to proceed and enter different types of expenses and the details.