Contact: rftravel@rfsuny.org

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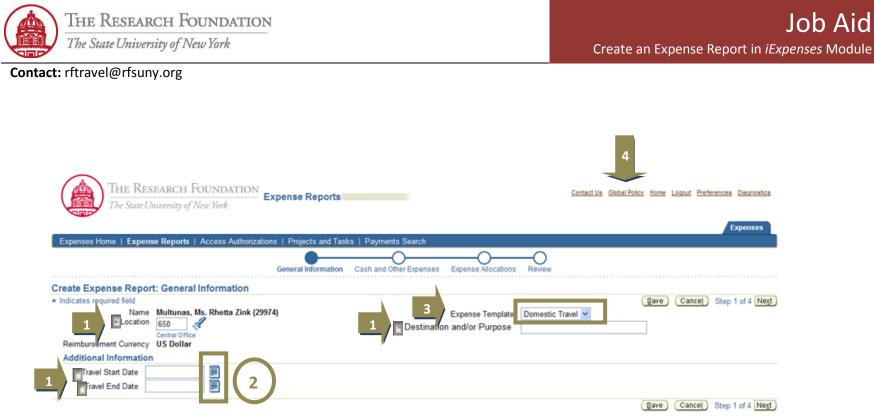

1	From this initial screen when logged in to Oracle, here is the list of available Oracle responsibilities for the user
2	Select *ORG Internet Expenses*

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Expense Reports

Expenses

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

3

Expenses Home

[Create Expense Report] [Import Spreadsheet] [Export Spreadsheet]

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
No results found.									

ⓘ If the status is Pending Your Resolution, you were sent a notification explaining the required action.

2

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

1

Report Number	Report Date ▽	Status	Report Total (USD)	Purpose		Update	Duplicate	Delete
IE10122	15-Nov-2010	In Progress	365.76	AP Conference in Orl...		✏️	📄	🗑️

Notifications

View [Open Notifications ▾] [Go]

Select	From		Subject	Sent	Due
	There are no notifications in this view.				

☑ TIP Vacation Rules - Redirect or auto-respond to notifications.
☑ TIP Worklist Access - Specify which users can view and act upon your notifications.

3

[Create Expense Report] [Import Spreadsheet] [Export Spreadsheet]

Expenses | Contact Us | Global Policy | Home | Logout | Preferences | Diagnostics

Privacy Statement

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 **Calendar** icons to enter the *Travel Start Date* and *Travel End Date* 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 **Global Policy** link

1	Your *Name* and *Location* flood in automatically based on your login information **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
3	***Save*** button saves your progress without navigating away from this screen ***Cancel*** 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.