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

Contact: rftravel@rfsuny.org

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

Add all associated documentation, including receipts, agendas, etc. by clicking on the Add button.
Job Aid
Assign an Allocation and Submit an Expense Report in iExpenses Module

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

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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.

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