Oracle iExpense

A streamlined and intuitive way to submit expense reports

ORACLE IEXPENSE IS AN ONLINE TOOL
THAT ALLOWS FOR EASY PROCESSING
OF TRAVEL AND PERSONAL REIMBURSE-
MENTS FOR ITEMS PAID OUT OF POCKET.

"Within my first
week of iExpense
use, I loved it!"
**Patty Leiva
SUNY Oneonta**

"iExpense has been a
huge time saver and that
is very important today."
**Monice DeGennaro
Binghamton University**

iExpense allows faculty and staff to enter and
submit expense reports using a standard web
browser or a web-enabled mobile device. iExpense
integrates with Oracle Payables to provide quick
processing of expense reports for payment.

› **Streamlined**

› **Easy to use**

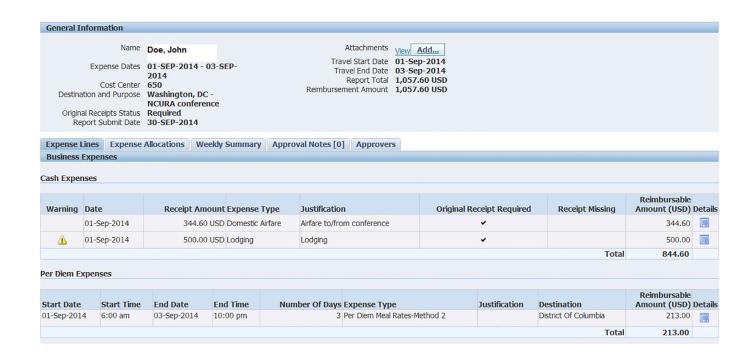› **Convenient**

› **Green**

› **Calculations**

› **Policies**

› **Process**

› **E-mail notifications**

Oracle iExpense

General Information

Name	Doe, John
Expense Dates	01-SEP-2014 - 03-SEP-2014
Cost Center	650
Destination and Purpose	Washington, DC - NCURA conference
Original Receipts Status	Required
Report Submit Date	30-SEP-2014

Attachments	View Add...
Travel Start Date	01-Sep-2014
Travel End Date	03-Sep-2014
Report Total	1,057.60 USD
Reimbursement Amount	1,057.60 USD

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0] | Approvers

Business Expenses

Cash Expenses

Warning	Date	Receipt Amount	Expense Type	Justification	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details
	01-Sep-2014	344.60 USD	Domestic Airfare	Airfare to/from conference	✔		344.60	
⚠	01-Sep-2014	500.00 USD	Lodging	Lodging	✔		500.00	
						Total	844.60	

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details
01-Sep-2014	6:00 am	03-Sep-2014	10:00 pm	3	Per Diem Meal Rates-Method 2		District Of Columbia	213.00	
							Total	213.00	

Advantages

▸ **Streamlined** — Dramatically reduces the amount of time and effort required to submit, approve, process and pay expense reports. Approvals are handled electronically using Oracle Workflow and Approvals Management.

▸ **Easy to use** — Speeds data entry through the use of expense templates, built in calculation features, duplication of previous travel forms and ability to save expense allocations to project, task, award and organization.

▸ **Convenient** — Faculty and staff can access iExpense through several channels, including a standard Web browser or a Web-enabled mobile device (mobile phone, pager, or PDA).

▸ **Green** — Provides an environmentally-friendly solution by reducing the time and costs associated with printing and processing paper forms and attachments.

Features

▸ **Calculations** — Mileage and per diem rate calculations are built into the system

▸ **Policies** — Lodging per diem rates stored and linked to RF policies for receipt and justification based on dollar limits.

▸ **Process** — Travel reimbursements can be monitored from submission to payment. Functionality also allows for delegating responsibility for creating and approving expense reports when on vacation or out of the office for an extended period.

▸ **E-mail notifications** — Notifications are sent to approvers and travelers as the expense report moves through the process.

Where can I find out more about iExpense?

Visit the RF website to view a simulation of travel expense processing using iExpense www.rfsuny.org/iexpensesimulation

How do I access iExpense?

Users will need an RF website user account and Oracle Business Application permission to access iExpense.

▸ **RF website account**. go to www.rfsuny.org/accountsetup

▸ **Oracle Business Application permission** ORG Internet Expenses. Contact your local Security Administrator for assistance. On the RF intranet, click the Self Service link in the Business Applications box. You can also type www.rfsuny.org/selfservice in your web browser address bar.

Note:

The application is unavailable for planned system maintenance daily between 6:00 p.m.–6:30 p.m. and 2 a.m.–4:00 a.m. EST.

Background

The RF implemented iExpense to allow faculty and staff to devote more time to value-added activities and spend less time on administrative tasks. iExpense aims to reduce costs and increase business and operational efficiencies by replacing current paper-based methods and leveraging technology.

SUNY RF

The Research Foundation for The State University of New York