A streamlined and intuitive way to submit expense reports

**ORACLE IEXPENSE IS AN ONLINE TOOL THAT ALLOWS FOR EASY PROCESSING OF TRAVEL AND PERSONAL REIMBURSEMENTS 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
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.