Entering a Grants Travel Reimbursement Request

In this Quick Reference Guide we will give you the steps on how to enter an Expense report for Grants travel Reimbursement.

1. Logon to **Oracle Applications**

![Oracle Applications Login Page]

2. **Select DISD Employee Self-Service** to display the list of available applications.

![Oracle Applications Home Page]

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[Image source: Unspecified]
3. Select **Expenses Home** to open the Oracle Expenses Home window.

4. Click on the **Create New Expense Report** Button to open the General Information window.
5. This page will default to your employee name and ID number as well as your assigned Organization and your budget approver.

Please note: The Organization and Approver default to your organization and approver. If another organization is paying for these expense items, make the appropriate change. Remember: If you change the Organization, you must change the approver.

6. Enter the following information:

7. In the **Expense Type field** click on the drop down menu and select Grants Reimbursement.

8. In the **Purpose field** type the name of the Conference or Event you have attended.
9. Click on the Next button to go to the Create Expense Report: Cash and Other Expenses screen.

\{ Note that by clicking the Next button this will automatically save all information entered. \}

10. Enter one line per item that you are seeking reimbursement.

11. In line 1 enter Hotel/Lodging. Enter the date by clicking on the Calendar Icon and selecting the date on your receipt and the amount of your Receipt.

12. In the Receipt Amount field enter the amount from your Receipt.

13. For your expense type click on the drop down list and select – Hotel/lodging

14. Click on the Details Icon located at the right end of line 1

15. In this screen we will enter the Number of Days and the Expense Location

16. The number of days will default to 1. Change the number in this field to reflect the number of actual days of your trip/training.
17. To enter the Expense Location, Click on the Search Icon on the Expense Location field. Enter the city and state separating them by a wild card which is the %.

18. Click on GO to execute your search, find your location and use the quick select icon to select the correct option.

19. Click on Next to go to line 2

Before you enter your line 2, please be advised that, for Hotel/Lodging, the system will not allow you to exceed the allowable GSA rate established by the Government for each location. To proceed, you must separate the variance into a separate line

Please note that steps 21-36 follow the same concept reviewed in Diagram 1 and 2 (D1, D2)

20. Now enter your Hotel Overage. Click on the calendar Icon and select the date on your receipt

21. In the Receipt Amount field enter the amount of your overage

22. Click on the Expense Type drop down menu and select Hotel Overage

23. Now click on the Details Icon located at the right end of line 2

24. In this screen enter the Number of Days and the Expense Location

25. Change the number of days from 1 to 2

26. To enter the Expense Location, Click on the Search Icon on the Expense Location field. Enter the city and state separating them by a wild card which is the %.

27. Click on GO to execute your search, find your location and use the quick select icon to select the correct option.

28. Click on Next to go to line 3

Please note that the following step will guide you on how to enter a line for a meal reimbursement. The system will not allow you to exceed the allowable GSA rate established by the Government for each location. DISD will only reimburse you up to the allowable GSA rates for meals per day. To see the allowable GSA rates, you can click the red link labeled Per Diem Rates displayed at the top of this screen.

29. Enter your Meal Receipt. Click on the calendar Icon and select the date on your receipt

30. In the Receipt Amount field enter the amount

31. Click on the Expense Type drop down menu and select Meals
32. Click on the Details Icon located at the right end of line 3
33. In this screen we will enter the Number of Days and the Expense Location
34. Leave the number of Days as 1
35. To enter the Expense Location, Click on the Search Icon on the Expense Location field. Enter the city and state separating them by a wild card which is the %.
36. Click on GO to execute your search, find your location and use the quick select icon to select the correct option.
37. Click on Return to go back to the main screen

38. Click Next to go to your Expense Allocations Screen. The Expense Allocations screen displays the budget codes to which each line will be charged.
39. Please note that you must ensure that the line codes being charges are correct. Do NOT continue until you have corrected the line codes. Incorrect line codes might delay processing of your expense report by the AP Department or outright rejection.

Verify that the budget code information is correct for each line. Click on Next to take you to the Expense Review Screen.

Please note that in this screen you are able to review your General Information at the top and Business Expenses under the Expense Lines Tab at the bottom. There are also tabs for Expense Allocations, Weekly Summary and Approval Notes.

40. Add your supporting documentation. Click on the Add icon next to the Attachments field to attach your receipts or any other supporting documents.

41. Enter the Title for your attachment, and you may enter a Description if you would like to.
42. In the Category field, select “Travel Receipt”

43. Use the Browse button to attach a file to your expense report.

44. To add multiple attachments, click the Add another after each attachment.

45. When finished, click the APPLY Button

Please note that you must scan and attach all receipts and any other supporting documents to your expense reports before submitting for approval. Failure to do so will result in AP rejecting your expense report due to incomplete documentation missing receipts.

46. Review your Request

47. Click Submit. This will generate a confirmation number for you.

48. You have now successfully entered your Grants Funded Reimbursement.