Oracle

iExpense

November 2013

Dallas Independent School District
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This instruction guide is designed to assist Dallas ISD employees with submitting Travel Advance, Reimbursement and Monthly Mileage Requests.

The instruction guide contains the following:

- Introduction to iExpense
- Step-by-Step Instructions to enter and submit Travel Expense Reports for an advance or reimbursement.
- Step-by-Step Instructions to enter and submit Local Monthly Mileage and Miscellaneous Non Related Travel
- Correcting and re-submitting rejected Travel Expense Reports

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General Information

The following data will be used throughout the course:

<table>
<thead>
<tr>
<th>Instance</th>
<th>TR01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Enter the username provided by the Instructor</td>
</tr>
<tr>
<td>Password</td>
<td>oracle1</td>
</tr>
<tr>
<td>Responsibility</td>
<td>DISD Employee Self-Service</td>
</tr>
</tbody>
</table>

Welcome to iExpense

Oracle iExpense is a self-service module. This module enables Dallas ISD employees to complete the following tasks using a standard web browser:

- Enter a request for a Travel Advance
- Enter a request for Grants Travel Reimbursement
- Enter a request for Non-Grants Travel Reimbursement
- Enter a request for Students Travel Reimbursement
- Enter a request for Monthly Mileage Reimbursement
- Enter a request for Miscellaneous (Non-Travel) Reimbursement
- Review, Change, Withdraw, Delete Expense Reports

Travel Rules, Regulations, Policies and Guidelines

Refer to DEE Legal Framework, Local Policy and Administrative Regulation regarding which item are "allowable" expenses for reimbursement.

General Information

- Submit request for advances 30 days prior to the travel/event date.
- Travel has 10 business days to process travel expenses.
- Ensure that funds are available for each line code.
- Receipts are required for supporting documentation, except for Per Diems.
- All expense reports require approval by the first level of supervision and then a Director level or above.
- All payments will be distributed via Direct Deposit using the same bank information as the Dallas ISD paycheck.
- Submit travel reimbursement expense reports within 10 business days of return.
- Pre-approval for car rental is required from an appropriate Executive Director.
- Expense reports time out and return to the originator after five days from the submittal date if not approved.

- Once the expense report status displays “Ready For Payment”, it cannot be withdrawn.
- Fields that are marked with an asterisk (*) are required.
- Fields that are not marked with an asterisk (*) are optional and are used to provide more detailed information about expenses.
- Using the browser’s buttons on the Cash and Other Receipts screen may result in loss of data. Use the buttons.
<table>
<thead>
<tr>
<th>Field Reference and Terms</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADDITIONAL INFORMATION</strong></td>
<td>This field is used to enter any information to further clarify an expense.</td>
</tr>
<tr>
<td><strong>APPROVER</strong></td>
<td>Your approver is the default value. If someone other than your manager will approve this expense report, enter that approver’s name here. You can search using the flashlight. <strong>If you change the APPROVER, you must also change the ORGANIZATION if the approver’s organization is different than your own.</strong></td>
</tr>
<tr>
<td><strong>CANCEL</strong></td>
<td>Clicking this button on an unsaved expense report deletes all entries and returns to the Expenses Home page. If the expense report has been saved, clicking this button deletes only any unsaved entries and returns to the Expenses Home page.</td>
</tr>
<tr>
<td><strong>DISD EXPENSE TYPE</strong></td>
<td>This is the type of expense report. Select a value from the dropdown list – Advances Only, Grants Reimbursement, Non-Grants Reimbursement, Misc Reimbursement, Student Travel, or Monthly Mileage.</td>
</tr>
<tr>
<td><strong>EXPECTED TRAVEL/EVENT END DATE</strong></td>
<td>This field is only visible when ADVANCES ONLY is selected. Enter the date for the last day of travel or the last day of the event specified in the PURPOSE field.</td>
</tr>
<tr>
<td><strong>EXPENSE TYPE</strong></td>
<td>Select a value from the dropdown list for each expense item - Airfare, Car Rental, Hotel/Lodging, Monthly Mileage,</td>
</tr>
<tr>
<td><strong>ORGANIZATION</strong></td>
<td>The Organization that is responsible for payment of the items on this expense report. Your Organization is the default value. <strong>If you change the ORGANIZATION, you must also change the APPROVER.</strong></td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>PURPOSE</strong></td>
<td>A brief description of the business activity - &quot;Monthly Mileage – April 2008&quot;, “Austin Technology Conference”, etc.</td>
</tr>
<tr>
<td><strong>RECEIPT AMOUNT</strong></td>
<td>The amount of the expense for which reimbursement is requested. This is usually the amount shown on your receipt.</td>
</tr>
<tr>
<td><strong>REIMBURSABLE AMOUNT</strong></td>
<td>The total amount of the expense for which you are requesting reimbursement. This field is protected and no entry is allowed.</td>
</tr>
<tr>
<td><strong>JUSTIFICATION</strong></td>
<td>This is only required if an approved limit or a rule is violated. Enter your reason for exceeding the limit.</td>
</tr>
<tr>
<td><strong>EXPENSE LOCATION</strong></td>
<td>This is required for Meals, Hotels, and Per Diem. Select the correct location where the expense took place.</td>
</tr>
<tr>
<td><strong>SAVE</strong></td>
<td>Click this button to save your work. Oracle automatically saves your work each time you click NEXT or SUBMIT.</td>
</tr>
<tr>
<td><strong>SUBMIT</strong></td>
<td>Clicking this button begins the approval process for the expense report. When a report is submitted, the system displays a confirmation page containing the expense report number. Once an expense report is submitted, it must be withdrawn in order to make any changes.</td>
</tr>
</tbody>
</table>
Module 1: Travel Advance

This module explains the steps for entering an Expense Report for an advance. Employees are required to file for reimbursement after the event to document that the money “advanced” was used for the stated purpose.

**Note:** Once the trip is completed, an additional Reimbursement expense report is required to close out and reconcile the Travel Advance.

All Advances must be submitted at least two weeks prior to the actual travel/event date. If you submit the request late, you may not receive the advance before the travel/event date.
Exercise 1.1: Enter a Travel Advance Request

To enter a request for a Travel Advance in Oracle iExpense, complete the following steps:

1. Logon to Oracle Applications.
   
   **Note:** Refer to General Information (Page 5)

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

   ![E-Business Suite Home screen](image)

3. Select Expenses Home to open the Oracle Expenses Home window.

5. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE TYPE</td>
<td>Advance Only</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>Austin Technology Conference (brief description of the business activity)</td>
</tr>
<tr>
<td>EXPECTED TRAVEL/EVENT</td>
<td>04-Nov-2013 (click on the</td>
</tr>
</tbody>
</table>
### Notes:

- **Note:** The Expected Travel/Event End Date is only visible in the Advance Only expense type.

- **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.**

### Create Expense Report: General Information screen

6. Click **Next** to go to the Create Expense Report: Cash and Other Expenses screen.

- **Note:** Clicking **Next** automatically saves all information entered.

7. Enter information in the following fields:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE</strong></td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td><strong>RECEIPT AMOUNT</strong></td>
<td>(the requested advance amount)</td>
</tr>
<tr>
<td>210.00</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSE TYPE</strong></td>
<td>Prepayment – Advance Airfare (click on the drop down list [ ] to select)</td>
</tr>
</tbody>
</table>
8. Click in the DATE field below the first entry to enter additional items. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT (the requested advance amount)</td>
<td>110.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Prepayment – Advance Hotel/Lodging (click on the drop down list [ ] to select)</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION</td>
<td>No Entry</td>
</tr>
<tr>
<td>EXPENSE LOCATION</td>
<td>Austin, Texas</td>
</tr>
</tbody>
</table>

Create Expense Report - Cash and Other Expenses screen

9. Click Details icon [ ] on the Prepayment – Advance Hotel/Lodging to go to the Details form and enter the Expense Location.
Create Expense Report - Cash and Other Expenses: Details screen

**Note:** For expense types of meals, Hotel/Lodging, or Per Diem, you must **go to the Details form and enter the Expense Location**.

10. Click Search icon 📦 on the Expense Location field. Change the **Search By** option to **Description**. Enter the city and state separating them by a wild card (%). For instance; Austin%Texas

Search and Select: Expense Location

11. Click Go 🔄 to execute your search.
12. Use the Quick Select icon to select the correct option.

13. Ensure that the Number of Days is correct. If not, correct it.

14. Click to go back to the main screen.

15. Click to go to the Create Expense Report: Expense Allocations screen. The Expense Allocations screen displays the budget codes to which each line will be charged.

Note: You must ensure that the line codes being charged 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 Dept or outright rejection.

16. Verify that the budget code information is correct for each line.

17. If the budget code for each line is correct, go to Step 22 to proceed.

18. If the budget code for a line is incorrect, enter the correct value in its designated box using one of the following methods:

   A) You can type the new value directly into the box,

   B) You can remove the current value, click the and then click to view the list of values.

Create Expense Report – Expense Allocations screen

---OR---

Search and Select screen

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Segment Value

Go

Results

Select Quick Select Segment Value Description

About this Page

Cancel Select
Oracle iExpense

Search Results screen

19. Select the value and click.

Create Expense Report – Expense Allocations screen

20. If you want to change the same values for all lines, click the box in the Select column for the line labeled “All” and then click.

21. Enter the value in the respective boxes that you wish to change and then click.

Update Account Allocations: Multiple Lines screen
Updated Expense Allocations screen

22. **Click Next.**

If the Create Expense Report: Advances screen appears, this is an indication that you have an outstanding, unreconciled advance.

Create Expense Report: Advances screen

This screen will be discussed in detail in a later module. An entry is required in the UNAPPLIED ADVANCE REASON box in order to continue with your advance request.
Create Expense Report: Advances screen

23. Enter “New Advance Request” and click Next. This is the Create Expense Report: Review screen. This screen summarizes the expense report, displays the name of the Approver and indicates the Report Total.

Update Expense Report: Review screen

**Note:** The Create Expense Report: Review screen displays 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.

24. Click Add icon next to the Attachments field to attach your receipts or any other supporting documents.
Add Attachment screen

- Enter a Title for your attachment
- Optionally enter a Description
- In the Category field, select “Travel Receipt” if this is a scanned copy of your receipts. Otherwise, select Miscellaneous.
- Use the Browse button to attach a file to your expense report.
- Check the URL radio button to attach a website. Enter the web address.
- Check the Text radio button to enter a free text (comments) to your expense report.
- To add multiple attachments, click the after each attachment.
- When finished, click the button.

Note: 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 or missing receipts.

25. Review your request.
Oracle iExpense

Update Expense Report: Review screen

26. Click **Submit** to submit your travel advance request for approval and receive your Confirmation.

27. View the Confirmation that your expense report has been submitted to your manager for approval.

Expense Report: Confirmation screen

28. To print the confirmation for your records, click **Printable Page**.

29. Click on the Print icon [ or ] on the main toolbar to print the Confirmation.

   **Note:** *The Confirmation will print to your local default printer.*

30. After printing your Confirmation, click [ or ] on the browser toolbar and then [Return] to return to Expenses Homes.
Module 2: Grants Travel Reimbursement

This module explains the steps for entering and submitting an Expense Report for grants reimbursement of travel expenses.
Exercise 2.1: Enter a Grants Travel Reimbursement Request

In this exercise, enter an Expense Report for grants travel reimbursement. There was no advance received for this event.

Complete the following steps:

1. Logon to Oracle Applications.

   **Note:** Refer to General Information (Page 5)

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

3. Select Expenses Home to open the Oracle Expenses Home window.

5. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE TYPE</td>
<td>Grants Reimbursement</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>Dallas ISD Leadership Conference</td>
</tr>
</tbody>
</table>
Create Expense Report: General Information screen

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. Click Next to go to the Create Expense Report: Cash and Other Expenses screen.

Note: Clicking Next does automatically save all information entered.

7. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>220.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Hotel/Lodging (click on the drop down list [ ] to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td>2</td>
</tr>
<tr>
<td>EXPENSE LOCATION</td>
<td>San Antonio, Texas</td>
</tr>
</tbody>
</table>

8. Click in the DATE field below the first entry to enter additional receipts. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>30.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Hotel Overage (click on the drop down list [ ] to select)</td>
</tr>
</tbody>
</table>
9. Enter the next line:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Previous Date (click on the calendar icon to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>65.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Meals (click on the drop down list to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td></td>
</tr>
<tr>
<td>EXPENSE LOCATION</td>
<td>San Antonio, Texas</td>
</tr>
</tbody>
</table>

10. Enter the next line:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>60.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Meals (click on the drop down list to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td></td>
</tr>
<tr>
<td>EXPENSE LOCATION</td>
<td>San Antonio, Texas</td>
</tr>
</tbody>
</table>

Create Expense Report - Cash and Other Expenses screen

11. Click Details icon on the Hotel/Lodging to go to the Details form and enter the **Number of Days** and **Expense Location**.
Create Expense Report - Cash and Other Expenses: Details screen

12. Change the Number Of Days to 2

Create Expense Report - Cash and Other Expenses: Details screen

**Note:** For expense types of meals, Hotel/Lodging, or Per Diem, you must go to the Details form and enter the Expense Location.

**Note:** 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 using the "Hotel Overage" expense type. To see the allowable GSA rates, click on the Per Diem Rates link displayed on the screen.

13. Click Search icon on the Expense Location field. Change the Search By option to Description. Enter the city and state separating them by a wild card (%). For instance; San Antonio%Texas
Notes:

14. Click **Go** to execute your search.

15. Use the Quick Select icon to select the correct option.

Note: Use the “Hotel Overage” expense type to enter only the portion of the hotel amount that exceeds the allowable GSA rates. To see the allowable GSA rates, click on the Per Diem Rates link displayed on the screen.
Create Expense Report - Cash and Other Expenses screen

17. Change the Number Of Days to 2

Create Expense Report - Cash and Other Expenses: Details screen

18. Click to go to Line 3.

Note: For expense types of meals, Hotel/Lodging, or Per Diem, you must go to the Details form and enter the Expense Location.

Note: For Meals, 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, click on the Per Diem Rates link displayed on the screen.
19. Click Search icon on the Expense Location field. Change the Search By option to Description. Enter the city and state separating them by a wild card (%). For instance; San Antonio%Texas

```
Search and Select: Expense Location

Search

To find your item, select a filter item in the pulldown list and enter a value in the test field, then select the “Go” button.

Search By: Description  San Antonio%Texas  Go

Results

No items were found matching your request. Try entering a different word or a phrase, or selecting a different item from the pulldown list in the search area above.

Select     Quick Select     Location     Description     Country

About this Page

Cancel     Select

Search and Select: Expense Location
```

20. Click Go to execute your search.

```
Search and Select: Expense Location

Search

To find your item, select a filter item in the pulldown list and enter a value in the test field, then select the “Go” button.

Search By: Description  San Antonio%Texas  Go

Results

Select     Quick Select     Location     Description     Country

San Antonio  San Antonio, Bexar County, Texas  United States

About this Page

Cancel     Select

Search and Select: Expense Location
```

21. Use the Quick Select icon to select the correct option.

```
Create Expense Report - Cash and Other Expenses: Details screen
```
22. Click Next to go to Line 4.

Create Expense Report - Cash and Other Expenses screen

**Note:** You may list out your meals individually or group them per day. But you cannot lump all your meals with different dates into one line. The system will stop you once you exceed the allowable limit per day for that location.

23. Click Search icon on the Expense Location field. Change the Search By option to Description. Enter the city and state separating them by a wild card (%). For instance; San Antonio%Texas

Search and Select: Expense Location

24. Click Go to execute your search.
Notes:

Search and Select: Expense Location

25. Use the Quick Select icon to select the correct option.

Create Expense Report - Cash and Other Expenses: Details screen

31. Once you are finished with entering the detail information, click Return to go back to the main screen.
26. Click to go to the Create Expense Report: Expense Allocations screen. The Expense Allocations screen displays the budget codes to which each line will be charged.

Note: You must ensure that the line codes being charged 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 Dept or outright rejection.

27. Verify that the budget code information is correct for each line.

28. If the budget code for each line is correct, go to Step 33 to proceed.

29. If the budget code for a line is incorrect, enter the correct value in its designated box using one of the following methods:

A) You can type the new value directly into the box,

B) You can remove the current value, click the and then click to view the list of values.
Search and Select screen

Search and Select: FUNCTION

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Segment Value: Go

Results

Select | Quick Select | Segment Value | Description
--- | --- | --- | ---
| | | | 

Search and Select: FUND

Search

To find your Item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Segment Value: Go

Results

Select | Quick Select | Segment Value | Description
--- | --- | --- | ---
| | | | 

Search Results screen

30. Quick Select the value

Create Expense Report – Expense Allocations screen

31. If you want to change the same values for all lines, click the box in the Select column for the line labeled “All” and then click Update Allocations.
32. Enter the value in the respective boxes that you wish to change and then click **Apply**.

33. Click **Next**.

   If the Create Expense Report: Advances screen appears, this is an indication that you have an outstanding, unreconciled advance.
Create Expense Report: Advances screen

This screen will be discussed in detail in a later module. An entry is required in the UNAPPLIED ADVANCE REASON box in order to continue with your advance request.

34. Enter "New Advance Request" and click Next. This is the Create Expense Report: Review screen. This screen summarizes the expense report, displays the name of the Approver, and indicates the Report Total.
Update Expense Report: Review screen

**Note:** The Create Expense Report: Review screen displays 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.

35. Click the icon next to the Attachments field to attach your receipts or any other supporting documents.

Add Attachment screen

- Enter a Title for your attachment
- Optionally enter a Description
- In the Category field, select “Travel Receipt” if this is a scanned copy of your receipts. Otherwise, select Miscellaneous.
- Use the Browse button to attach a file to your expense report.
- Check the URL radio button to attach a website. Enter the web address.
- Check the Text radio button to enter a free text (comments) to your expense report.
- To add multiple attachments, click the after each attachment.
- When finished, click the **Apply** button.

**Note:** 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 or missing receipts.

36. **Review your request.**

37. **Click** [Submit] to submit your expense report for approval and receive your Confirmation.

38. **View the Confirmation that your expense report has been submitted to your manager for approval.**

39. **To print the confirmation for your records, Click** [Printable Page].
40. Click on the Print icon or on the main toolbar to print the Confirmation.

*Note:* The Confirmation will print to your local default printer.

41. After printing your Confirmation, click or on the browser toolbar and then to return to Expenses Homes.
Exercise 2.2: Enter a Non-Grants Travel Reimbursement Request

In this exercise, enter an Expense Report for non-grants travel reimbursement. There was no advance received for this event.

Complete the following steps:

1. Logon to Oracle Applications.

   **Note:** Refer to General Information (Page 5)

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

3. Select Expenses Home to open the Oracle Expenses Home window.

5. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE TYPE</td>
<td>Non-Grants Reimbursement</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>Skill Path Staff Development Training - Houston</td>
</tr>
</tbody>
</table>
Create Expense Report: General Information screen

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. Click to go to the Create Expense Report: Cash and Other Expenses screen.

Note: Clicking does automatically save all information entered.

7. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>330.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Hotel/Lodging (click on the drop down list to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td>3</td>
</tr>
<tr>
<td>EXPENSE LOCATION</td>
<td>Houston, Texas</td>
</tr>
</tbody>
</table>

8. Enter the next line:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>27.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Parking/Tolls (click on the drop down list to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td></td>
</tr>
</tbody>
</table>
**EXPENSE LOCATION**

9. Click in the DATE field below the first entry to enter additional receipts. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Per Diem (Non-Grant) (click on the drop down list [ ] to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td>3</td>
</tr>
<tr>
<td>DESTINATION</td>
<td>Houston, Texas</td>
</tr>
</tbody>
</table>

10. Enter the next line:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Mileage Reimbursement</td>
</tr>
<tr>
<td>UNIT OF MEASURE</td>
<td>Miles</td>
</tr>
<tr>
<td>TRIP DISTANCE</td>
<td>550</td>
</tr>
</tbody>
</table>

Create Expense Report - Cash and Other Expenses screen: Receipt-Based Expenses

11. Click Details icon [ ] on the Hotel/Lodging to go to the Details form and enter the **Number of Days** and **Expense Location**.

12. Change the Number Of Days to 3
Create Expense Report - Cash and Other Expenses: Details screen

**Note:** For expense types of meals, Hotel/Lodging, or Per Diem, you must go to the Details form and enter the Expense Location.

**Note:** 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 using the "Hotel Overage" expense type. To see the allowable GSA rates, click on the Per Diem Rates link displayed on the screen.

13. Click Search icon 📤 on the Expense Location field. Change the Search By option to Description. Enter the city and state separating them by a wild card (%). For instance; Houston%Texas

14. Click Go 🔄 to execute your search.
Search and Select: Expense Location

15. Use the Quick Select icon to select the correct option.

Create Expense Report - Cash and Other Expenses: Details screen

16. Once you are finished with entering the detail information, Click to go back to the main screen.

Create Expense Report - Cash and Other Expenses screen: Receipt-Based Expenses

17. Click to enter the per diem reimbursement.
Note: Per Diems can only be used for non-grants reimbursements. Receipts are not required. Current GSA rates are used. If receipts are produced, DISD will reimburse the actual receipt amount not to exceed the GSA allowable rates. To see the GSA rates, click on the Per Diem Rates link displayed on the screen.

18. Enter Start Date and Number of Days

19. Click Search icon 📱 on the Expense Location field. Change the Search By option to Description. Enter the city and state separating them by a wild card (%). For instance; Houston%Texas

20. Click Go 🔄 to execute your search.
21. Use the Quick Select icon to select the correct option.

22. Click **Calculate** button to see the reimbursable amount.

23. Click **Mileage Expenses [0.00]** to enter the out-of-the district mileage.

**Note:** DISD will reimburse out-of-district mileage based on established mileage and IRS reimbursement rates. Please contact AP Dept for the established mileage to use.

24. Enter Start Date and Trip Distance
Create Expense Report - Cash and Other Expenses: Mileage Expenses

25. Click **Calculate** button to see the reimbursable amount.

26. Click **Next** to go to the Create Expense Report: Expense Allocations screen. The Expense Allocations screen displays the budget codes to which each line will be charged.

Create Expense Report: Expense Allocation screen

**Note:** You must ensure that the line codes being charged 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 Dept or outright rejection.

27. Verify that the budget code information is correct for each line.

28. If the budget code for each line is correct, go to Step 33 to proceed.

29. If the budget code for a line is incorrect, enter the correct value in its designated box using one of the following methods:

   A) You can type the new value(s) directly into the box,
Create Expense Report – Expense Allocations screen

--OR--

B) You can remove the current value, click the expander icon and then click Go to view the list of values.

Search and Select screen
Search and Select: FUNCTION

Search
To find your item, select a filter item in the pull down list and enter a value in the text field, then select the "Go" button.

Search By: Segment Value

Results

Select Quick Select Segment Value Description

No search conducted.

Search and Select: FUND

Search
To find your item, select a filter item in the pull down list and enter a value in the text field, then select the "Go" button.

Search By: Segment Value

Results

Select Quick Select Segment Value Description

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>228</td>
<td>Adult Ed English Lit &amp; Civics</td>
<td></td>
</tr>
<tr>
<td>240</td>
<td>Food Svc Fund</td>
<td></td>
</tr>
<tr>
<td>244</td>
<td>Voc Ed Basic</td>
<td></td>
</tr>
<tr>
<td>253</td>
<td>IDEA Part C-Early Intervention, Deaf</td>
<td></td>
</tr>
<tr>
<td>255</td>
<td>ESEA Title II, Part A</td>
<td></td>
</tr>
<tr>
<td>260</td>
<td>Delinquent Programs</td>
<td></td>
</tr>
<tr>
<td>261</td>
<td>Reading First</td>
<td></td>
</tr>
<tr>
<td>262</td>
<td>Title II Part D-Tech</td>
<td></td>
</tr>
<tr>
<td>263</td>
<td>Title III LEP</td>
<td></td>
</tr>
</tbody>
</table>

Search Results screen

30. Quick Select the value
Create Expense Report – Expense Allocations screen

31. If you want to change the same values for all lines, click the box in the Select column for the line labeled “All” and then click **Update Allocations**.

32. Enter the value in the respective boxes that you wish to change and then click **Apply**.

Update Account Allocations: Multiple Lines screen

33. Click **Next**.

If the Create Expense Report: Advances screen appears, this is an indication that you have an outstanding, unreconciled advance.
Notes:

Create Expense Report: Advances screen

This screen will be discussed in detail in a later module. An entry is required in the UNAPPLIED ADVANCE REASON box in order to continue with your advance request.

34. Enter “New Advance Request” and click . This is the Create Expense Report: Review screen. This screen summarizes the expense report, displays then name of the Approver and indicates the Report Total.
Notes:

The Create Expense Report: Review screen displays 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.

35. Click the icon next to the Attachments field to attach your receipts or any other supporting documents.

Add Attachment screen

- Enter a Title for your attachment
- Optionally enter a Description
- In the Category field, select “Travel Receipt” if this is a scanned copy of your receipts. Otherwise, select Miscellaneous.
- Use the Browse button to attach a file to your expense report.
- Check the URL radio button to attach a website. Enter the web address.
- Check the Text radio button to enter a free text (comments) to your expense report.
To add multiple attachments, click the **Add Another** button after each attachment.

When finished, click the **Apply** button.

**Note:** 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 or missing receipts.

36. **Review your request.**

37. **Click** [Submit] to submit your expense report for approval and receive your Confirmation.

38. **View the Confirmation** that your expense report has been submitted to your manager for approval.
Expense Report: Confirmation screen

39. To print the confirmation for your records, Click **Printable Page**.

40. Click on the Print icon [ ] on the main toolbar to print the Confirmation.

**Note:** The Confirmation will print to your local default printer.

41. After printing your Confirmation, click [ ] on the browser toolbar and then [ ] to return to Expenses Homes.
Exercise 2.3: Enter a Student Travel Reimbursement Request After A Travel Advance Was Obtained

Once the event or trip is complete, an additional expense report is required to close out or reconcile the Advance. All expenses must be reported including those items which the Advance was obtained.

In this exercise, enter an Expense Report for Student travel to which a Travel Advance applies, complete the following steps:

1. Logon to Oracle Applications.

   ![E-Business Suite Home Page]

   **Note:** Refer to General Information (Page 5)

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

3. Select Expenses Home to open the Oracle Expenses Home window.

5. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE TYPE</td>
<td>Student Travel</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>Track &amp; Field State Championship – Houston, TX</td>
</tr>
</tbody>
</table>
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. Click to go to the Create Expense Report: Cash and Other Expenses screen.

Note: Clicking does automatically save all information entered.

7. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>110.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Hotel/Lodging (click on the drop down list to select)</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td>1</td>
</tr>
<tr>
<td>EXPENSE LOCATION</td>
<td>Houston, Texas</td>
</tr>
</tbody>
</table>

8. Enter the next line:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>220.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Airfare (click on the drop down list to select)</td>
</tr>
</tbody>
</table>
9. Click in the DATE field below the first entry to enter additional receipts. Enter the following information:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [] to select)</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Automobile Rental (click on the drop down list [] to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>90.00</td>
</tr>
<tr>
<td>NUMBER OF DAYS</td>
<td></td>
</tr>
<tr>
<td>DESTINATION</td>
<td></td>
</tr>
</tbody>
</table>

Create Expense Report - Cash and Other Expenses screen: Receipt-Based Expenses

10. Click Details icon \[\] on the Hotel/Lodging to go to the Details form and enter the Number of Days and Expense Location.

11. Set the Number Of Days to 1
**Note:** For expense types of meals, Hotel/Lodging, or Per Diem, you must go to the Details form and enter the Expense Location.

**Note:** 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 using the “Hotel Overage” expense type. To see the allowable GSA rates, click on the Per Diem Rates link displayed on the screen.

12. Click Search icon 📘 on the Expense Location field. Change the Search By option to Description. Enter the city and state separating them by a wild card (%). For instance; Houston%Texas

Search and Select: Expense Location

13. Click Go 🚪 to execute your search.

Search and Select: Expense Location
14. Use the Quick Select icon to select the correct option.

15. Once you are finished with entering the detail information, click Return to go back to the main screen.

16. Click Next to go to the Create Expense Report: Expense Allocations screen. The Expense Allocations screen displays the budget codes to which each line will be charged.

**Note:** You must ensure that the line codes being charged are correct. **DO NOT** continue until you have
17. Verify that the budget code information is correct for each line.

18. If the budget code for each line is correct, go to Step 23 to proceed.

19. If the budget code for a line is incorrect, enter the correct value in its designated box using one of the following methods:

   A) You can type the new value(s) directly into the box,

   B) You can remove the current value, click the search and select

      screen

      Search and Select: FUNCTION

      Search

      To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

      Search By: Segment Value

      Results

      Select Quick Select Segment Value Description

      No search conducted.

      About this Page

      Cancel Select
20. Quick Select  the value

21. If you want to change the same values for all lines, click the box in the Select column for the line labeled “All” and then click Update Allocations.

22. Enter the value in the respective boxes that you wish to change and then click Apply.
23. Click **Next**. If the Create Expense Report: Advances screen appears, this is an indication that you have an outstanding, unreconciled advance.

24. Click the **🔍** by the Advance Number field and then click **Go** to view the list of your un-reconciled Advances.
25. Locate the Advance that applies to this reimbursement request; click the circle in the Select column; then click Select.
The Create Expense Report: Advances screen re-appears indicating that the selected advance was applied as well as the remaining balance of the selected Advance.

Create Expense Report: Advances screen

27. Click **Next** to continue to the Create Expense Report: Review screen.

The *Report Total* amount at the top is the total amount for all expenses on this report.

The *Reimbursement To You* amount at the bottom of the report is the amount of your reimbursement.
Notes:

Create Expense Report: Review screen

**Note:** The Create Expense Report: Review screen displays 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.

28. Click [Add...](#) icon next to the Attachments field to attach your receipts or any other supporting documents.

Add Attachment screen

- Enter a Title for your attachment.
- Optionally enter a Description.
- In the Category field, select “Travel Receipt” if this is a scanned copy of your receipts. Otherwise, select Miscellaneous.
- Use the Browse button to attach a file to your expense report.
- Check the URL radio button to attach a website. Enter the web address.
- Check the Text radio button to enter a free text (comments) to your expense report.
- To add multiple attachments, click the [Add Another](#) after each attachment.
Oracle iExpense

- When finished, click the button.

**Note:** 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 or missing receipts.

29. Click Submit to submit your expense reimbursement request for approval and receive your Confirmation.

30. View the Confirmation that your expense report has been submitted to your manager for approval.

![Expense Report: Confirmation screen](image)

31. To print the confirmation for your records, Click [Printable Page].

32. Click on the Print icon [ or ] on the main toolbar to print the Confirmation.

**Note:** The Confirmation will print to your local default printer.

After printing your Confirmation, click [ or ] on the browser toolbar and then [Return] to return to Expenses Home.
Module 3: Local Monthly Mileage

This module covers entering a reimbursement request for local monthly mileage using Oracle Internet Expenses.

Local Mileage Reimbursement Policy

Board Policy DEE-Regulation states that:

In computing in-District travel, the following guidelines will be observed:

- Home to duty station = no mileage paid.
- Duty station to duty station = mileage paid.
- Duty station to home = no mileage paid.

For employees assigned to work after-hours or weekend events, the definition of duty station has been expanded to include miles traveled from an employee’s home to and from the special event.

Proper documentation will be required to show the event was pre-assigned and pre-approved by the supervisor.

If Supplemental Pay is received for the special event, mileage is not reimbursable.
Use the Travel Mileage Reimbursement form to log your monthly mileage and request reimbursement.

To obtain a copy of the spreadsheet template:

Go to http://inet.dallasisd.org
Click Forms
Click Travel Mileage Reimbursement Form under Accounts Payable

Complete the spreadsheet listing any location to which you travel on Dallas ISD business.

**NOTE:** Traveling from your home to your first destination is not an allowable mileage expense. Traveling from your last destination to your home is not an allowable expense. All destinations in between are allowable.

1. On the preformatted spreadsheet, fill in your name, school or department name. In Authorized by, enter the name of your Supervisor.

2. Enter the date of your travel.

3. All schools and most Dallas ISD administrative locations can be selected from the dropdown list of values in the Starting Location and Destination columns.
   If your destination is not listed, manually enter its physical address.
4. Enter a description of the trip.

5. Enter the odometer start and end values.

The mileage, rate per mile and total reimbursement will calculate automatically.

6. Save your spreadsheet by clicking on File, Save As

When saving your spreadsheet the recommended naming convention is:

Monthly Mileage – Month Year - EmployeeID.xls

Example:
Monthly Mileage – Sep 07 - 12345.xls
Exercise 3.1: Enter a Local Monthly Mileage Reimbursement Request

To enter local monthly mileage using iExpense, complete the following steps:

1. Logon to Oracle

   Note: Refer to General Information (Page 5)

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

3. Select Expenses Home to open the Oracle Expenses Home screen.
4 Click New Create Expense Report to open the Create Expense Report: General Information window.

5 Enter the following:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE TYPE</td>
<td>Monthly Mileage</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>Monthly Mileage - September 2013</td>
</tr>
</tbody>
</table>
Create Expense Report: General Information screen

6. Click **Next** to go to the Create Expense Report: Cash and Other Expenses screen.

7. Enter information in the following fields:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Monthly Mileage (click on the drop down list [ ] to select)</td>
</tr>
<tr>
<td>JUSTIFICATION</td>
<td></td>
</tr>
<tr>
<td>UNIT OF MEASURE</td>
<td>Miles</td>
</tr>
<tr>
<td>TRIP DISTANCE</td>
<td>341</td>
</tr>
</tbody>
</table>
Notes: 

Enter the sum total of the monthly mileage as one line. But you must attach the mileage log spreadsheet to the expense report as a supporting document.

8 Click the button to see the total reimbursable amount based on predefined reimbursement rates.

9 Click to go to: the Create Expense Report Expense Allocations screen.

Note: If any information is missing on the Cash and Other Expense window when is clicked, an error message showing the error will display. The required information must be entered in order to continue.

The Expense Allocations screen displays the budget codes to which each line will be charged.

10 Verify that the budget code information is correct for each line.

11 If the budget code for each line is correct, go to Step 16 to proceed.

12 If the budget code for a line is incorrect, enter the correct value in its designated box using one of the following methods:

A) You can type the new value directly into the box,
B) You can remove the current value, click the \textbf{Go} and then click \textbf{Go} to view the list of values.

**Search and Select screen**

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

<table>
<thead>
<tr>
<th>Select</th>
<th>Quick Select</th>
<th>Segment Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>25</td>
<td>Food &amp; Drink</td>
</tr>
<tr>
<td></td>
<td></td>
<td>30</td>
<td>Entertain. Activities</td>
</tr>
<tr>
<td></td>
<td></td>
<td>41</td>
<td>Core Admin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>51</td>
<td>Facilities Maint/Cos</td>
</tr>
<tr>
<td></td>
<td></td>
<td>52</td>
<td>Security &amp; Uniforms Svc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>53</td>
<td>Data Processing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>61</td>
<td>Community Svc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71</td>
<td>Debt Sec</td>
</tr>
<tr>
<td></td>
<td></td>
<td>81</td>
<td>For Asq &amp; Costs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>90</td>
<td>Intergovernmental Charges</td>
</tr>
</tbody>
</table>

**Search Results screen**

Select the value and click \textbf{Select}.

**Create Expense Report – Expense Allocations screen**

If you want to change the same values for all lines, click the box in the Select column for the line labeled “All” and then click \textbf{Update Allocations}.
15 Enter the value in the respective boxes that you wish to change and then click **Apply**.

Update Account Allocations: Multiple Lines screen

Updated Expense Allocations screen

16 Click **Next**. The Create Expense Report: Advances screen should appear which indicates that you have an outstanding, un-reconciled advance.

Create Expense Report: Advances screen
Oracle iExpense

This screen will be discussed in detail in a later module.

An entry is required in the UNAPPLIED ADVANCE REASON box in order to continue with your reimbursement request.

![Create Expense Report: Advances screen]

17 Enter “Not Applicable” and click Next.


![Create Expense Report: Review screen]

**Note:** The Create Expense Report: Review screen displays 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.

19 Attach your Travel Mileage Reimbursement Form spreadsheet detailing your monthly mileage by clicking on the Add button.
Create Expense Report: Review screen

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

Add Attachment screen

**Note:** You must attach the monthly mileage log as a supporting document to your expense reports before submitting for approval. Failure to do so will result in AP rejecting your expense report due to incomplete documentation.

20 In both the Name and Description fields, enter “Monthly Mileage – MMM YR” for which you are requesting reimbursement.

21 The Choose File and click the Browse... button. The dialog box will open

22 Navigate to the location of your spreadsheet file
Choose File window

23 Click on the spreadsheet name.
24 Click OPEN.

25 To add multiple attachments, click the Add Another after each attachment.

26 When finished, click the Apply button.

Add Attachment window

27 Once your spreadsheet is attached, you will receive a confirmation.
Create Expense Report: Review with attachment confirmation

28  Click **Submit** to send your Expense Report for approval and receive your Confirmation.

Confirmation screen

29  Click **Printable Page** to print your Confirmation.

30  Click the Print Icon [ ] or [ ] on the main toolbar to print your confirmation.

**Note:** The report will print to your local default printer.

31  After printing your report, click [ ] on the browser toolbar and then **Return** to return to Expenses Home.
Module 4: Miscellaneous (Non-Travel) Reimbursement

This module covers entering a reimbursement request for miscellaneous (non-travel) related items.

A non-related travel expense is when an employee purchases business related items for an organization (i.e., school supplies, student field trip lunch, etc.) and has authorization for reimbursement.
Exercise 4.1: Enter a Non-Travel Reimbursement Request

To enter a non-travel related reimbursement request using iExpense, complete the following steps:

1. Logon to Business Applications

   **Note:** Refer to General Information (Page 5)

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

3. Select Expenses Home to open the Oracle Expenses Home screen.
Oracle iExpense

4 Click New Create Expense Report to open the Create Expense Report: General Information window.

Expenses Home screen

5 Enter the following:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENSE TYPE</td>
<td>Misc Reimbursement</td>
</tr>
<tr>
<td>PURPOSE</td>
<td>Classroom Supplies</td>
</tr>
</tbody>
</table>
Create Expense Report: General Information screen

6. Click **Next** to go to the Create Expense Report: Cash and Other Expenses screen.

7. Enter the following:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td>Date (click on the calendar icon [ ] to select)</td>
</tr>
<tr>
<td>RECEIPT AMOUNT</td>
<td>85.00</td>
</tr>
<tr>
<td>EXPENSE TYPE</td>
<td>Misc Items (general supplies) (click on the drop down list [ ] to select)</td>
</tr>
<tr>
<td>ADDITIONAL INFORMATION</td>
<td>Bulletin Board Supplies</td>
</tr>
</tbody>
</table>

Create Expense Report: Cash and Other Expenses screen

8. Click **Next** to go to the Create Expense Report: Expense Allocations screen.
The Expense Allocations screen displays the budget codes to which each line will be charged.

**Note:** If any information is missing on the Cash and Other Expense window when is clicked, an error message showing the error will display. The required information must be entered in order to continue.

9. Verify that the budget code information is correct for each line.

10. If the budget code for each line is correct, go to Step 15 to proceed.

11. If the budget code for a line is incorrect, enter the correct value in its designated box using one of the following methods:

   A) You can type the new value directly into the box,

   B) You can remove the current value, click the and then click to view the list of values.
12. Select the value and click **Select**.

Create Expense Report – Expense Allocations screen
13 If you want to change the same values for all lines, click the box in the Select column for the line labeled “All” and then click [Update Allocations].

**Notes:**

Create Expense Report – Expense Allocations screen (example is for multiple lines only)

14 Enter the value in the respective boxes that you wish to change and then click [Apply].

**Notes:**

Update Account Allocations: Multiple Lines screen (example is for multiple lines only)

15 Click [Next]. The Create Expense Report: Advances screen should appear which indicates that you have an outstanding, un-reconciled advance.
Create Expense Report: Advances screen

An entry is required in the UNAPPLIED ADVANCE REASON box in order to continue with your reimbursement request.

Create Expense Report: Advances screen

16 Enter "Not Applicable" and click Next.

Create Expense Report: Review screen
Oracle iExpense

**Note:** The Create Expense Report: Review screen displays 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.

18. Click [Submit] to submit your expense report and receive the confirmation.

19. View the Confirmation that your expense report has been submitted to your manager for approval.

**Note:** The Expense Report number is displayed in the Confirmation bar at the top of the window.

---

Expense Report Confirmation screen

20. Click [Printable Page] to print your confirmation. (You may have to scroll to the top or bottom of the screen to locate this button.)

21. Click the Print icon [ or ] in the Browser Toolbar to print your Confirmation page.

**Note:** The report will print to your local default printer.

22. After printing your report, click [Back] on the browser toolbar and then [Return] to return to Expense Home.
Module 5: Review Expense Reports

Review Pending, Approved and Rejected Expense Reports, Viewing Payment Status, Withdrawing and Re-Submitting Expense Reports

When you submit an expense report, the approval and review process begins. An expense report cannot be paid until it has approval from management, Travel and Accounts Payable.

Viewing the Status of an Expense Report

To view the status of your expense reports in iExpense, complete the following steps:

1. Logon to Oracle Applications.
2. Select DISD Employee Self-Service to open a list of available applications.
Expenses Home

The Expenses Home screen consists of three sections – Track Submitted Expense Reports, Update Expense Reports and Notifications.

Track Submitted Expense Reports

This section displays any outstanding Expense Reports as well as Expense Reports that have been paid within the last thirty days.

Update Expense Reports

This section displays Expense Reports that have been saved, rejected, withdrawn or in progress.

Notifications

This section contains informational messages regarding your submitted expense reports.
Expense Report Status

On the Track Submitted Expense Reports screen, the status of each report is shown in the Report Status column.

Pending Manager Approval

When a report displays a status of “Pending Manager Approval”, the current approver is shown in the “Current Approver” column.

You can follow the progress of your Expense report as it continues along the approval process – “Pending Manager Approval”, “Ready for Payment” and “Paid”.

There are two status reasons that require your action.

Pending Your Resolution

When a report displays a status of “Pending Your Resolution”, this is an indication that the last approver did not approve the expense report within five business days. You will be listed as the “Current Approver”. Action is required by you.
Oracle iExpense

Expenses Home – Track Submitted Expense Reports

Look in the Notification section of the Expense Home screen and locate the entry that refers to this expense report.

Expenses Home – Notifications

Click on the Subject link to open the Notification.

Expenses Home – Expense Report Notification

Use the Additional Information field to enter your response to the requested information. Click on Send Additional Information to re-submit the expense report. The expense report will continue the approval process.
If you need to modify the expense report before re-sending, then click on the Withdraw Expense Report button to make your changes and re-submit the expense report for fresh approvals.

### Pending System Administrator Action

When a report displays a status of “Pending System Administrator Action”, this is an indication that there is an Organization and Approver mismatch. Typically this is caused when the specified Approver does not have approving authority for the specified Organization. Expense Administrator will be listed as the “Current Approver”. Action is required by you.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>144562</td>
<td>05-Oct-2007</td>
<td>Ready for Payment</td>
<td>0</td>
<td></td>
<td>10.00 TEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>144566</td>
<td>05-Oct-2007</td>
<td>Pending System Administrator Action</td>
<td>0 Expenses Administrator</td>
<td></td>
<td>10.00 test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>144565</td>
<td>05-Oct-2007</td>
<td>Pending System Administrator Action</td>
<td>0 Expenses Administrator</td>
<td></td>
<td>10.00 test</td>
<td></td>
<td></td>
</tr>
<tr>
<td>144484</td>
<td>03-Oct-2007</td>
<td>Pending Manager Approval</td>
<td>2 WEITEKAMP, MARGARET L</td>
<td></td>
<td>10.00 TEST</td>
<td></td>
<td></td>
</tr>
<tr>
<td>144466</td>
<td>25-Sep-2007</td>
<td>Ready for Payment</td>
<td>8</td>
<td></td>
<td>10.00 test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Expenses Home – Track Submitted Expense Reports

Click the Withdraw icon and then click YES to the Confirmation Prompt.

The expense report will move to the Update Expense Reports section of the Expenses Home screen.

Clock on the underlined report number or the Update icon.

The Expense Report will open.

Verify the entries in the Organization and Approver.

Confirm that the Approver has authority to approve for the Organization.

If the entries are confirmed as correct, please contact 972-925-5434 for further assistance.
Modifying a Saved or Rejected Expense Report

After saving an expense report, you can return to it at any time and add or modify information. The system does not validate the report content until you click Next to go to the final review page. The report is not sent for approval unless it has been successfully validated by the system and you clicked Submit.

When a report is rejected, iExpense saves it and notifies you of the rejection. Depending on the rejection reason, you can make any necessary changes to the report and then resubmit it for approval.

If an expense report has been rejected you will receive an email notifying you that the report was rejected.

To modify a rejected expense report, complete the following steps:
1. Logon to Oracle Applications
2. Select DISD Employee Self Service
3. Select Expenses Home
4. In the Update Expense Reports section of the Expenses Home window, select the expense report that with a Report Status of “rejected”.
5. Click the underlined Expense Report number or the to view the expense report to determine why it was rejected.
Expenses Home: Update Expense Reports: General Information

Determine the action that needs to be taken.

6. If the Expense Report needs correcting click Next to proceed to the area that needs correction.

7. Enter the appropriate corrections.

8. Click Next until you reach the Update Expense Reports: Review screen.

9. Review the Expense report and then click Submit to resubmit the Expense Report.
## Withdrawing, Changing and Re-Submitting Expense Reports

An expense report can be withdrawn, changed and resubmitted as long as its status does not show “Ready For Payment”

Complete the following steps to withdraw, change and re-submit an expense report:

1. Logon to Oracle Applications
2. Select DISD Employee Self Service
3. Select Expenses Home
4. Locate the expense report under the Track Submitted Expense Reports section of Expenses Home window.
5. Click on the Withdraw [ ] icon.
6. Select Yes on the Confirmation window
7. This expense report now appears under the Update Expense Reports area of the Expenses Home window with a status of Withdrawn. Click on the Expense Report number or the Update icon [ ] to open the expense report.
8. Update the expense report as needed. If the report requires no update, click Next to continue through the report and then finally Submit.
9. The Confirmation page will display.
10. Click Printable Page to print your confirmation. (You may have to scroll to the top or bottom of the screen to locate this button.)
11. Click the Print icon [ ] in the Browser Toolbar to print your Confirmation page.

**Note:** The report will print to your local default printer.

12. After printing your report, click [ ] on the browser toolbar and then Return to access the options listed in the following steps.
14. Click **Create New Expense Report** if you need to enter an additional Expense Report.

--OR--

15. Click on the **Home** link at the top of the window to exit Oracle Internet Expenses or the **Logout** link to exit Oracle.
Deleting Expense Reports

In order to delete an expense report, it must first be withdrawn (See Withdrawing, Changing and Re-Submitting Expense Reports).

Complete the following steps to delete an expense report:

1. Logon to Oracle Applications
2. Select DISD Employee Self Service
3. Select Expenses Home
4. Locate the expense report under the Track Submitted Expense Reports or the Update Expense Report area of the Expenses Home window
5. Withdraw the expense report if necessary (See Withdrawing, Changing and Re-Submitting Expense Reports).
6. Once withdrawn, locate it under the Update Expense Reports area of the Expenses Home window.
7. Click the Delete icon.
8. Select Yes on the Confirmation window.
Payment Search

To search for payments that have been made to you, click the Payment Search tab on the Expenses Home screen.

Expenses Home:

The Reimbursements screen will appear.

Payment Search – Reimbursements screen

From this screen, you can enter filter parameters to limit your search, or you can click Go to see all payments for Reimbursements.

Payment Search – Reimbursements Search Results
Oracle iExpense

To see Advances, click the Advances Tab

**Notes:**

Payment Search – Reimbursements screen
The Advances screen will appear.

Payment Search – Advances screen

From this screen, you can enter filter parameters to limit your search, or you can click **Go** to see all payments for Advances.

Payment Search – Advance Search Results
Expense Report Search

To search for all Expense Reports, click the Payment Search tab on the Expenses Home screen.

Payment Search – Advance Search Results

The Expense Reports search screen will appear.

Expense Report Search screen

From this screen, you can enter filter parameters to limit your search, or you can click Go to see all Expense Reports.
### Expense Report Search Results screen

<table>
<thead>
<tr>
<th>Report Number</th>
<th>Report Date</th>
<th>Expense Date</th>
<th>Expense Status</th>
<th>Trip/旅 Status</th>
<th>Empl/雇员 Status</th>
<th>Report Total</th>
<th>(USD)</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>81361</td>
<td>14-May-2013</td>
<td>14-May-2013</td>
<td>Pending Payroll Approval</td>
<td>Required</td>
<td>Not Required</td>
<td>65.80 Cleaning Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81399</td>
<td>15-May-2013</td>
<td>15-May-2013</td>
<td>Pending Manager Approval</td>
<td>Not Required</td>
<td>Not Required</td>
<td>54.87 Traveling Spreadsheets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81895</td>
<td>18-Apr-2013</td>
<td>18-Apr-2013</td>
<td>Pending Manager Approval</td>
<td>Not Required</td>
<td>Not Required</td>
<td>26.52 Monthly Meeting - Eas...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81788</td>
<td>16-Apr-2013</td>
<td>16-Apr-2013</td>
<td>Pending Payroll Approval</td>
<td>Required</td>
<td>Not Required</td>
<td>416.10 Dallas ISO Leaders...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81780</td>
<td>16-Apr-2013</td>
<td>16-Apr-2013</td>
<td>Pending Manager Approval</td>
<td>Not Required</td>
<td>Not Required</td>
<td>1,000.00 Hotel School Center...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81724</td>
<td>01-Jul-2013</td>
<td>26-Jun-2012</td>
<td>Paid</td>
<td>Not Required</td>
<td>Not Required</td>
<td>1,468.70 Hotel School Center...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8114776</td>
<td>26-Mar-2012</td>
<td></td>
<td>Paid</td>
<td>College Career meet...</td>
<td>Not Required</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81490</td>
<td>26-May-2011</td>
<td>21-May-2011</td>
<td>Paid</td>
<td>Not Required</td>
<td>Not Required</td>
<td>1,226.00 Hotel School Center...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>81312</td>
<td>13-Jul-2011</td>
<td>30-Jun-2011</td>
<td>Paid</td>
<td>Not Required</td>
<td>Not Required</td>
<td>1,894.00 Hotel School Center...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8180135</td>
<td>31-Mar-2011</td>
<td></td>
<td>Paid</td>
<td>TAOFE 2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Re-Printing Expense Reports

You can print or re-print an expense report once it has been submitted.
Complete the following steps to print or re-print an expense report:

1. Logon to Oracle Applications
2. Select DISD Employee Self Service
3. Select Expenses Home
4. In the Track Submitted Expense Reports area of the Expenses Home window, click on the report number that you want to print/re-print.
5. Click **Printable Page** to print your confirmation. (You may have to scroll to the top or bottom of the screen to locate this button.)
6. Click the Print icon [ ] in the Browser Toolbar to print your Confirmation page.

**Note:** The report will print to your local default printer.

7. After printing your report, click [ ] on the browser toolbar and then [ ] to return to Expense Home.