


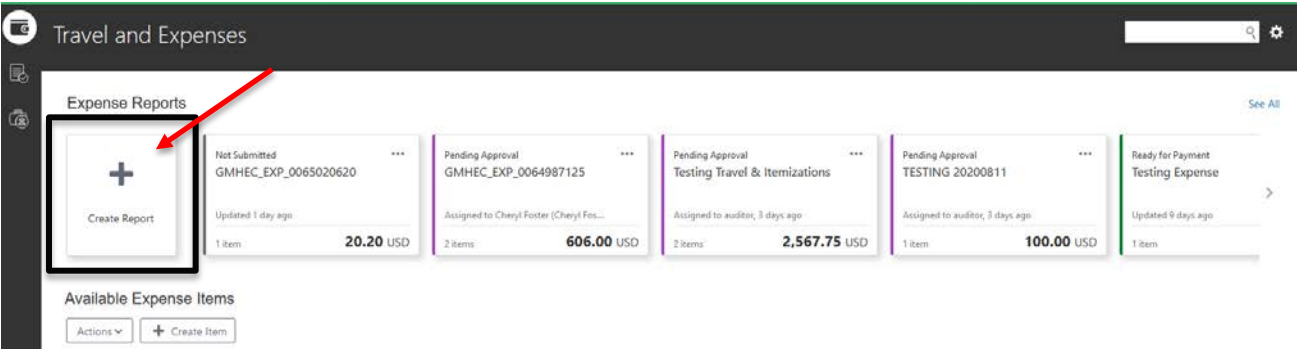
## Submitting Expense Reports

This guide outlines the process of submitting expenses incurred for reimbursement, which were not paid by PCard.

Purchase Card reconciliation instructions can be found at [GMHEC.org/Support](http://GMHEC.org/Support)

### Additional Resources:

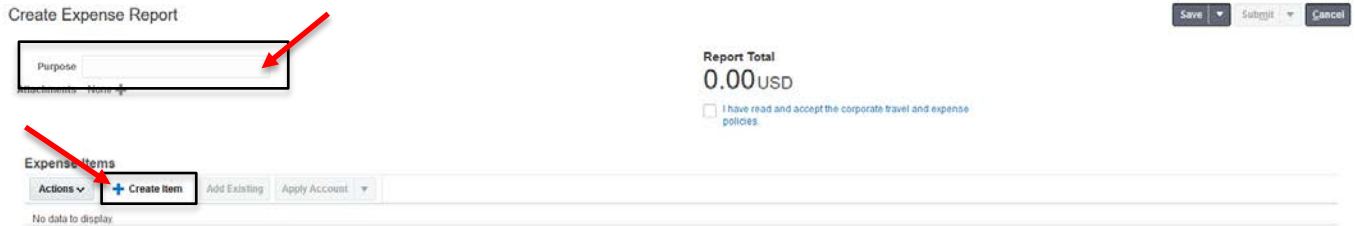
- [ap@gmhec.org](mailto:ap@gmhec.org)
- (802) 443-2321

| Process Step & Description  | Action   |
|---|--|
| <p>1.1 Go to the <b>Expense Report workbench</b> and create a new <b>Expense Report</b></p> | <p>Navigation Path:<br/>           ➤ Me → Expenses</p>  <p>Select '+ Create Report'</p>  |

1. 2 Enter Purpose and add Expense Items

Enter the reason for the expenses under **Purpose** (*should be relevant to help you identify it later*)

Click **+ Create Item** to add an **Expense Item** to the report



1.3 Add Expense Item Info

Select the expense **Type** from the dropdown and fill out the available fields. ( \* Indicates **Required Field**)

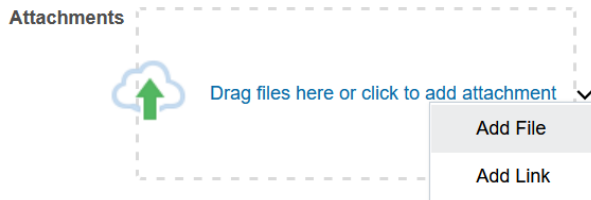
- The fields will change depending on the expense type selected.
- **Note: Foreign Currency** - If an expense was paid for in a foreign currency, please use the **Amount** dropdown to select that currency, then enter the amount that matches the receipt. Then enter the appropriate exchange rate for that day, and Oracle will do the math to show the amount in USD.



**Note:** Verify the account number (EDORDA) is correct!

**Note:** Ensure the Designation field is completed and matches the designation entered in the account number

Click [Drag files here or click to add attachment](#) OR drag a file to attach a **Receipt** to the **Expense Item**



**Note:** Either upload a file, or add a link – which will be especially useful for mileage reimbursements to show a map of the distance travelled

**Tip:** Scan and email receipts to a computer using an application called **Genius Scan**, which can be downloaded from a smartphone's app store

**TIP:** We recommend all receipts be individually attached to the expense item that it corresponds with to allow for faster processing.

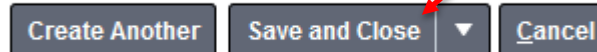
For any lost receipts, please check the **Receipt Missing** box, and provide a **Justification** for the missing receipt.



Receipt missing      \* Justification

Once all fields are filled out and the receipt is attached, click **Save and Close** to return to the **Expense Report**.

1.3 (Cont.)



**Create Another**   **Save and Close**   **Cancel**

If there are other transactions which need to be added to the report, select **Create Another**.

Repeat this step for each **Expense Item**.

After creating all transactions for the **Expense Report**, verify that the information provided is correct for each **Expense Item**.

1.4 Verify Expense Item information is correct

Expense Report: GMHEC\_EXP\_0065079970

**Save**   **Submit**   **Cancel**

Purpose: Office Supplier for Academic Year  
 Missing Images Reason:   
 Attachments: None +  
 Status: Saved

Report Total  
**25.97 USD**

I have read and accept the corporate travel and expense policies.

Expense Items (1)

| Actions                              |                      | + Create Item | Add Existing | Apply Account     |                                     |             |  |
|--------------------------------------|----------------------|---------------|--------------|-------------------|-------------------------------------|-------------|--|
| Date                                 | Type                 | Amount        | Merchant     | Location          | Description                         | Attachments |  |
| <input type="checkbox"/> 07-Aug-2020 | Purchase - Utilities | 25.97 USD     | Office Max   | VT, United States | Purchased folders to use on campus. | (1)         |  |

If information needs to be changed for any transaction, edits can be made by clicking back into the **Expense Item**, or from this screen. **Type**, **Description**, and **Attachments** can be altered from this page.

The box displayed below must be checked to indicate the employee has read and accepts the travel and expense policy. Click on the link to view the policy.

Clicking **Submit** will send the **Expense Report** for supervisory approval. Once a supervisor has reviewed and taken appropriate action on the expense report, the employee will receive an email that it was **Approved**, **Rejected**, or **Requesting Further Information**. The note associated with the latter two should provide instruction on how/ what to correct. Once approved, the expense report may require audit by Accounts Payable, but should be processed in the next payment run.

Expense Report: GMHEC\_EXP\_0065079970

Purpose: Office Supplier for Academic Year

Missing Images Reason: [Empty]

Attachments: None +

Status: Saved

Report Total: 25.97 USD

I have read and accept the corporate travel and expense policies.

Buttons: Save, Submit, Cancel

Expense Items (1)

| Date        | Type                | Amount    | Merchant   | Location          | Description                         | Attachments |
|-------------|---------------------|-----------|------------|-------------------|-------------------------------------|-------------|
| 07-Aug-2020 | Purchase - Supplies | 25.97 USD | Office Max | VT, United States | Purchased folders to use on campus. | (1)         |

1.5 Submit the Expense Report for Approval

**TIP:** Ensure your Bank Account has been added to the Expense module in Oracle to receive your Direct Deposit payment.

**Audit Review** – for compliance purposes, after approval a set percentage of randomly selected Expense Reports are routed for additional review by Accounts Payable or other staff acting in an ‘auditor’ role. This will also result in being Approved, Rejected, or Requesting Further Information. If one of the latter two, please respond back in a timely manner so reimbursement is not delayed.

- Most common reasons for Expense Report to NOT be approved in Audit stage: **Avoid these if possible!**
  - Receipt does not match the amount in the report line item
  - Receipt missing box not checked, or there is no explanation for missing receipts
  - Incorrect Expense Types (ex: Mileage selected, but receipt is clearly for a Meal)
  - Mileage Reimbursement without appropriate backup