I. Purpose & Overview

The purpose of this document is to provide campus users with sufficiently detailed information to complete the Expense Report (ER) in accordance with university policy and central administration requirements.

The Expense Report is completed in the Oracle Financials Cloud (OFC) Expenses module to request reimbursement to employees for travel and non-travel related expenses.

II. Procedure

1) Process Flow

Create Expense Report → Attach Documentation → Approval Workflow → Travel & Expense Review → Employee Reimbursement

2) Definitions

a) **Expense Report**: A collection of expense items and documentation for travel and non-travel related reimbursable items.

b) **Expense Item**: Reimbursable items to be entered on an Expense Report. Items paid via P-Card or directly to a Supplier are not entered on the Expense Report.

c) **Account**: Indicates the funding source used to pay each expense item on an Expense Report and includes fund, department, cost center, account, supplemental, and project segments.

d) **POET**: Indicates a restricted funding source used to pay the specific expense item on an Expense Report. It will include a project number, department segment, account code, and task number.
3) **Requirements**

**a) Expense Report**

i. **Purpose:** Use this field to include details about the business purpose for the Expense Report, limited to 61 characters. Additional information may be added as a text attachment.

   (1) Travel-Related: You must enter the TA Number at the beginning of this field in the format TAXXXXXXXX in order to reverse travel encumbrance.

   (2) Non-Travel-Related: Enter “No TA” at the beginning of this field. Business purpose should clearly identify why expense should be paid.

ii. **Attachments:** Attach all documentation to the top of the expense report.

   (1) **Receipts:** Upload all valid receipts related to approved travel and/or events to comply with state policy requirements.

   (2) **Forms:** Upload forms applicable to the specific transactions and reimbursable items according to policy requirements. (see Supporting Documentation below)

   (3) **Department-Specific:** Upload additional documentation according to your department business process.

iii. **Corporate Policies:** The submitter must acknowledge receipt of the travel and expense policies prior to submitting the Expense Report.

**b) Expense Items:** Only reimbursable items are entered as expense items.

i. **Date:** Enter the date the actual transaction occurred. This must be the date the item was actually paid or if travel related, the last date of travel.

ii. **Expense Template:** Templates should be selected according to the destination, if travel related, and the type of funding source that will be used.

iii. **Expense Type:** Select expense type according to the specific expense item.

iv. **Required Fields:** These fields are specific to the expense type selected, will be indicated by an asterisk (*), and must be completed.

v. **Account:** This describes the funding source and should only be updated for non-grant funding sources. Each segment should be entered.

   (1) **Fund:** Four digit fund segment.

   (2) **Department:** Five digit department segment.

   (3) **Cost Center:** Seven digit cost center segment.

   (4) **Account:** Six digit account segment; this field is auto-populated based on expense type selection and should not be changed.

   (5) **Supplemental:** Ten digit supplemental segment; enter zeroes if not used.

   (6) **Interfund:** Default to 0000.

   (7) **Project:** Ten digit project segment; enter zeroes if not used.

   (8) **Future1:** Default to 0000000000.

vi. **Additional Information:** Used to enter POET funding sources and department segment to drive approval workflow.

   (1) **Project Number:** Ten digit project segment. (POET templates only)

   (2) **Task Number:** Default to 100001. (POET templates only)

   (3) **Expenditure Organization:** Five digit department segment. (POET templates only)
(4) **Charge to Department:** Five digit department segment. This field should match the “Expenditure Organization” for POET transactions and department segment in “Account” for non-POET transactions.

vii. **Description:** Enter a description to provide additional details about the transaction when an alternate agreement has been made for the expense item.

viii. **Attachments:** Documentation for the specific expense item may be attached at the line, but is preferred at the top of the Expense Report.

c) **Approval Workflow**

i. **Traveler/Employee:** If the ER is entered by a delegate, it will be electronically routed to the employee being reimbursed for review and approval prior to entering the standard approval workflow.

ii. **Principal Investigator (PI):** The PI will be added to the approval workflow with project-funded transactions for review and approval.

iii. **Funding Source Reviewer:** The Expense Report will be electronically routed to the funding source person of the department segment entered for each expense item for compliance and budget review and approval.

iv. **Supervisor:** The Expense Report will be electronically routed to the supervisor of the employee who is being reimbursed for strategic review and approval.

v. **Modifying:** Approvers are able to modify the approval workflow to delegate, reassign, or add approvers in the approval workflow according to department business process.

d) **Review & Reimbursement:** Travel and Expense will review each Expense Report for compliance and approve or reject reimbursement requests.

**Important Note:** Expense Reports must be submitted and completely through the approval process within 60 days of the end date of travel or the date the expense is incurred. Expenses reported after this period will be subject to tax withholding. Expense Reports submitted and workflow approval completed 120 days after the end date of travel or the date the expense occurs will not be reimbursed. *It is recommended that expense reports be submitted as soon as possible to allow sufficient time for corrections and approvals.*

i. **Travel Details:** Confirm all expenses coincide with the dates, times, and locations of the travel. Travel Authorization is attached to the Expense Report and TA Number is included in the Purpose.

ii. **Cost Completeness:** Confirm registration, transportation, and lodging are accounted for all travel-related expense reports. If an alternative agreement was made, document as an attachment.

iii. **P-Card Receipts:** Confirm all P-Card receipts associated with a specific trip are attached to the Expense Report. Do not attach sensitive information include the entire card number and expiration date.

iv. **Reimbursable Receipts:** Confirm all receipts are legible, itemized, and match each expense item.
v. **Forms:** Confirm all required forms are attached according to university policy and expense types.

vi. **Per Diem:** Confirm the calculator is attached to the Expense Report and is accurate according to the details of the travel.

vii. **Airfare:** Confirm airfare is the appropriate class and matches business travel dates.

viii. **Taxi/Shuttle:** Confirm tips/gratuities are deducted from receipts when per diem is paid for travel.

ix. **Lodging:** Confirm the dates match business travel dates. Confirm room service, movies, etc. are not included for the line item. Other reimbursable items should be entered as a separate expense item.

4) **Supporting Documentation**

a) **Receipts:** Electronic documentation is considered the valid record. Receipts must be itemized, show proof of purchase, and be legible.

   i. **Reimbursable:** All receipts that will be reimbursed to the employee should be attached to the associated Expense Report.

   ii. **P-Card:** All receipts paid with the university P-Card for travel-related expenses should be attached to the associated Expense Report.

b) **Event Expense Summary:** Complete and attach this form in conjunction with expenses related to meals, refreshments, and alcohol. Additional documentation requirements are included in the instructions on the form.

c) **Retreat Request:** Complete and attach this form to request reimbursement for retreat related expenses.

d) **Per Diem Calculator:** An Excel tool used to calculate per diem rates due to traveler. Attached to Expense Reports for reimbursement requested for greater than two days.

e) **Travel Authorization:** A PDF of the completed and approved Travel Authorization.

f) **Department-Specific Documentation:** Check with your business manager for additional department documentation requirements.

5) **Best Practices**

a) Begin an Expense Report once the Travel Authorization has been approved to gather supporting documentation as it occurs and attach in the system.

b) Scan and save all reimbursable receipts as one PDF ensuring they are oriented the same direction and in the order they appear as line items on the Expense Report.

c) Update the title of attachments to ensure it is clear what each document provides for the context of the Expense Report: i.e. Reimbursable Receipts, P-Card Receipts, Travel Authorization, etc.
### III. Additional References

<table>
<thead>
<tr>
<th>Source</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oracle Financials Cloud (OFC)</strong></td>
<td>System</td>
<td>Expense Reports are entered in OFC for expense items, approval, and reimbursement.</td>
</tr>
<tr>
<td><strong>Event Expense Summary</strong></td>
<td>Form</td>
<td>Used to comply with expenses related to Meals &amp; Refreshments and Public Relations &amp; Alcohol policies.</td>
</tr>
<tr>
<td><strong>Retreat Request</strong></td>
<td>Form</td>
<td>Used to comply with expenses related to Retreats policy.</td>
</tr>
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<td><strong>Per Diem Calculator</strong></td>
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</tr>
<tr>
<td><strong>Travel Authorization</strong></td>
<td>Application</td>
<td>Online form to be completed prior to university sponsored travel on the department portal.</td>
</tr>
</tbody>
</table>

- **Creating and Submitting Expense Reports** Training: This tutorial will guide you through creating and submitting an Expense Report in OFC.
- **Managing Delegates in OFC Expenses** Training: This tutorial will guide you through delegating expense report entry.
- **Reviewing and Approving or Rejecting Expense Reports** Training: This tutorial will guide you through approving or rejecting expense reports.
- **Reviewing Expense Report Status** Training: This tutorial will guide you through reviewing the status of a submitted expense report.