**iExpense Overview**

iExpense is a business expense system that will be used to:

- Capture business expenses paid for with either personal funds or a Dartmouth paid credit card
- Route Expense Reports to approvers through an automated workflow
- Determine the status of an Expense Report (Pending Manager Approver, Ready for Payment, Paid)
- Identify a delegate to be able to submit Expense Reports on your behalf
- Provide notifications to employees when an Expense Report has been completed on their behalf

**Steps to Review and Approve**

1. Receive Workflow Notification Email (response must be within 5 days of each notification)
2. Determine Action to Approve Expense Report:
   - Is the Business Purpose and Expenses?
     - Allowable
     - Reasonable
     - Applicable to the funding
   - Are Funds available?
3. Complete the Approval: Select Approve, Reject, or Request Additional Information
Approver - Oracle iExpense Expense Reports

- Receive Workflow Notification Email
- Determine Action either through Email or iExpense Expense Reports System
Approving through the Email Notification

- Actions available in Email: Approve, Reject, and Request Information
- The Expense Report Details link below the report will open the expense report in a browser

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

Action: Approve  Reject  Request Information
• From the email, clicking ‘Approve’ will generate the following workflow email
• Click ‘Send’ to submit Approval

Action: Approve  Reject  Request Information

From: Lisa.A.Wallice@Dartmouth.edu
To: WFMailer_zinc@dartmouth.edu
Subject: Action Required: Expense OIE268191 for Jennifer Grace (2437 USD)
• Clicking **Reject** or **Request Information** will generate the emails seen below
• When Rejecting or Requesting Information a ‘Note’ or ‘Question’ should be provided within the single quote “ ‘ ” (i.e. ‘Because I said so’)
  - Note: If text is not provided within the quote, no notice will be provided to the submitter

Please click on one of the following choices to automatically generate an E-mail response. Before sending the E-mail response to close this notification, ensure all response prompts include a desired response value within quotes.

**Action:** Approve  Reject  Request Information

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**Note:** If text is not provided within the quote, no notice will be provided to the submitter.

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**Request more information from:** 'D23550C'
**Question:** Did you seriously net order any fries with your burger?"
Approver - Oracle iExpense Expense Reports

Approving through the iExpense System

- Approvers may access and review Expense Reports at: employee.dartmouth.edu
- The Worklist provides a list of recent actions or pending requests
- Expenses Home will provide the Approver a Notifications list specifically for Expense Reports
• Expenses Home Notifications shows all Expense Reports pending action
• Check the Select box, then click ‘Open’ or click the Subject link to Open the Expense Report
Actions available within iExpense are: Approve, Reject, Reassign, or Request Information. When Rejecting, Reassigning or Requesting Information a ‘Note’ should be provided within the Response section of the Report; this note will be viewable to the submitter.
• Click ‘Reassign’ to Reassign the Expense Report to another Approver
• Begin to type the last name of the employee and list of values will populate. Click the name of the new Approver
• Add any comments that would be useful for the new Approver
Appendix A – Roles & Responsibilities

Payees/Travelers or Delegate (not Finance Center delegates)
• Comply with College policies and procedures
• Provide complete, accurate and detailed information
• Obtain and submit required receipts/documentation
• Provide approver—or–grant manager, if grant funded
• Correct errors/remove unallowable expenses
• Pay for personal or non-College related expenses
• Cash Advance settled in one expense report
• Submit within 60 days

Grant managers
• Review expense reports
• Ensure grant expenses:
  • comply with grant policies and guidelines
  • allowable and reasonable
  • funding available and valid
• GSA rates are used, if applicable
• Not ensuring compliance with College policies
• Cannot create and approve same expense report

Approvers
• Confirm expenses and funding are:
  • allowable and applicable
  • available
  • reasonable
• Review and approve business purpose
• Approve/deny within 5 days of email notification (2 sent)
Appendix A – Roles & Responsibilities

Finance Center acting as delegate for payees/travelers
- Work with the payee/traveler to receive appropriate information
- Review transactions and documentation against College policies and procedures
- Ensure appropriate business purpose
- Ensure complete, accurate and detailed information
- Ensure correct approver
- Send to grant manager first, if grant funded expense
- Settle Cash Advance, send the printable page to Cashier’s Office
- Report employee gifts to payroll
- Regularly review status of iExpense reports
- Regularly review unsettled corporate card transactions
- Ensure repayment of personal expenses
- Ensure terminated employees settle all the transactions before they come inactive in the system
- Work with Procurement to settle fraudulent charges in the system (need to determine process)

Auditors (within finance centers)
- Review:
  - Business purpose and verify appropriate information provided
  - Approver and verify appropriate for payee
  - Expenses over 60 days old, justification, and notify payee of IRS requirements.
  - Verify reasonableness of expense amount
- Confirm/Verify Expenses are:
  - Allowable under College Policy
  - Reasonable: purpose and amounts (mileage, meals)
  - Documented and legible as required
  - Itemized and alcohol is separated out
  - Itemized/allocated for Cash withdrawal or advance
- Approve or reject Expense Report

Accounts Payable
- Ensure appropriate payments are generated in a timely manner
- Research and settle discrepancies with JP Morgan billing

Institutional Accounting
- Reconcile corporate cards
- Inform appropriate finance center of unreconciled amounts