**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
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: Approve, Reject, or Request Additional Information
• Receive Workflow Notification Email
• Determine Action either through Email or iExpense Expense Reports System
• Actions available in Email: Approve, Reject, and Request Information
• The Expense Report Details link below the report will open the expense report in browser.

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**From:** Workflow Mailer [mailto:WFMailer_zinc@dartmouth.edu]
**Sent:** Friday, March 11, 2016 8:09 AM
**To:** Lisa A. Wallace <Lisa.A.Wallace@dartmouth.edu>
**Subject:** Action Required: Expense OIE08191 for Cervenka, Greg (254.97 USD)

<table>
<thead>
<tr>
<th>From</th>
<th>Expense Report for Cervenka, Greg</th>
</tr>
</thead>
<tbody>
<tr>
<td>To</td>
<td>Individual ORG</td>
</tr>
<tr>
<td>Sent</td>
<td>11-Mar-2016 13:02:29</td>
</tr>
<tr>
<td>Due</td>
<td>16-Mar-2016 12:07:29</td>
</tr>
<tr>
<td>ID</td>
<td>55878481</td>
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</tbody>
</table>

**Instructions**

Please approve or reject this expense report. Please provide a Note if you reject.

**Corporate Credit Card Expenses: Business Expenses**

<table>
<thead>
<tr>
<th>Line</th>
<th>Date</th>
<th>Expense Type</th>
<th>Merchant Name</th>
<th>Reimbursable Amount (USD)</th>
<th>Justification</th>
<th>Imaged Receipt Required</th>
<th>Attachments</th>
<th>Account</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>14-Jan-2016**</td>
<td>Meals-Actual-Domestic</td>
<td>[EVERYTHING BUT ANCHOV] Total</td>
<td>254.97 USD</td>
<td>resubmitted</td>
<td></td>
<td></td>
<td>20.813.368000.321853.1019.8144</td>
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</table>

**Action History**

<table>
<thead>
<tr>
<th>Num</th>
<th>Action Date</th>
<th>Action</th>
<th>From</th>
<th>To</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11-Mar-2016 13:07:29</td>
<td>Submit</td>
<td>Cervenka, Greg</td>
<td>Wallace, Lila</td>
<td></td>
</tr>
</tbody>
</table>

**Related Applications**

- Expense Report Details

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.Walace@Dartmouth.edu
To: WFMailer_zinc@dartmouth.edu
Cc: 
Bcc: 
Subject: Action Required: Expense OIE268191 for Phoenix, Greece (558-81, USD)

Action: ‘Approve’
Note: "

NID[55878481/156109621558049507571101421073139276978@WFMAIL]
• Clicking Reject or Pending Approval will generate the following emails.
• When Rejecting or Request 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**

Action: ‘Reject’

Note: ‘Because I said so’

NID[55878481/15610962155804950757110142107313276978@WFMAIL]
• 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 select ‘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 Request Information a ‘Note’ should be provided within the Response section of the Report.
• 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

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
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
- 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

**Auditors (within finance centers)**

- Confirm the reasonableness of the mileage amount
- Confirm all required receipts are provided and legible
- Confirm alcohol is separated out
- Review receipt/documentated itemizations
- Verify reasonableness of expense amount
- Verify expense is allowed under Dartmouth policies
- Review approver and verify appropriate for payee
- Review business purpose to determine appropriate information is provided
- Ensure cash advance was appropriately accounted for, if applicable
- Verify all cash withdrawal amounts are itemized and accounted for (view receipts within DCAD if necessary)
- Confirm expense reports with actual meal charges do not also have per diem
- Verify date, amount and currency used for automated foreign currency conversion are accurately entered
- For receipts over 60 days old, look at justification for why expense is submitted late – send separate email notifying payee of IRS requirements
- Approve or reject expense report