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

Business Expense Policy

Expenses need to comply with Dartmouth’s Business Expense Policy, the policy can be accessed here:

http://www.dartmouth.edu/~control/policies/dartmouth-business-expense-policy.html

For a list of unallowable expenses, reference page 19-20

Make sure to update your profile with Travel Leaders if you are utilizing a new Dartmouth paid credit card so that future charges are put on the new card and create a Profile with Enterprise Car Rental.
Grant Manager’s – Roles & Responsibilities

Apply Role by Function:

1. As Creator: the Grant Manager is acting as “Delegate” and is responsible for applying Business Expense Policy.
2. As Reviewer: this is the “Grant manager” responsibility.
3. As Approver: the Grant Manager is acting as “Approver” and approves at a higher-level.

Payees/Travelers or Delegate

- 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
- 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)
Log into employee.dartmouth.edu and choose DC iExpenses > iExpenses Home. Click “Create Expense Report”. You will be led through the following steps:

1. Fill out general info on the trip/expense purpose [p 6]
2. Claim Corporate Card charges relating to trip [p 7]
3. Assign expense types to Corporate Card charges [pp 8-11]
4. List out of pocket (non-corporate-card) expenses [pp 12-14]
5. Assign chart strings/PTAEOS to charge [pp 15-17]
6. Summary review [p 18]
7. Submit for approval and processing [p 19]
A – Expenses Home is the main page where you can:

1. Create a new Expense Report
2. Complete or Delete a previously started (not yet submitted) Expense Report
3. View the status of an existing Expense Report
4. Take action on an Expense Report sent to you for approval
5. Select the report link to open a previously started or submitted report
6. Report status can be viewed within the Status or Report Status column:
   - In Progress, Pending Manager Approval, Pending Payables Approval (means selected for audit), Ready for Payment or Paid
Grant Manager’s to Oracle iExpense Expense Reporting

B – Expense Search - search for Expense Reports by the following fields:

To search for previously submitted Expense Reports, enter relevant information and select “Go” to return results.

C – Credit Card Transactions - view expenses on a Dartmouth paid credit card that are either still needing to be settled or were previously settled

D – Assign Delegates - assign other employees to submit an Expense Report on your behalf or view who you are a delegate for
E – Preferences

- Within **General** - assign a default Approver

- Within **My Allocations** - create nicknames to use when completing Expense Reports, for both PTAEO (grant) and GL accounts
General information for each Expense Report needs to be provided:

- **Name** – will default to your own name; if you are acting as a delegate for someone else, simply select their name in the dropdown list
- **Purpose** – provide a clear business purpose that includes the who? did what? where? when? and why?
- **Approver** – select the appropriate approver for each expense report; enter name as Last Name, First Name (value will populate or you can search)
- **Expense Template** – domestic is the default value, but if you were traveling or incurring expenses in a foreign country, select the foreign template
- **Accompanying DC Personnel** – enter if applicable
- **Comments** – enter any additional pertinent information
When you select the **Foreign Expenses Template**, you will see two new required fields, **Country** and **Primary Activity**.

**Primary Activity** definitions are as follows:

- **Education & Educational Consulting**: Business expenses incurred relative to activity in a foreign country by Dartmouth students, faculty and staff related to provision of services to foreign entities (educational institutions, governments, hospitals, etc.); graduate student, faculty and staff continuing education activities; advising, consulting and/or collaborating with foreign entities (European Advisory Board, etc.); any bona fide Dartmouth activity that does not fall into any of the categories listed below (athletics, admissions, etc.)
- **Fundraising**: Business expenses incurred relative to activity in a foreign country to induce potential donors to make contributions to Dartmouth
- **Research**: Business expenses incurred relative to activity in a foreign country by Dartmouth students, faculty and staff related to conducting research activities
- **Study abroad programs**: Business expenses incurred relative to activity in a foreign country by Dartmouth undergraduate students and faculty related to student enrollment in a course of study coordinated by Dartmouth
- **Volunteer services**: Business expenses incurred relative to activity in a foreign country by Dartmouth students, faculty and staff related to involvement in a humanitarian or other outreach program
• Select the checkbox for each credit card transaction to include in the expense report/trip
• If you have any transactions older than 30 days you will need to settle those transactions before being able to submit any Expense Reports (noted with a warning sign)
For each credit card transaction included in your Expense Report, you need to:

- Assign the appropriate **Expense Type**

- To **Itemize** the receipt, select the “Details” icon, then select Itemize

**NOTE:** To allocate a single transaction between a PTAE0 and a GL account, it is necessary to itemize the transaction to create separate transaction lines.
Change the amount for the selected Expense Type you wish to itemize

- Select **Add Another Row** to account for other Expense Types

- Confirm or update **Amount** and select the correct **Expense Type**
- Note: it is ok to use the same Expense type when allocating expense between a PTAEO and a GL account.
• If an unallowed personal expense was put on the Corporate Card, you need to change the itemization amount to be for the business related expense total only. The remaining amount will appear as Personal Expenses and will need to be reimbursed to the college.

• Remember to always itemize:
  o Alcohol on meal receipts or at hotel
  o Personal expenses (not allowed)
  o When charging a grant account, hotel bills need to have parking, internet, meals, etc. itemized from lodging
  o If there are multiple expense types on one receipt, as an example; buying a gift on the same receipt when supplies were purchased.
For each expense paid for with personal funds provide:

- Date
- Merchant Name
- Receipt Amount (if entering an amount in a foreign currency, select the **Show Receipt Currency** button and an additional column will appear where you can indicated the **Receipt Currency**)
- Expense Type
- Justification is only required for certain expense types: Gifts, Employee Moving, and Entertainment
If electing Per Diem for meals, select the **Per Diem Expenses** tab and provide:

- Date
- Expense Type: Domestic or Foreign
- Destination (use the flashlight icon to search)
- Justification field is optional
- Number of Days will calculated total Per Diem to be reimbursed
- Select **Details** to deduct certain meals from your Per Diem
If Mileage needs to be reimbursed, select the **Mileage Expenses** tab and provide:

- Date
- Expense Type: Business Mileage, Charitable Mileage or Moving Mileage
- Trip Distance
- Location From and Location To
For each receipt provide a GL or PTAEO account string:

- The default page, **Project Allocations**, is where PTAEO accounts are entered; you need to change your view to **Account Allocations** to enter GL accounts.

- The default string that populates will be a GL string previously defined for each person. To update the GL account or PTAEO...

  - Select **All** or individually select by checking the box next to each receipt and then apply a previously created nickname using the dropdown for **My Allocations**, or

  - Type into the segment value boxes, or...
• Select **Update Allocations** to apply a different account, do a 50/50 split or a split by % across accounts, click **Apply** after accounts have been entered.
• Verify all information has been entered at the Review step

• Click ‘Add’ to upload receipts, if required

• Note amount paid by credit card vs. amount being reimbursed
Click **Submit** to complete the expense report and it will route for approval.
Grant Manager’s Guide to 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

---

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 DUE268191 for Cerveny, Greg (254.97 USD)

---

**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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14-Jan-2016</td>
<td>Meals-Actual-Domestic</td>
<td>[EVERYTHING BUT ANCHOV]</td>
<td>254.97</td>
<td>resubmitted</td>
<td>✓</td>
<td></td>
<td>20,813.368000.321853.1019.8144</td>
</tr>
</tbody>
</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>Cerveny, Greg</td>
<td>Wallace, Lisa</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
• 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’)
  o Note: If text is not provided within the quote, no notice will be provided to the submitter
Reviewing/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 – Applying a Cash Advance

Settling a cash advance will be one of the last steps before submitting the report for approval.

If you received a cash advance via a check:

• It will appear automatically in iExpense on an additional tab called **Advances** (if you do not see this tab, please see the next slide for instructions on **Settling a Cash Advance issued with Cash**)
• On the Advances tab, search for the cash advance number in the **Advance Number** field (you can type part of the name and use the % sign to search)
• The **Advance Amount & Advance Balance** will then auto-populate
• Enter the amount in the **Advance Amount Applied** field as follows:
  o If out of pocket expenses are **less than** the cash advance, enter the amount of out-of-pocket expenses (not the total advance); the traveler will need to bring a personal check payable to “Dartmouth College” for the remainder of the cash advance that was not used and deposit it at the Cashier’s Office
  o If out of pocket expenses are **greater than or equal** to the cash advance, enter the full amount of the advance
• Click **next**
Appendix A – Applying a Cash Advance

If you received a cash advance via cash:

- Go to the Cash and Other Expenses screen
- Add a line and enter both the Merchant Name and the Expense Type as “Cash Advance”
- Enter the cash advance amount as a negative in the Receipt Amount field as follows:
  - If out of pocket expenses are less than the cash advance, enter the amount of out-of-pocket expenses (not the total advance); the traveler will need to bring a personal check payable to “Dartmouth College” for the remainder of the cash advance that was not used and deposit it at the Cashier’s Office
  - If out of pocket expenses are greater than or equal to the cash advance, enter the full amount of the advance
  - On the Expense Allocations tab, manually enter the Cash Advance chart string (xx.xxx.909000.910000.0000.1465)
- Click next
Appendix B – 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
- 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 B – 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