Agenda

• What is iExpense?
• iExpense Default Chart String
• Workflow Options
• Submitter vs. Delegate (Submission)
• Responsibilities
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• Approver Workflow
• Business Expense Policy
• 3 Steps to Review and Approve
• Reviewing Ledger
• iExpense Help
What is iExpense?

*iExpense replaces the Excel-based Business Expense Reimbursement (BER) process for Employees*

Advantages:

- Create and access report status from around the world
- Corporate Pay Travel Card available
- Streamlined Expense Reporting and Approval Workflow
- Mobile App for iPhone and iPad - FUSION
- Notification at Creation, Approval, and Payment
- Improved reporting = price negotiation with vendors
- Finance Center Delegates available for preparation and assistance
iExpense Default Chart String (PASF)

iExpense Profile
All employees are granted an iExpense profile, created on their effective date of hire

Default Chart String
Effective March 25, 2016, PASF requires a default GL chart string for all employees on the following action types:
- New Hire
- Re-Hire
- Transfer To
- Promotion
- ORG Change

PASF Requests (staff) and the DOF Position Request Form (faculty) forms will require a string
Workflow Options

Option 1 - Create and Submit by Employee

Employee Completes Expense Report in iExpense or Mobile Application → Grant Review (if grant funding) → Approval → Audit (selected reports) → Payment to Employee (non corporate card expenses)

Option 2 - Submit to Finance Center to Complete

Employee or Admin sends information to Finance Center → Finance Center Completes Report in iExpense → Grant Review (if grant funding) → Approval → Audit (selected reports) → Payment to Employee (non corporate card expenses)
Submitter is not the Delegate

Some areas utilize administrative staff for submission of materials to the finance center

- Continue submitting BER “top sheets” with applicable scanned receipts ($75 and up with exceptions) to the ASFC email for processing
- ASFC Delegate will create report in iExpense system

E-form to replace BER top sheet will be available summer 2016
### Finance Center (Delegate)

**Dartmouth Expense Reports**

#### Create Expense Report: Review

Review the expense report below before submission.

**Imaged Submission Instructions**

**General Information**

- **Name:** Wallace, Lisa A (17767)
- **Expense Dates:** 03-FEB-2016 - 10-FEB-2016
- **ORO:** 702
- **Purpose:** Professional Development
- **Approver:** Zetz, Mary Ella
- **Imaged Receipts Status:** Required

**Attachments:** None

- **Accompanying DC Personnel:**
  - Comments
  - Report Total: **3,582.20 USD**
  - Reimbursement Amount: **0.00 USD**

#### Business Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Receipt Amount</th>
<th>Expense Type</th>
<th>Justification</th>
<th>Merchant Name</th>
<th>Imaged Receipt Required</th>
<th>Receipt Missing</th>
<th>Reimbursable Amount (USD)</th>
<th>Details/Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>03-Feb-2016</td>
<td>1,485.00 USD</td>
<td><strong>Conference Registration</strong></td>
<td>EDVIEL PROGRAMS</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>1,485.00</td>
<td><img src="image" alt="Attachment Icon" /></td>
</tr>
<tr>
<td>04-Feb-2016</td>
<td>598.00 USD</td>
<td><strong>Lodging-Domestic</strong></td>
<td>HAMPTON INNS</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>598.00</td>
<td><img src="image" alt="Attachment Icon" /></td>
</tr>
<tr>
<td>10-Feb-2016</td>
<td>1,997.20 USD</td>
<td><strong>Meal-Actual-Domestic</strong></td>
<td>SIMON PEARCE QUECHEE R</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>1,997.20</td>
<td><img src="image" alt="Attachment Icon" /></td>
</tr>
</tbody>
</table>

**Total:** **3,582.20 USD**

#### Expense Report Total

- **Corporate Card Business Expenses:** 3,582.20 USD
- **Cash and Other Business Expenses:** 0.00 USD
- **Corporate Card Personal Expenses:** 0.00 USD
- **Corporate Card Travel Related Personal Expenses:** 0.00 USD
- **Company Paying to Credit Card Issuer:** 3,582.20 USD
Responsibilities

1. 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

2. Approvers
   • Confirm expenses and funding are:
     • allowable and applicable
     • available
     • reasonable
   • Review and approve business purpose
   • Approve/deny within 5 days of email notification*

   Missed the 5 day mark for approval? The system will generate a second email with new links.
# Selecting Approvers

<table>
<thead>
<tr>
<th>Account</th>
<th>Approver</th>
<th>2nd Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Projects (grant)</td>
<td>Research Grant Assistant</td>
<td>PI or Analyst</td>
</tr>
<tr>
<td>DOF Funded</td>
<td>Analyst (Fiscal Officer delegate)</td>
<td>Fiscal Officer, if necessary</td>
</tr>
<tr>
<td>Departmental Funds</td>
<td>Administrator or Chair</td>
<td>Analyst, if necessary</td>
</tr>
</tbody>
</table>

### DOF Funded Examples

- Burke Award
- FRPDF
- IRR
- Named Chair
- Funding provided in appointment letter

### Analyst

An analyst is assigned to each ORG for approving expenses charged to Dean of Faculty (DOF) funded accounts - contact the finance center to learn who your analyst is

### Specialist Delegate

An specialist delegate is assigned to each ORG to create expense reports on the behalf of the employee/traveler - contact the finance center to learn who your delegate is
Approver Workflow

Ensure appropriate individuals are assigned/re-assigned the report for approval based on chart strings

iExpense with Department and Dean of Faculty Funding

- Dept Admin: Departmental chart strings
- Analyst: • DOF funding  
  • Traveler is Chair (dept funds)

iExpense with Grant Funding, Department Funding, and DOF Funding

- Grant Assistant: Reviewing for Grant Compliance
- Grant Manager: Confiming Grant Compliance
- Dept Admin: Departmental chart strings
- Analyst: • DOF funding  
  • Traveler is Chair (dept funds)  
  • Traveler is PI (grant funds)
- PI: Grant approval

Ensure appropriate individuals are assigned/re-assigned the report for approval based on chart strings.
An allowable business expense is defined as:

- Necessary
- Reasonable
- Appropriate
- Non-compensatory
- Valid business purpose
- Fulfilling the mission of Dartmouth
Examples of **Unallowable** business expenses:

- Inherently personal in nature
- Non-Dartmouth activities before/after trip
- Excessive costs of business meals
- Compensation (editors, indexers)
- Membership dues in rewards, athletic, frequent flier, social, or buying clubs
- Gifts, decorations, food for non-work related events (e.g.: birthdays, weddings, babies, housewarming)

For a more complete list see page 21 of the Business Expense Policy
3 Steps to Review and Approve

1. Receive Workflow Notification Email

2. Review to determine action
   - Reassign
   - Request Additional Information

3. Complete the Approval
   - Approve
   - Reject
Step 1: Approval Email Message

From: Workflow Mailing [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 Claim 268191 for Cerveny, Gregg (254.97 USD)

From: Cerveny, Gregg
To: Wallace, Lisa
Sent: 11-Mar-2016 13:07:29
Due: 16-Mar-2016 12:07:29
ID: 55878481

Expense Report for Individual's OUG Test
Expense Report Total 254.97 USD
Attachments cc: expense.docx

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/Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14-Jan-2016* Meals-Actual-Domestic (EVERYTHING BUT ANCHOV</td>
<td>254.97</td>
<td>resubmitted</td>
<td>20.813.368000.321853.1019.8144</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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</td>
<td>Submit</td>
<td>Cerveny, Gregg</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
Step 2: Determine Action

Review to determine action

Am I the appropriate Approver?

Do I have the appropriate information?

Are the Business Purpose and Expenses
  • Allowable
  • Reasonable
  • Applicable to Funding
  • Funding available

Note: If the email does not suffice for compliance review, select Expense Report Details
Step 2 : Determine Action
Option 1: Reassign Approval

Select Expense Report Details (to go into the iExpense system) to Reassign the expense report to the Analyst for approval (Delegate Your Response)

1. Begin to type the last name of the employee for a list of values to populate; select the name of the new approver

2. Add comments for the new approver: e.g.: DoF Account or Chair (supervisor was the traveler)

3. Select Submit

Note: If the expense report was sent to you in error, reassign to the new approver using the Transfer notification ownership radio button
Step 2: Determine Action
Option 2: Request Additional Information

Requesting additional information can be completed using either the Workflow Notification Email (approval email message) or the system.

Include a note explaining what additional information is needed.
An email will be sent to the employee.

To request by email, be sure to include your note in between the two apostrophe’s
Step 3: Complete Approval

Option 1: Approve

Similar to Requesting Additional Information an iExpense, approving can be completed using either the Workflow Notification Email (approval email message) or the system.

From: Andrea P. Allbee
Sent: Wednesday, April 13, 2016 10:27 AM
To: WFMailer_copper <WFMailer_copper@dartmouth.edu>
Subject: Action Required: Expense OIE279359 for Doe, Jane (45.30 USD)

Action: 'Approve'

Note: "

NID[55899694/209699445910779281630299342723678934738@WFMAIL]
Step 3: Complete Approval

Option 2a: Reject a Report: System

Reject a report within the system

Include a note explaining the rejection
An email will be sent to the employee
Step 3: Complete Approval

Option 2b: Reject a Report: Email

Reject a report using the Workflow Notification Email (approval email message)

Include a note explaining the rejection
An email will be sent to the submitter (employee or FC Delegate)

To reject by email, be sure to include your rejection note in between the two apostrophe's
### Reviewing Ledger

**IRA GL Transactions - Downloadable Table View**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U |
| 5 | 20-400-368000-239569-1418-7533- | 8/11/2015 | 25.84 | Payables | Flanagan, Mary | 22698717 | 1 | Reference 1 | Reference 2 | Reference 3 | Reference 4 | Reference 5 | OIE247875 |
| 1 | 20-400-368000-239569-1418-8142- | 8/14/2015 | 113 | Payables | Flanagan, Mary | 22696212 | 1 | Reference 2 | Reference 3 | Reference 4 | Reference 5 | OIE245905 |
| 2 | 20-400-368000-239569-1418-8142- | 8/14/2015 | 38 | Payables | Flanagan, Mary | 22698718 | 1 | Reference 2 | Reference 3 | Reference 4 | Reference 5 | OIE246888 |

When chart string is no longer active (valid), expenses will post to SUSPENSE: 20.4xx.368000.230512.0000

Submit Journal e-form when you see expenses posted to Suspense.
iExpense Help

iExpense Website

- Overview, FAQ’s, Quick Start Guide, 3 Step Approval Guide, Training Guides and Videos and more...

Finance Centers

- ASFC iExpense Trainers: Andrea (Andie) Allbee or Erin Bennett

Technical Support:

- iExpense Trainer will contact iExpense Project Support Manager and cc: Expense.Reporting@Dartmouth.edu on technical issues
- IT ticket will be opened if trainer and project support manager are unable to resolve the issue
iExpense User’s Guide
A step-by-step walkthrough for creating and submitting an iExpense Report

iExpense Approver Guide
A step-by-step walkthrough for approving an iExpense Report

Access iExpense at: employee.dartmouth.edu