Fact Sheet

How to complete a Travel expense claim

Medical Officer Delegate: To complete a Travel expense report on behalf of a Medical Officer as a delegate, follow the steps below ensuring you have access to Oracle Internet Expenses and that the Medical Officer has previously nominated you as a delegate on the system

Quick Check

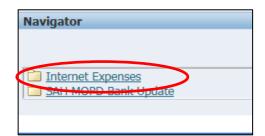
- Step 1: <u>General Information</u>
- Step 2: Cash and Other Expenses
- Step 3: Expense Allocation
- Step 4: Final Review and submission of claim

Process

To log onto Oracle Corporate Systems use your HAD ID and Password

ORACLE	and the second s	And I wanted
	* User Name	(example: michael.james.smith)
	* Password	
		(example: 4u99v23) Login to OCS-XPT Cancel
		Login Assistance
	Accessibility	None V

> Once logged on, select Internet Expenses located at the bottom left hand of the screen



Step 1: General Information

On the Oracle Expenses Home Page click the Create Expense Report tab in the top right hand corner of the screen to begin a new reimbursement claim



	Create Expense Report	Import Spreadshe	eet E	xport Spr	eadsheet
ginal Receipts	Imaged Receipts	Report Total			and all all
itus	Status	(AUD)	Purpose	Duplicate	Withdraw

- > Please click the drop down box to select the Medical Officer you wish to complete the expense report for
- > Please check that the correct expense template has been selected
- Select the magnifying glass icon to complete the mandatory FBT Declaration and Employee Certification Declaration
- > The *Trip ID* is also required and should be completed as follows:

Country-Month-Year e.g. USA-AUG-2019

	General Information	Cash and Other Expenses	
Create Expense Report: Ge	neral Information		
	Speedy, Doctor Very (16938) V Australian Dollar MOPD Travel Expenses V	Ригроз Арргоче	Approver, Doctor Ivan
Additional Information			
PD \$ Balance PD Leave Balance PD Exam Leave Balance	0	* Emp	* FBT Declaration loyee Certification * Trip ID Liaim for this Trip?

- > A separate pop up screen will appear
- > Select the Go button to search for an appropriate FBT Declaration

Search and S	elect: FBT Declaration		
			Cancel Select
Search			
	item, select a filter item in the pulldow	n list and enter a value in the text field, f	then select the "Go" button.
Results			
Select	Quick Select	FBT Declaration	Description
	No search conducted.		
About this Pa	ge		
			Cancel Select

> Select the appropriate FBT Declaration and click the Select tab to continue

Search and Select List	t of Values - Interne	tt Explorer	×
Search and Select:	FBT Declaration		
		Cance <u>l</u> Sele	ect
Search			
To find your item, s	select a filter item	in the pulldown list and enter a value in the text field, then select the "Go" button.	
Search By FBT Dec	laration 🔽	Go	
Results			
	FBT Declaration	Description	
	Yes	I understand that any work expenses reimbursed by my employer are not deductible in my perso income tax return	nal
About this, age			
		Cancel Select	t
		B 100%	✓

Follow the same FBT Declaration process as above to complete the Employee Certification Declaration

Search and Select	List of Values - Interne	t Explorer	• 💌
Search and Sele	ct: Employee Certifi	cation	
		Cance <u>l</u> 5	Select
Search			
To find your get	n, select a filter item	the pulldown list and enter a value in the text field, then select the "Go" button.	
	oyee Certification 🗸	Go	
Search by Jump	oyee certification		
Results			
Quick Select Select	Employee Certification	Description	
	Yes	I certify that the information contained in this claim is true and correct to the best of my know and that I have provided the necessary documentation for FBT assessment	wledge
About this Page			
		Cancel Se	lect
<			>
		€ 100	% 🔻 " _d i

Please note: the Medical Officer will check and certify declarations prior to submitting to their Direct Line Manager. The FBT Declaration and Employee Certification Declaration fields are mandatory fields which must be completed in order for the claim to progress and be submitted for approval. Once the declarations have been completed please select the Next button in the bottom right hand corner of the screen.

* FBT Declaration	Yes 🔟 🔍 🔶
	I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return
* Employee Certification	Yes 🖌 🔍 🔶
	I certify that the information contained in this claim is true and correct to the best of my knowledge and that I have provided the necessary documentation for FBT assessment
* Trip ID	USA-AUG-2019
* Final Claim for this Trip?	No 🚽 🔍 🚽
	Expect further claims to be made against this Trip ID
	Save Cancel Step of 4 Next

Step 2: Cash and Other Expenses

- > To enter individual expenses on each line, follow the process below:
 - 1. Select the date of the receipt
 - 2. Enter the receipt amount
 - 3. Select the drop down menu for Expense Type
 - 4. The free text *Justification* box can be used for further information for the Line Manager when they are checking and approving the claim
 - 5. Select the *Details* icon to add the invoice and receipt of payment on the following screen

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	-	eneral Information		Cash and Oth	er Expenses		Expense	Allocations	Re	view
Create	Expense	Report: Cash and C	Other Expenses							
						Save	Cancel Back	Step 2 of 4 Next	Currency Convers	ion Rate
Recei	pt-Based	Expenses								
I	temize.	usiness expenses. En Iple: 07-SEP-2020.	iter one expense per li	ne. Click Details to enter informat	on specific to an e	expense, such as the Dai	ly Rate. If your receipt i	ncludes more than on	e expense type, click	
Select	Expense	Lines: Duplicate	e Remove	Show Receipt Currency						
	II Selec									_
Select	Line Da		Receipt Amount	Expense Type		Justification		Reimburg	sable Amount (7.0D)	
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Select	Expense	Lines: Duplicate	e Remove	Show Receipt Currency						

- Please note for *Domestic* Travel: while receipts under the amount of \$82.50 do not require an invoice to be attached, a receipt that is over this amount will require a valid tax invoice to be attached as well as the receipt. Further information can be found via the below links
 - Fact Sheet 19- Documentary Evidence
 - ATO website
- > Please check and complete the following (and refer screen shot overleaf):
 - Select the drop down box to change the *Tax Code* according to what is stated on the invoice (if the amount is over \$82.50, or the receipt of the amount is under \$82.50):
 - For compliant tax invoices the Tax Code is: GST10
 - For receipts or tax invoices that do not include GST the Tax Code is: GSTFREE
 - 2. To attach the invoice and/or receipt, travel diary select the *Add* button (instructions below)
 - 3. Enter the Business Percentage for the item you are claiming
 - 4. To enter the *Purpose*, click the magnifying glass to select the appropriate purpose category
 - 5. Enter the Trip Start Date and Trip End Date
 - 6. Enter in number of *Private Days* within trip (if there are no private days, please enter zero)
 - 7. Click the magnifying glass to select the appropriate *Business Comp Declaration* (please read declaration description before making a selection)
 - 8. Once complete, please select the Return button

Please note: steps 3 to 7 are all mandatory fields which must be completed to progress the claim

Expenses Home Expense	se Reports Access Authorizations	s Projects and Task	s Payments Search						
0-			0			0			0
General Info		Cash and	Other Expenses		Expense	Allocations		Re	eview
Cash and Other Expenses:	Details for Line 1								
* Indicates required field					Itemize	Duplicate	New	Remove	Return
* Expense Type	International Airfares	Justification	BC Symposium- New York	~					
	11-Aug-2019 🔤 example: 16-Sep-2020)			~					
Daily Rate	4,000.00	Expense Location		9					
Number Of Days	1		e 'All Other Locations' if expense location d						
* Receipt Amount	4,000.00	ex	ist.						
* Receipt Currency	AUD - Australian Dollar 🔽	Merchant Name							
Exchange Rate		L							
Reimbursable Amount 4	I,000.00 AUD	Attachments N	one Add						
Additional Information									
Purchase Card Holder									
	documents are available from this link		mach to the expense report as ip	plicable.					
	sional Development Reimburse		Plana and the set of strack to the		and the state				
* Business %	Reimbursement related documents are	available from this link.	Please complete and attach to tr	e expense report as a	applicable.				
DUSITIOSS 70	100% Business								
* Purpose	Improve WR Knowledge	<u> </u>							
	Improving Work Related knowledge or skills for	my current job							
* Trip Start Date	11-Aug-2019								
* Trip End Date	18-Aug-2019								
* No. of Private Days	0								
* Only Business Comp Dec	No 🔄 🔍								
	I am seeking full reimbursement of the expense	es from my trip that may be cla	ssified as dual purpose by my employer						
					Itemize	Duplicate	New	Remove	Return

Please note: to attach the invoice and/or receipt refer below:

- Enter the *Title*, select the *Category*, and complete the *Description*
- Select the *Browse* button to attach the invoice and/or receipt as well as the Medical Officer's Travel diary if claiming flights pre or post travel (you are able to add multiple attachments by selecting *Add Another* button as well)
- To save the attachment and return to previous page, select the Apply button

Expenses: Expense Reports >		
Add Attachment		
		Cancel Add Another Apply
Attachment Summary Informatio	n	
Title Flig Description Category Re	hts for ABC conference	
Define Attachment	\sim	
Type ④ File ○ URL ○ Text	Nhif797f001usersg\$\hrosen01\Desktop\test doc.pd	

> Select the Return button at top right hand of screen to return to the *Expenses* page

		Return
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- > Please repeat the abovementioned steps for other expenses related to this trip. All items should be on a separate expense line. You may however group all taxi receipts together or all meal receipts together onto one expense line providing the following has been done:
 - 1. All grouped receipts were paid out on the same day
 - 2. If Domestic travel for tax coding purposes:
 - Compliant (GST10) invoices and/or receipts have been grouped together
 - Non Compliant (GSTFREE) invoices and/or receipts have been grouped together

Please note: if you have non travel related expenses to put in for reimbursement you will need to complete a separate expense report and use a non-travel expense template

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		General Info	rmation		Cash and Oth	er Expenses		Expens	se Allocations	Review
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							Save Cance	Back	Step 2 of 4 Next Currency Cor	version Ra
Rece	ipt-Ba	sed Expenses	;							
ттр	Enter	all business exp	enses, Ente	er one expense per l	ine. Click Details to enter informati	on specific to a	n expense, such as the Daily Rate. I	vour receipt	includes more than one expense type,	lick
	Itemiz	e. '					,,,,,,	,		
		nse Lines:	2020. Duplicate	Remove	Show Receipt Currency					
		elect None	Jupicate	Kelliove	Show Receipt Currency					
		Date		Receipt Amount	Expense Type		Justification		Reimbursable Amount (AUD) Deta
	1	11-Aug-2019		4,000.00	International Airfares	~	ABC Symposium- New York	_	4,0	00.00
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	3	[~		_		
	4					~				
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		Lines						date Tota	4,00	

> When you have completed adding expenses, select Next at the top right hand of screen

Favorites	Global Policy Home Logout I	Preferences Diagnostics
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Expense Allocations		Review
	\frown	
Save Cancel	Back Step 2 df 4 Negt	Currency Conversion Rate

Step 3: Expense Allocation

- In the Expense Allocation screen, you may view where expenses will be allocated, which is automatically supplied by CHRIS21
- Please note: in this Expense Allocation screen no action is required by a Medical Officer Delegate

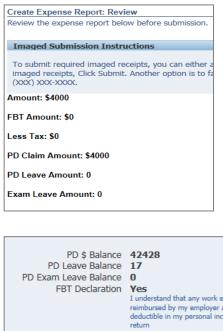
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reate Expense Report: Expense Allocations											
Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line. Indicates required field							Save	Car	ncel	Back Step 3 of 4	le <u>x</u> t
Project Allocations Account Allocations											
Image: Select All Select None Expand All Collapse All Select Expense Lines: Update Allocations Image: Apply Select All Select None Expand All Collapse All											
Payment Method	Date		•	Reimbursable Amount (AUD)	Merchant	Location	Justification	Project	Task	Project Expenditure Organization	
				4,000.00							
Cash Receipt	11-Aug-2019	International Airfares	4,000.00 AUD	4,000.00			ABC Symposium- New York				
	port: Expense All to update expense d field update expense is Account All update expense lin nees: Update Al expand All Payment Method	port: Expense Allocations to update expense allocations for dield is Account Allocations update expense lines with projenes: Update Allocations one Expand All Collapse All Payment Method Date	Depart: Expense Allocations to update expense allocations for selected expense lind field Image: Comparison of the expense line switch project-enabled expense types: update expense lines with project-enabled expense types: Update Allocations Revert My Allocations res: Update Allocations Revert My Allocations ne Expend All Collapse All Payment Date Expense Type	port: Expense Allocations to update expense allocations for selected expense lines. Apply an amound field is Account Allocations update expense lines with project-enabled expense types. res: Update Allocations Revert My Allocations Image: Comparison of the second seco	Description Description to update expense allocations for selected expense lines. Apply an amount split to a single expense d field Is Account Allocations update expense lines with project-enabled expense types. Tegrad Allocations Revert My Allocations Image: Split to a single expense types. Image: Split to a single expense types. Image: Split to a single expense type. Image: Split to a s	Port: Expense Allocations to update expense allocations for selected expense lines. Apply an amount split to a single expense line. d field Is Account Allocations update expense lines with project-enabled expense types. Typdate Allocations Revert My Allocations Payment Method Date Expense Type Amount Amount (AUD) Merchant	Payment Payment Collapse Type Receipt Reimbursable Amount (AUD) Method Date	port: Expense Allocations to update expense allocations for selected expense lines. Apply an amount split to a single expense line. field s Account Allocations update expense lines with project-enabled expense types. see: Update Allocations Revert: My Allocations Apply and Expend All Collapse All Colla	port: Expense Allocations for selected expense lines. Apply an amount split to a single expense line. field field fie	port: Expense Allocations to update expense allocations for selected expense lines. Apply an amount split to a single expense line. field s Account Allocations update expense lines with project-enabled expense types. see: Update Allocations Revert My Allocation Revert My Allocati Revert My Allocatio Revert My A	port: Expense Allocations for selected expense lines. Apply an amount split to a single expense line. field field fiel

> To progress to the final step, select the Next button in the top right hand corner of screen

@	O
Expense Allocations	Review
	Save Cancel Back Step 3 of Next

Step 4: Final Review and Submission of Claim

> Before submitting your claim to the Medical Officer, please check:



1. The expense or total claim amount is correct

2. All declarations are completed correctly



- Global Policy Home Logout Preferences Diagnostics

 Expense Allocations

 Review

 Save
 Cancel Back Step 4 of Submit
- To submit to the Medical Officer, select the *Submit* button at the top right hand corner of your claim
- > When you have submitted the expense report to the Medical Officer for certification, you will receive a confirmation and an expense report number for your expense claim which you can use to track its progress (refer visual overleaf)

>

 Confirmation Expense report number EXP: 	11234 for 4,000.00 has been submitted to Approver, Doctor Ivan for approv
Expense Report EXP11234	
Submission Instructions	
Amount: \$4000	
FBT Amount: \$0	
Less Tax: \$0	
PD Claim Amount: \$4000	
PD Leave Amount: 0	

> To return back to the *Expenses* Home Page, select the *Return* button to view the claim status from the expense claims created and claim status



> You can view the status of your claims under the *Track Submitted Expense Reports* heading in the top right hand corner of your screen

Track Sub	nitted Expense Reports									
The following expense reports are either outstanding or have been part in the last 30 days.										
Report Number	Report Submit Date 🗸	Report Status	Last Report Status Activity (Days)		Original Receipts Status	Imaged Receipts Status	Report Total (AUD)		Duplicate	
EXP11234	16-Sep-2020	Pending Manager Approval	0		Not Required	Received	4,000.00		G	>
EXP11209	13-Sep-2020	Pending Payables Approval	3	Accounts Payable	Not Required	Received		test view receipt	O	>

For more information

Health Education: System Improvement Clinical Collaborative Branch, SA Health Citi Centre Building, 11 Hindmarsh Square <u>Health.PDReimbursement@sa.gov.au</u> (08) 8463 6184 <u>sahealth.sa.gov.au/reimburseme</u> For Official Use Only-A1-I1

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