

How to complete a Non-Travel expense claim – Mobile

Medical Officer: To complete and submit a non-travel expense claim through the Oracle Fusion Expenses App on an iOS device, please follow the steps below and ensure you have internet access and are Citrix connected

Quick Check

- Step 1: [Log in using HAD ID and password](#)
- Step 2: [Create Expense Report](#)
- Step 3: [Check declarations, invoices and/or receipts](#)
- Step 4: [View and submit to Direct Line Manager](#)

Process

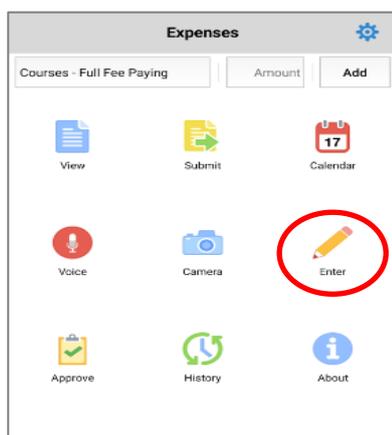
Step 1: Log in using HAD ID and password

- > Log in using your HAD ID and password



Step 2: Create Expense Report

- > Select the *Pencil* icon



Fact Sheet

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- > Check that you have selected the correct template (in this example we require a Non-Travel Expense)
- > Select *Done* when you have selected the correct template
- > Click *Select Type* to view a list of items (a list of items will appear at the bottom of the screen to choose from)
- > Select the item being claimed
- > Enter the date on which the item was bought/paid for
- > Enter the dollar value of the receipt
- > Select *Add attachments* to add your invoice and/or receipt

Cancel	Add Expense	Save
Template	MOPD Non Travel Expenses	
Type	Select type	
Date	29-Sep-2020	
Amount	Enter amount	AUD
Attachment	Add attachment	
Cancel	Done	

MOPD Non Travel Expenses
MOPD Travel Expenses
Purchase Card Reconcile
Test



- > A pop up screen will appear to give you an option of taking a photo of the invoice and/or receipt or by selecting a file from your photo gallery
- > Select your option and press *OK* to continue

Camera
Photo Gallery
Cancel

Step 3: Check declarations, invoices and/or receipts

- > In the *Add Expense* page
- > Select Tax Code, drop down box on bottom of screen will appear (refer overleaf for visual)

Fact Sheet

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- > Change the *Tax Code* according to what is stated on the invoice (if the amount is over \$82.50, or the receipt if the amount is under \$82.50) and select the *OK* button:
 - For compliant tax invoices the Tax Code is: GST10
 - For receipts or tax invoices that do not include GST or is GST free, the Tax Code is: NOTAXINCL

Cancel	Add Expense	Save
Date	10-Sep-2020	
Amount	150.00	AUD
Attachment	 	
Location	Adelaide	
Merchant	Enter merchant	
Tax Code	GST10	
Number of Days	Enter # of days	
Justification	Virtual workshop	
Business %	100	
Purpose	Improve WR Knowledge	
Itemize		



- > **Please note:** 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](#)
- > For iOS devices, a location does need to be entered
- > Enter the expense in free text *Justification* box e.g. Virtual workshop
- > Confirm the *Business Percentage*
- > Select *Purpose* to complete your declaration and follow the prompts
- > Refer overleaf for visual

Fact Sheet

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Location	Adelaide	
Merchant	Enter merchant	
Tax Code	GST10	
Number of Days	Enter # of days	
Justification	Virtual workshop	
Business %	100	
Purpose	Improve WR Knowledge	
Itemize		

- > Select the most appropriate declaration related to your expense item

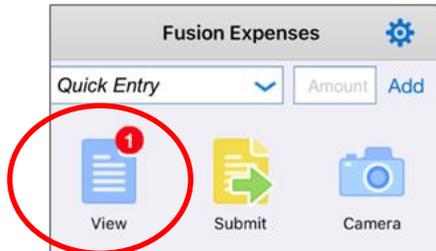
Further Qualification	Further Qualification
Improve WR Knowledge	Improve WR Knowledge
Not Deductible	Not Deductible
Other Business Purpose, Related to Current Job	Other Business Purpose, Related to Current Job
Required for Current Job	Required for Current Job
Up To Date	Up To Date

- > Select Save expense when the above has been completed

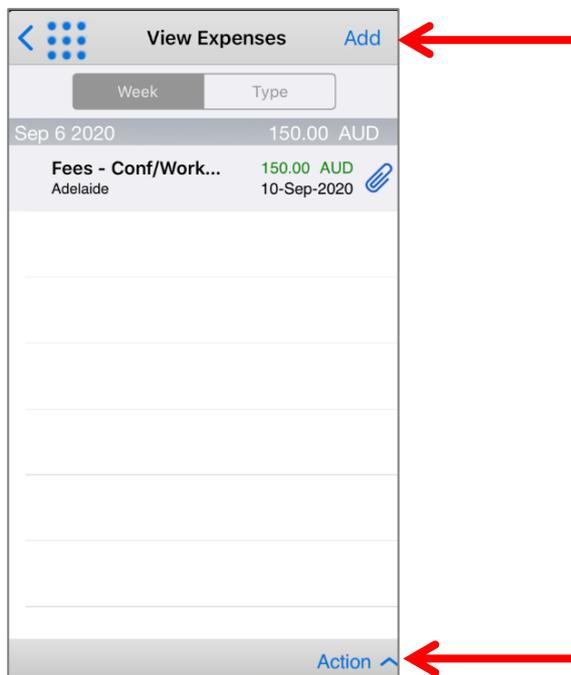
Cancel	Add Expense	Save
Date	10-Sep-2020	
Amount	150.00	AUD
Attachment	 	
Location	Adelaide	
Merchant	Enter merchant	
Tax Code	GST10	
Number of Days	Enter # of days	
Justification	Virtual workshop	
Business %	100	
Purpose	Improve WR Knowledge	
Itemize		

Step 4: View and submit to Direct Line Manager

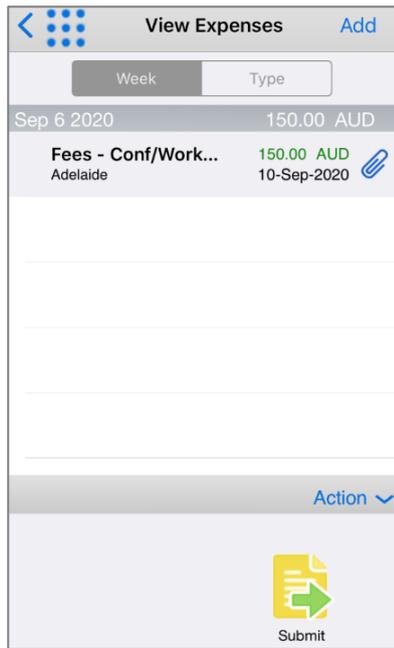
- > To view saved expenses entered, select the *View* icon on the Expenses Home Page



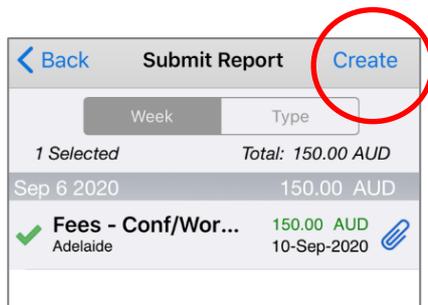
- > All item expenses entered and saved can be found here
- > To prepare a claim for submission, or to add another expense before submitting for approval you can either:
 - Select the *Add* hyperlink to create another expense report and repeat above process or
 - Select the *Action* hyperlink to begin the submission process



- > Select the *Submit* button to prepare the expense report for submission (refer to visual overleaf)



- > In the following screen you will be asked to create a report
- > Select *Create* in the top right hand of screen to go to *Submit Report* page



- > In the *Submit Report* page (refer visual overleaf):
 - Enter purpose for expenses
 - Check your entitlements
 - Select FBT declaration
 - Select Employee Certification
 - Select the *Submit* button when the above is complete

Fact Sheet

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Submit Report	
Report Total	150.00 AUD
Number of expenses	1
Purpose	Enter purpose
Report Attachments	Add attachment
PD \$ Balance	42696
PD Leave Balance	17
PD Exam Leave Balance	0
FBT Declaration	Select FBT Declaration
Employee Certification	Select Employee Certification
Fees - Conf/Workshop/Trai... Adelaide	150.00 AUD 10-Sep-2020
Action	

Note: **DO NOT EDIT** the PD \$ Balance, PD Leave Balance, or PD Exam Leave Balance fields.

- > An Acknowledgment pop up screen will appear
- > Select *Agree*
- > Your claim will then be sent to your Direct Line Manager for approval

Acknowledgement
I accept the expense policies

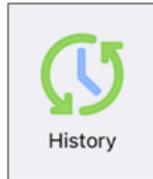
Agree

I Do Not Agree

- > A second pop up screen will appear when your expense report claim has been submitted successfully

Report EXP11271 was submitted successfully
This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

- > Claims created and submitted via the App can be accessed via the *History* icon on Expenses Home Page
- > Select *History* icon to view



For more information

Medical Officer Professional Development
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Health.PDReimbursement@sa.gov.au
sahealth.sa.gov.au/reimburseme

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