

How to Complete a Travel expense claim

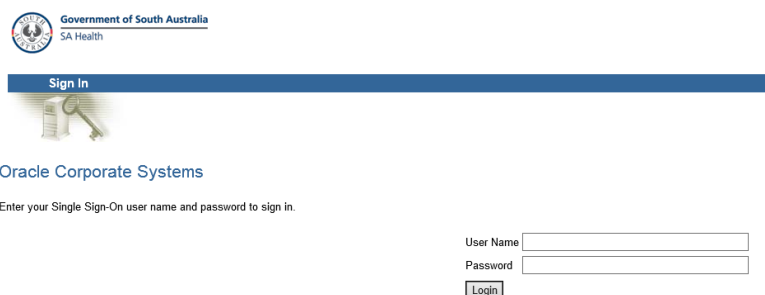
Medical Officer: To complete a Travel expense claim, please follow the steps below

Quick Check

- Step 1: [General Information](#)
- 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



Government of South Australia
SA Health

Sign In

Oracle Corporate Systems

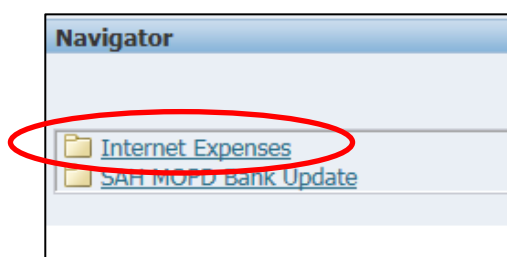
Enter your Single Sign-On user name and password to sign in.

User Name

Password

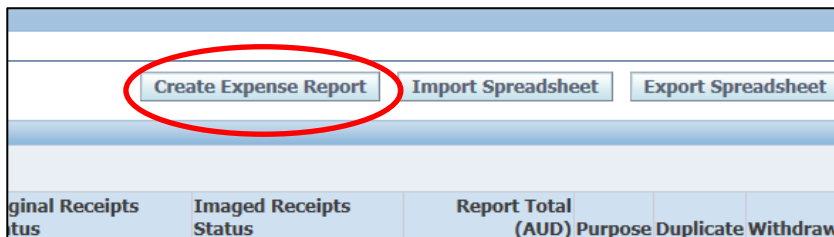
Login

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



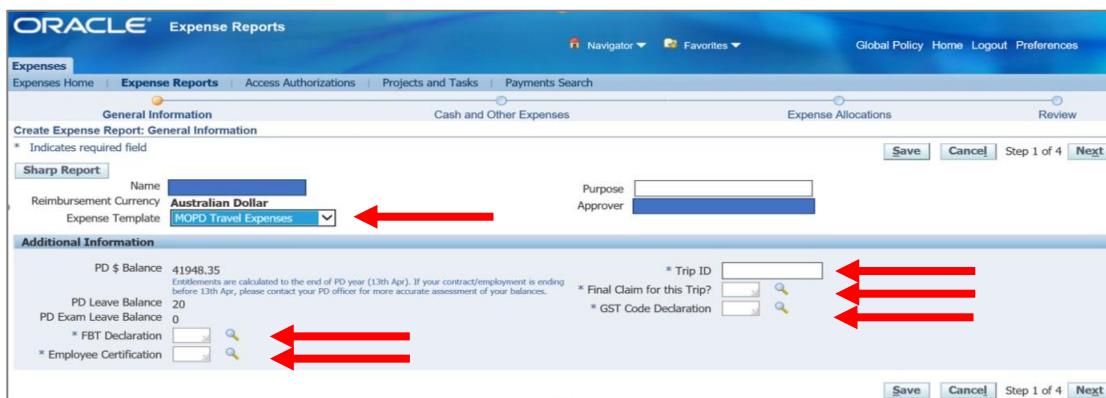
Step 1: General Information

- > On the *Oracle Expenses* homepage click the *Create Expense Report* tab in the top right hand corner of the screen to begin a new reimbursement claim

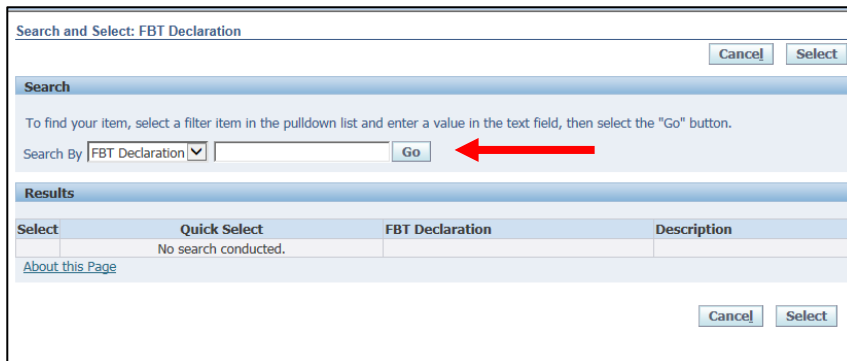


Please check that the correct expense template has been selected

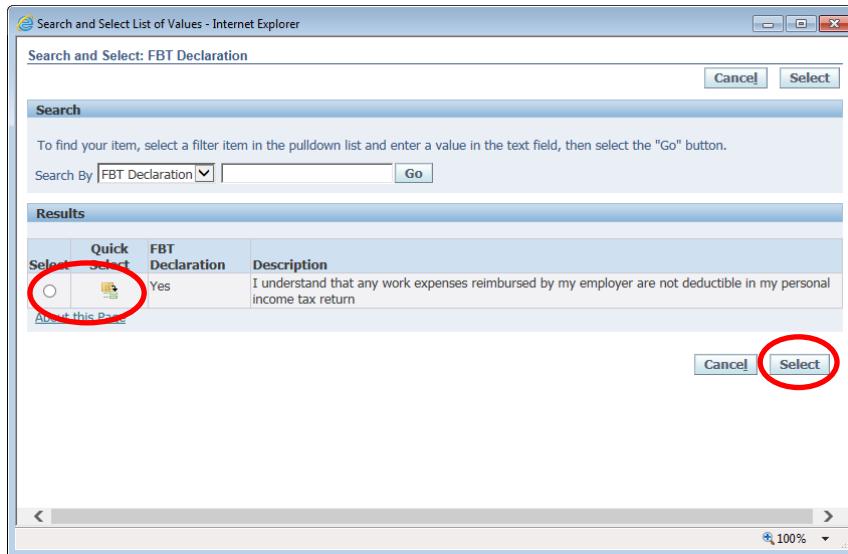
- > Select the magnifying glass icon to complete *FBT Declaration, Employee Certification Declaration, GST code declaration & Final Claim for this trip declaration*
- > The *Trip ID* is also required and should be completed as follows:
Country-Month-Year e.g. *USA-AUG-2019*



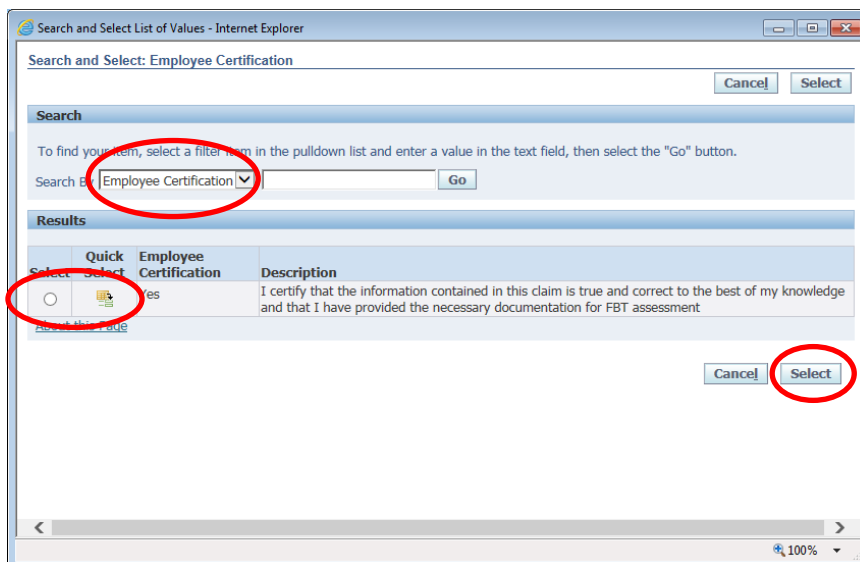
- > A separate pop up screen will appear after clicking the magnifying glass.
- > Select the *Go* button to search for an appropriate *FBT Declaration*



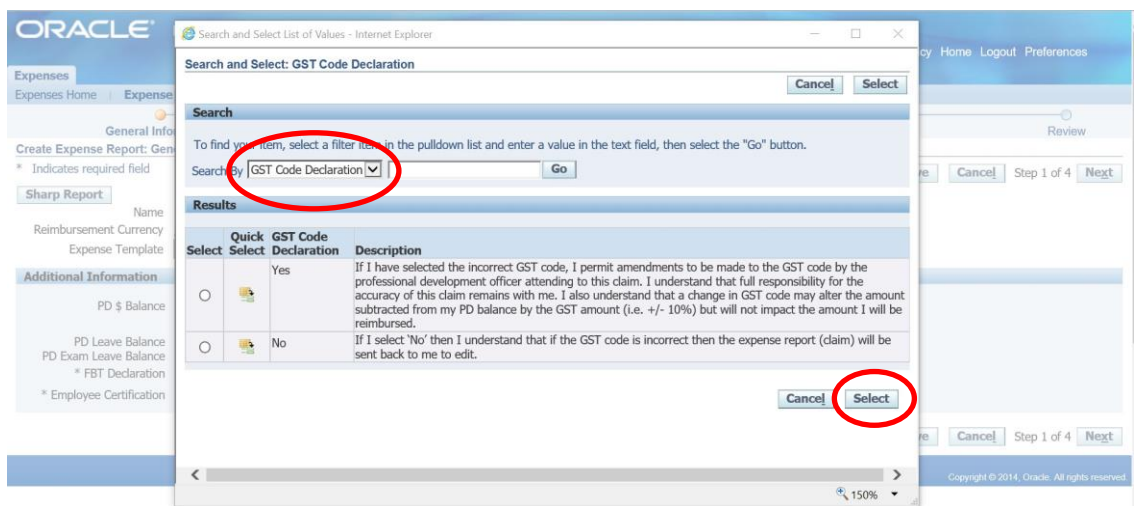
- > Select the appropriate *FBT Declaration* and click the *Select* tab to continue



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



Follow the same *FBT Declaration* process as above to complete the GST code declaration



- > **Please note:** the *FBT Declaration*, *Employee Certification Declaration*, *Trip ID*, *GST code declaration* and *Final claim for this trip* fields are mandatory fields which must be completed in order for your claim to progress and be submitted for approval. Once the declarations and trip ID have been completed please select the *Next* button in the bottom right hand corner of the screen

Additional Information

PD \$ Balance 33113.00
Entitlements are calculated to the end of PD year (13th Apr). If your contract/employment is ending before 13th Apr, please contact your PD officer for more accurate assessment of your balances.

PD Leave Balance 15
 PD Exam Leave Balance 0

* 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

* GST Code Declaration Yes
If I have selected the incorrect GST code, I permit amendments to be made to the GST code by the professional development officer attending to this claim. I understand that full responsibility for the accuracy of this claim remains with me. I also understand that a change in GST code may alter the amount subtracted from my PD balance by the GST amount (i.e. +/- 10%) but will not impact the amount I will be reimbursed.

MOPD Intranet: [Click here for submission instructions, training resources, FBT guidelines, forms and support contact information](#)

Save Cancel Step 1 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 your Line Manager when they are checking and approving your claim
 5. Select the *Details* icon to add the invoice and receipt of payment on the following screen

General Information **Cash and Other Expenses** Expense Allocations Review

Create Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next Currency Conversion Rate

Receipt-Based Expenses

✓TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 ✓TIP Date Example: 07-SEP-2020.

Select Expense Lines: Duplicate Remove 1 Show Receipt Currency

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (AUD)	Details
<input type="checkbox"/>	1						
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						
<input type="checkbox"/>	6						
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						

Add More Lines Update Total 0.00

Select Expense Lines: Duplicate Remove 1 Show Receipt Currency

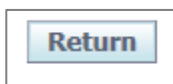
- > **Please note for Domestic Travel:** while receipts under the amount of \$82.50 do not require an invoice to be attached, a receipt that is over this amount will require a valid tax invoice to be attached as well as the receipt. Further information can be found via the below links
 - [Fact Sheet 19- Documentary Evidence](#)
 - [ATO website](#)
- > Please check and complete the following (and refer screen shot overleaf):

1. 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: NOTAXINC
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

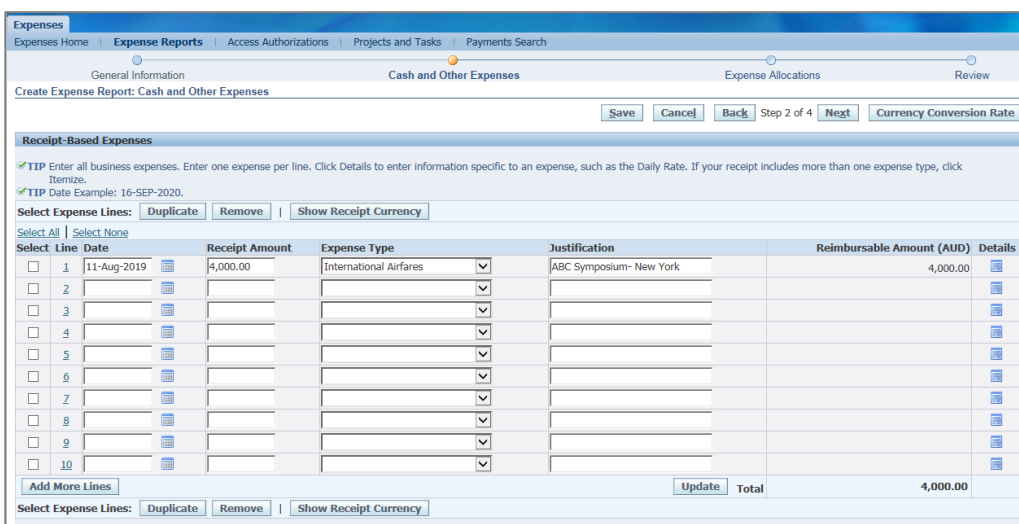
Please note: steps 3 to 7 are all mandatory fields which must be completed to progress the claim

- > **Please note:** to attach the invoice and/or receipt see below
- Enter the *Title*, select the *Category*, and complete the *Description*
 - Select the *Browse* button to attach your invoice and/or receipt as well as your Travel diary if you are claiming flights pre or post travel. You are able to add multiple attachments by selecting *Add Another* button as well.
 - To save your attachment and return to previous page, select the *Apply* button

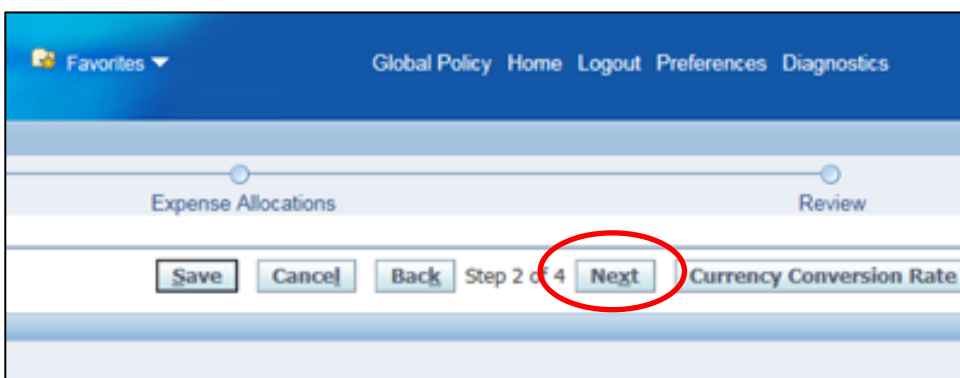
- > Select the Return button at top right hand of screen to return to Expenses page



- > 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 claim for reimbursement you will need to complete a separate expense report and use a non-travel expense template



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



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

General Information | Cash and Other Expenses | **Expense Allocations** | Review

Create 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

Project Allocations | Account Allocations

TIP You can only update expense lines with project-enabled expense types.

Select Expense Lines: Update Allocations | Revert | My Allocations | Apply

Select All | Select None | Expand All | Collapse All

Select Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (AUD)	Merchant	Location	Justification	Project	Task	Project Expenditure Organization
<input type="checkbox"/>	All				4,000.00						
<input type="checkbox"/>	1 Cash Receipt	11-Aug-2019	International Airfares	4,000.00 AUD	4,000.00			ABC Symposium- New York			

Save | Cancel | Back | Step 3 of 4 | Next

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

Expense Allocations | Review

Save | Cancel | Back | Step 3 of 4 | **Next**

Step 4: Final Review and Submission of Claim

- > Before submitting your claim to your Direct Line Manager, please check:

Create Expense Report: Review
Review the expense report below before submission.

Imaged Submission Instructions

To submit required imaged receipts, you can either upload imaged receipts, Click Submit. Another option is to fax (XXX) XXX-XXXX.

Amount: \$4000

FBT Amount: \$0

Less Tax: \$0

PD Claim Amount: \$4000

PD Leave Amount: 0

Exam Leave Amount: 0

1. The expense or total claim amount is correct

PD Exam Leave Balance **0**

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**

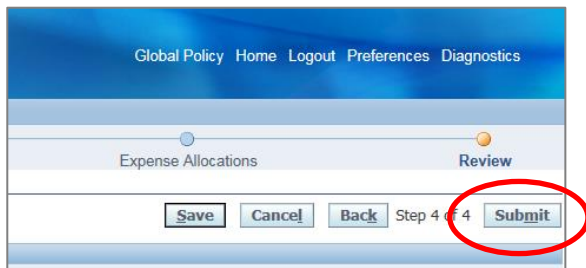
Final Claim for this Trip? **No**
Expect further claims to be made against this Trip ID

GST Code Declaration **Yes**
If I have selected the incorrect GST code, I permit amendments to be made to the GST code by the professional development officer attending to this claim. I understand that full responsibility for the accuracy of this claim remains with me. I also understand that a change in GST code may alter the amount subtracted from my PD balance by the GST amount (i.e. +/- 10%) but will not impact the amount I will be reimbursed.

Report Total **4,000.00 AUD**

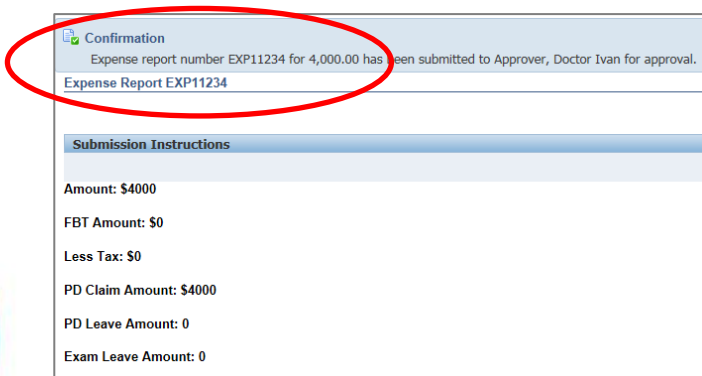
Reimbursement Amount **4,000.00 AUD**

2. All declarations are completed correctly
3. You have enough PD entitlement to progress and submit for approval

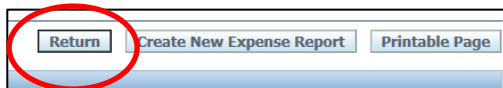


- > To submit to your Direct Line Manager, select the *Submit* button at the top right hand corner of your claim

- > When you have submitted your claim to your Manager for the approval process, you will receive a confirmation and an expense report number for your expense claim which you can use to track its progress



- > To return back to *Expenses* homepage, 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

Report Number	Report Submit Date	Report Status	Last Report Status	Current Activity (Days)	Approver	Original Receipts Status	Imaged Receipts Status	Report Total (AUD)	Purpose	Duplicate	Withdraw
EXP11234	16-Sep-2020	Pending Manager Approval		0		Not Required	Received	4,000.00			
EXP11209	13-Sep-2020	Pending Payables Approval	3 Accounts Payable			Not Required	Received	15.00	test view receipt		

For more information

How to Complete a Travel expense claim.docx
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Medical Officer Professional Development
Reimbursement System (MOPDRS)
Clinical System Support & Improvement, SA Health
Health.PDReimbursement@sa.gov.au
sahealth.sa.gov.au/reimburseme

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