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

	Create Expense Report	Import Spreadshe	eet E	xport Spre	eadsheet
ginal Receipts Itus	Imaged Receipts Status	Report Total (AUD)	Purpose	Duplicate	Withdraw

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

ORACLE	Expense Reports		Cickel Deline, House, La	and Destaurant
Expenses		Navigator V Navigator V	Global Policy Home Lo	jour Preferences
Expenses Home Expense	e Reports Access Authorizations Projects and Tasks Payments Se	arch		
General Inf	ormation Cash and Other Expenses		Expanse Allocations	Poviou
Create Expense Report: Ger	neral Information		Expense Anocatons	NOVIOW
* Indicates required field Sharp Report Name Reimbursement Currency Expense Template	Australian Dollar MOPD Travel Expenses	Purpose Approver	<u>Save</u> Cance	Step 1 of 4 Next
Additional Information				
PD \$ Balance PD Leave Balance PD Exam Leave Balance * FBT Declaration * Employee Certification	41948.35 Entitlements are calculated to the end of PD year (L1th Apr). If your contract/employment is ending before 11th Apr, please contact your PD officer for more accurate assessment of your balances. 20 0 0 0 0 0	Trip ID Final Claim for this Trip? GST Code Declaration		
			Save Cance	Step 1 of 4 Next

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

Search and Se	elect: FBT Declaration		
			Cance <u>l</u> Select
Search			
To find your i Search By FB	item, select a filter item in the pulldow	n list and enter a value in the text field,	then select the "Go" button.
Results			
Select	Quick Select	FBT Declaration	Description
	No search conducted.		
About this Pag	ge		
			Cancel Select

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

Search and Select List of Values - Interne	et Explorer
Search and Select: FBT Declaration	
	Cancel Select
Search	
To find your item, select a filter item	in the pulldown list and enter a value in the text field, then select the "Go" button.
Search By FBT Declaration 🔽	Go
Results	
Results	
Quick FBT Select Declaration	Description
🔿 📑 Yes	I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return
About this Page	
	Cancel Select
<	>
	€ 100% ▼

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

🦪 Search and	l Select	List of Values - Interne	t Explorer	- • •
Search and	d Selec	t: Employee Certifi	cation	
				Cance <u>l</u> Select
Search				
To find w		coloct a filter and	in the nulldown list and enter a value in the text field, then colors the "Co" butte	
	Juniterr	i, select a filter form	In the pulldown list and enter a value in the text field, then select the Go butto	n.
Search B	Emplo	oyee Certification 🗠	Go	
Results				
0	uick	Employee		
Select 5	elect	Certification	Description	
0	B	Yes	I certify that the information contained in this claim is true and correct to the be and that I have provided the necessary documentation for FBT assessment	est of my knowledge
About this	- age			
			C	ancel Select
<				>
				🔍 100% 🔻 🔡

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

ORACLE	🙆 Searc	h and Sel	lect List of Values	- Internet Explorer — 🗆 🗙		
	Search	and Se	lect: GST Code	Declaration	сy	Home Logout Preferences
Expenses				Cancel Select		
cxpenses nome cxpense	Searc	ch				
General Info						Review
Create Expense Report: Gen	To fin	id your it	em, select a filt	er iter in the pulldown list and enter a value in the text field, then select the "Go" button.		
* Indicates required field	Search	By GS	T Code Declarat	ion 🔽 🚺 Go	re	Cancel Step 1 of 4 Next
Sharp Report						
Name	Kesu	ITS				
Reimbursement Currency		Quick	GST Code			
Expense Template	Select	Select	Declaration	Description		
Additional Information			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		
PD \$ Balance	0	-		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.		
PD Leave Balance PD Exam Leave Balance	0		No	If I select 'No' then I understand that if the GST code is incorrect then the expense report (claim) will be sent back to me to edit.		
* FBT Declaration				\sim		
* Employee Certification				Cancel Select		
				\bigcirc	ie.	Cancel Step 1 of 4 Next
	<			>		Copyright © 2014, Oracle: All rights reserved.
				150% -	-11	

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



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

		0	0		0	0	
General Information			Cash and Other Exp	enses	Expense Allocations		
Create	Expense Report	t: Cash and Other Expenses					
				<u>S</u> ave	Cancel Back Step 2 of 4 Neg	xt Currency Conversion Rate	
Recei	pt-Based Expe	nses					
2770			ing. Circle Dataila ta patra information and	- Carlo and a star Daily I	Data 16		
119	Itemize.	expenses, criter one expense per r	rie. Citck betails to enter information spe	ciric to all expense, such as the Dally I	Rate. If your receipt includes more the	in one expense type, click	
TIP	Date Example: 07	7-SEP-2020.					
elect	Expense Lines	Duplicate Remove	Show Receipt Currency				
Select /	All Select None						
elect	Line Date	Receipt Amount	Expense Type	Justification	Rein	ibursable Amount (LOD) Details	
	1						
	2						
	3						
	4			•		E	
	5		· · · · · · · · · · · · · · · · · · ·	1			
	6		N N	7			
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	10						
Add	More Lines				Update Total	0.00	
Add Select	10 More Lines Expense Lines	Duplicate Remove	Show Receipt Currency		Update Total	0.00	

- 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: NOTAXINC
- 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 Expen	se Reports Access Authorization	ns Projects and Ta	sks Payments Search						
0			0			0			-0
General Inf	ormation	Cash ar	nd Other Expenses		Expense	Allocations		R	leview
Cash and Other Expenses	s: Details for Line 1								
* Expanse Turpe	International Airfares	Justification	ADC Companying Many Varia		Itemize	Duplicate	New	Remove	Return
* Start Date	11-Aug-2019 (example: 16-Sep-2020)		ABC Symposium new Tork	$\langle \rangle$					
Daily Rate Number Of Days	4,000.00	Expense Location	Use 'All Other Locations' if expense locati	an does not					
Receipt Amount	4,000.00		exist.						
* Receipt Currency	AUD - Australian Dollar 💙	Merchant Name							
Exchange Rate Reimbursable Amount	1 4,000.00 AUD	Attachments	None Add						
Additional Information	r								_
Furchase card FbT felated	r documents are available from this lin	 riease complete and 	rattach to the expense report as	pplicable.					
Medical Officer Profes	ssional Development Reimburse	ement a available from this lin	k Please complete and attach t	the evnence report as	annlicable				
* Business %	100 9	e available from this in	in rease complete and ditater o	are expense report as	apprecipies.				
	100% Business								
* Purpose	Improve WR Knowledge	v							
* Trin Start Date	Improving Work Related knowledge or skills fi	or my current job							
* Trip End Date	a 18-Aug-2019								
* No. of Private Dave									
* Only Business Comp Dec	No u Q								
only business comp bee	I am seeking full reimbursement of the expen	ses from my trip that may be	classified as dual purpose by my employe						
									-
					Itemize	Duplicate	New	Remove	Return

- > 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

Expenses: Expense Reports >			
Add Attachment			-
		Cancel Add Auther Apply	
		concer internet internet	
Attachment Summary Informat	tion		
Title F	Flights for ABC conference		
Description			
Category F	Receipts		
Define Attachment		\frown	
Type 🖲 File	\\hlt797f001\usersg\$\hrosen01\Desktop\test doc.pdf	Browse	
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> 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

Expens	es											
Expense	s Hon	ne Expens	e Report	s Access Aut	horizations	Projects and Tasks	Payments S	earch				
		0-					2			0)
General Information Cash and Other Expenses Ex							Expense	Allocations	Rev	iew		
Create												
								Save Cancel	Bac <u>k</u> S	tep 2 of 4 Next Currency C	onversi	on Rate
Recei	pt-Ba	sed Expenses										
<pre></pre>	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: 16-SEP-2020. Select Expense Lines: Duplicate Remove Show Receipt Currency											
Select	Line	Date		Receipt Amou	int Ex	pense Type		Justification		Reimbursable Amount	(AUD)	Details
	1	11-Aug-2019		4,000.00	In	ternational Airfares	~	ABC Symposium- New York		4	,000.00	
	2						~		_			
	3						~		-			12
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Add	More	Lines						Upd	ate Total	4,0	00.00	
Select	Expe	nse Lines: 🔲	Duplicate	Remove	Show F	Receipt Currency						

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

Favorites	Global Policy	Home Logout	Preferences	Diagnostics
0				
Expense Allocations				Review
Save Cancel	Back Step	2 of 4 Ne <u>x</u> t	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

0									0			0	
General Information						Cash and Other Expenses			Expense Allocati	Review			
Create	reate Expense Report: Expense Allocations												
Use the * Indi	see the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line. Save Cancel Back Step 3 of 4 Next												
Proje	Project Allocations Account Allocations												
VTTP 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													
Falact	Focus	Line	Payment Mothod	Data	Exponso Tuno	Receipt	Reimbursable Amount	Morchant	Location	Justification	Droject	Tack	Project Expenditure
Select	FUCUS	Line	Methou	Date	Expense Type	Amount	(NOD)	Merchant	LUCATION	Justification	Project	Idsk	organization
		🖃 All					4,000.00						
		1	Cash Receipt	11-Aug-2019	International Airfares	4,000.00 AUD	4,000.00			ABC Symposium- New York			

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

Currente Allegations	Daview
	Review
	Save Cancel Back Step 3 of Next

Step 4: Final Review and Submission of Claim

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



Report Total 4,000.00 AUD Reimbursement Amount 4,000.00 AUD

>

1. The expense or total claim amount is correct

- 2. All declarations are completed correctly
- 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

>

Expense report number EXP11234 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
Exam Leave Amount: 0

> 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

Track Submitted Expense Reports											
The following expansion of the outstanding or have been paid in the last 30 days.											
	© Previous									1-5 🗸	Next 5 🔊
Report Number	Report Submit Date 🗸	Report Status		Last Report Status Activity (Days)	Current 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		D	D
EXP11209	13-Sep-2020	Pending Payables Approval		3	Accounts Payable	Not Required	Received	15.00	test view receipt	O	>

For more information

Medical Officer Professional Development Reimbursement System (MOPDRS) Clinical System Support & Improvement, SA Health <u>Health.PDReimbursement@sa.gov.au</u> <u>sahealth.sa.gov.au/reimburseme</u> For Official Use Only-A1-I1

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claim.docx Last updated 12-Sep-23

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