

## 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

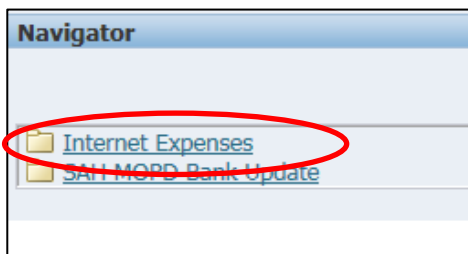
- Step 1: [General Information](#)
- Step 2: [Cash and Other Expenses](#)
- Step 3: [Expense Allocation](#)
- Step 4: [Final Review and submission of claim](#)

### Process

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



- > 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



<span style="border: 2px solid red; border-radius: 50%; padding: 5px;">Create Expense Report</span> <span style="margin-left: 20px;">Import Spreadsheet</span> <span style="margin-left: 20px;">Export Spreadsheet</span>			
Original Receipts Status	Imaged Receipts Status	Report Total (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: General Information

\* Indicates required field

**Sharp Report**

Name: Speedy, Doctor Very (16938)

Reimbursement Currency: Australian Dollar

Expense Template: MOPD Travel Expenses

Purpose:

Approver: Approver, Doctor Ivan

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**Additional Information**

PD \$ Balance:

PD Leave Balance:

PD Exam Leave Balance:

\* FBT Declaration

\* Employee Certification

\* Trip ID

\* Final Claim for this Trip?

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

Search and Select: FBT Declaration

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**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

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**Results**

Select	Quick Select	FBT Declaration	Description
	No search conducted.		

[About this Page](#)

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

Search and Select: FBT Declaration

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]

Select	Quick Select	FBT Declaration	Description
<input type="radio"/>	<input checked="" type="radio"/>	Yes	I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return

Cancel Select

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

Search and Select: Employee Certification

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: Employee Certification [Go]

Select	Quick Select	Employee Certification	Description
<input type="radio"/>	<input checked="" type="radio"/>	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

Cancel Select

- > **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 [Go] ←

I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return

\* Employee Certification Yes [Go] ←

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 [Go] ←

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

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						

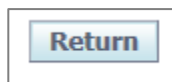
- > **Please note for *Domestic Travel*:** while receipts under the amount of \$82.50 do not require an invoice to be attached, a receipt that is over this amount will require a valid tax invoice to be attached as well as the receipt. Further information can be found via the below links
  - [Fact Sheet 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: 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

> **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

> Select the Return button at top right hand of screen to return to the *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 put in for reimbursement you will need to complete a separate expense report and use a non-travel expense template

Expenses  
Expenses Home | Expense Reports | Access Authorizations | Projects and Tasks | Payments Search

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: 16-SEP-2020.

Select Expense Lines: Duplicate Remove Show Receipt Currency

Select All Select None

Select	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (AUD)	Details
<input type="checkbox"/>	1	11-Aug-2019	4,000.00	International Airfares	ABC Symposium- New York	4,000.00	
<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 4,000.00

Select Expense Lines: Duplicate Remove Show Receipt Currency

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

Favorites Global Policy Home Logout Preferences Diagnostics

Expense Allocations | Review

Save Cancel Back Step 2 of 4 Next 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

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

Save Cancel Back Step 3 of 4 Next

Project Allocations Account Allocations

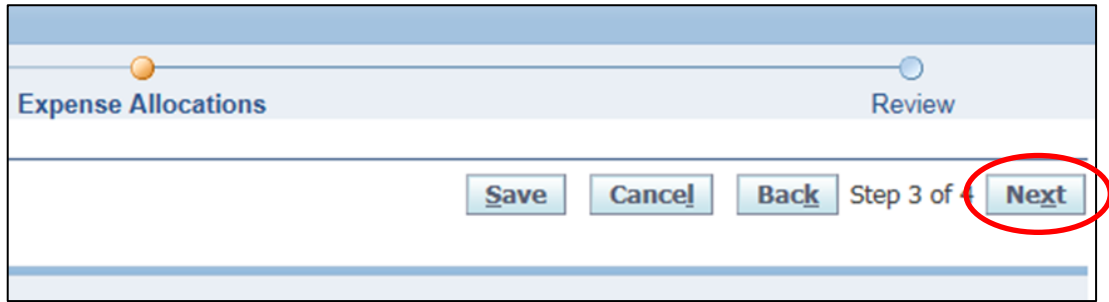
✓ TIP You can only update expense lines with project-enabled expense types.

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	Organization
<input type="checkbox"/>	All	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



## Step 4: Final Review and Submission of Claim

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

Create Expense Report: Review	
Review the expense report below before submission.	
Imaged Submission Instructions	
To submit required imaged receipts, you can either a imaged receipts, Click Submit. Another option is to fa (XXX) XXX-XXXX.	
<b>Amount:</b>	<b>\$4000</b>
<b>FBT Amount:</b>	<b>\$0</b>
<b>Less Tax:</b>	<b>\$0</b>
<b>PD Claim Amount:</b>	<b>\$4000</b>
<b>PD Leave Amount:</b>	<b>0</b>
<b>Exam Leave Amount:</b>	<b>0</b>

1. The expense or total claim amount is correct

PD \$ Balance	<b>42428</b>
PD Leave Balance	<b>17</b>
PD Exam Leave Balance	<b>0</b>
FBT Declaration	<b>Yes</b>
	I understand that any work expenses reimbursed by my employer are not deductible in my personal income tax return
Employee Certification	<b>Yes</b>
	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	<b>USA-AUG-2019</b>
Final Claim for this Trip?	<b>No</b>
	Expect further claims to be made against this Trip ID
Report Total	<b>4,000.00 AUD</b>
Reimbursement Amount	<b>4,000.00 AUD</b>

2. All declarations are completed correctly

- > 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 EXP11234 for 4,000.00 has been submitted to Approver, Doctor Ivan for approval.

Expense Report EXP11234

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

Return    Create New Expense Report    Printable Page

- > 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 expense reports are either outstanding or have been paid in the last 30 days.

Previous 1-5 Next 5

Report Number	Report Submit Date	Report Status	Last Report Activity (Days)	Status 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			
EXP11209	13-Sep-2020	Pending Payables Approval		3 Accounts Payable	Not Required	Received	15.00	test view receipt		

For more information

**Health Education: System Improvement**  
 Clinical Collaborative Branch, SA Health  
 Citi Centre Building, 11 Hindmarsh Square  
[Health.PDR reimbursement@sa.gov.au](mailto:Health.PDR reimbursement@sa.gov.au)  
 (08) 8463 6184  
[sahealth.sa.gov.au/reimburseme](http://sahealth.sa.gov.au/reimburseme)

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