Fact Sheet

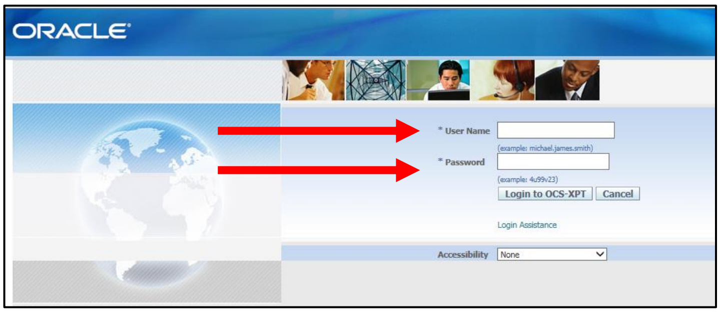
How to complete a Non-Travel expense claim

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

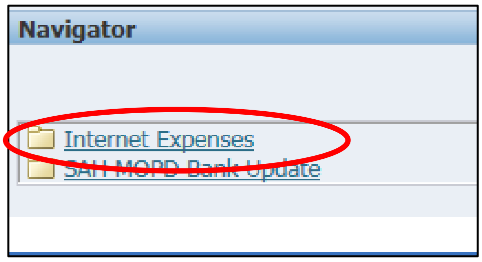
Quick Check

Process

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

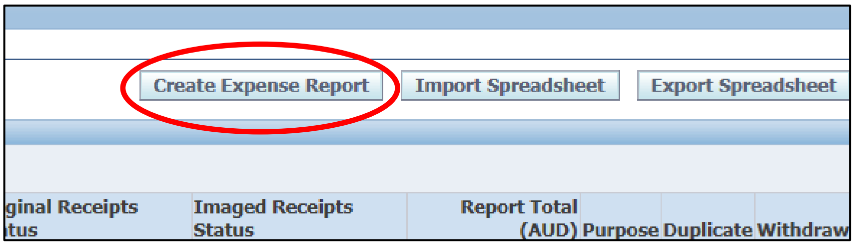


> Once logged on, select *Internet Expenses* located at the bottom left hand of the screen

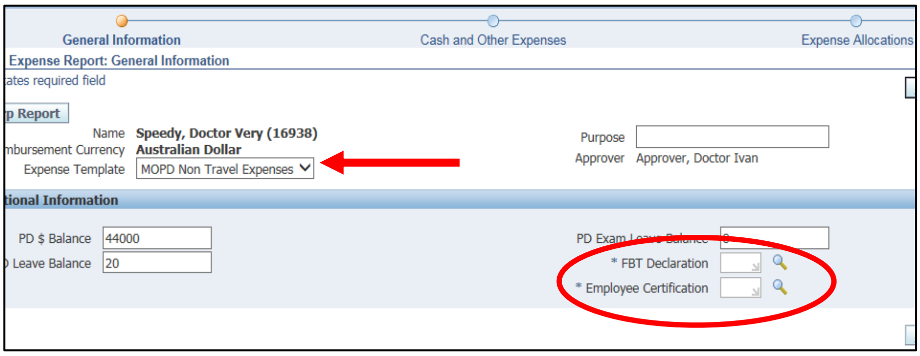


Step 1: General Information

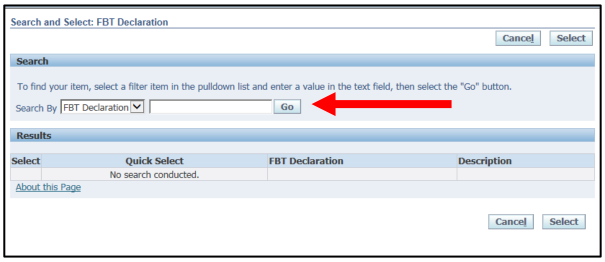
> On the *Oracle Expenses* homepage click the *Create Expense Report* tab in the top right hand corner of the screen to begin a new reimbursement claim



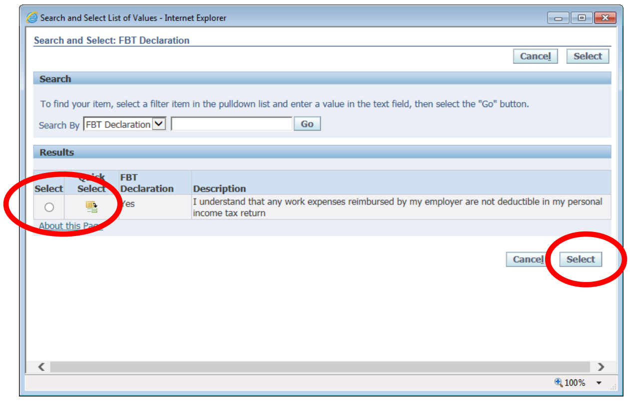
- Please check that the correct expense template has been selected
- Select the magnifying glass icon to complete the mandatory *FBT Declaration* and the mandatory *Employee Certification Declaration*



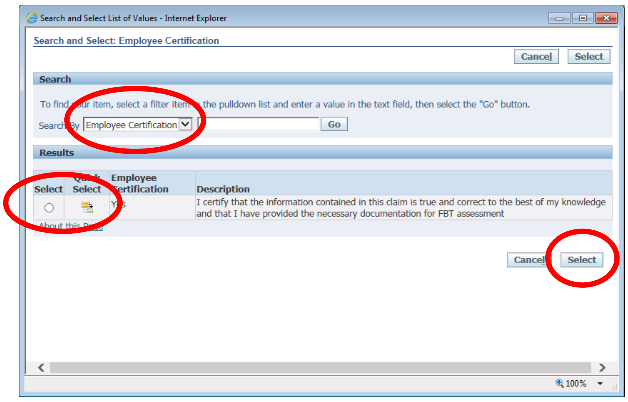
- A separate pop up screen will appear
- Select the *Go* button to search for an appropriate *FBT Declaration*



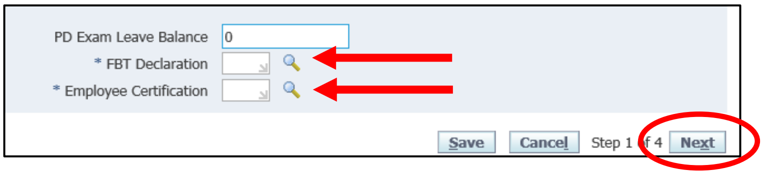
- Select the appropriate *FBT Declaration* and click the *Select* tab to continue



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



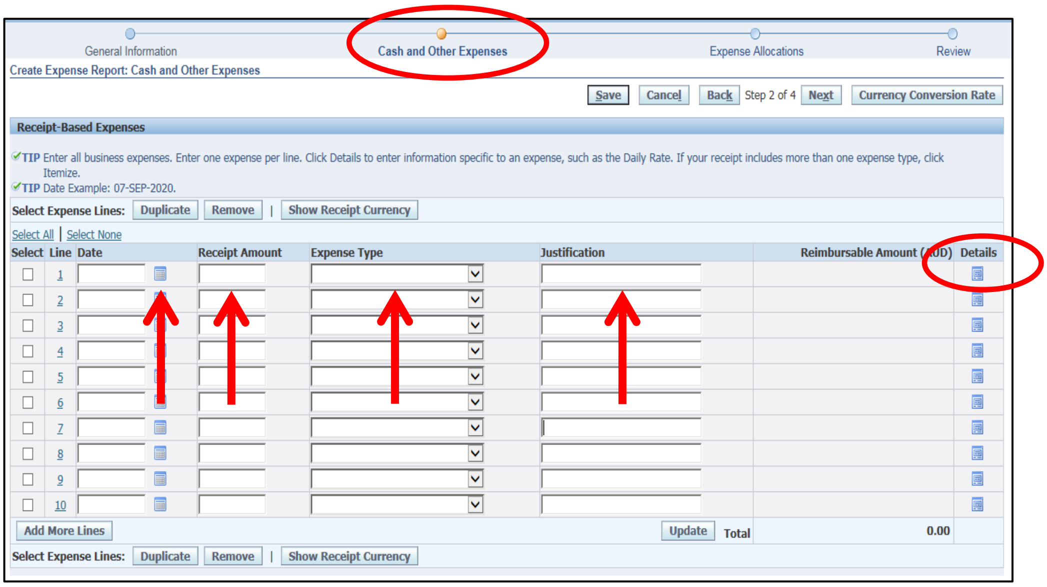
> **Please note**: the *FBT Declaration* and *Employee Certification Declaration* fields are mandatory fields which must be completed in order for your claim to progress and be submitted for approval. Once the declarations have been completed please select the *Next* button in the bottom right hand corner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



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



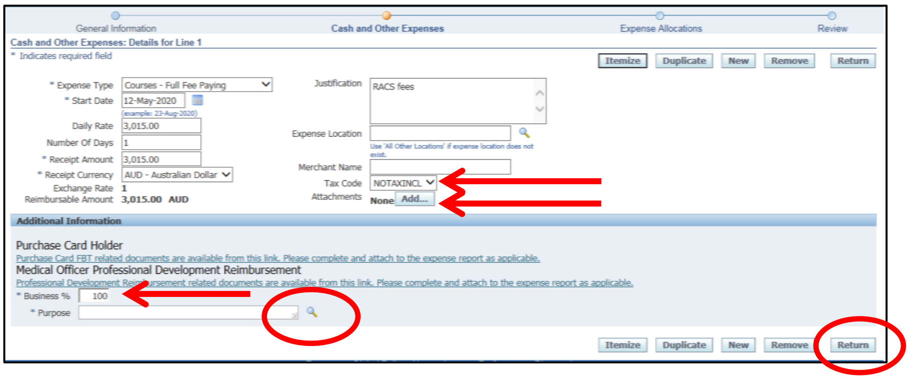
> **Please note:** while receipts under the amount of $82.50 do not require an invoice to be attached, a receipt that is over this amount will require a valid tax invoice to be attached as well as the receipt. Further information can be found via the below links

- Fact Sheet 19- Documentary Evidence
- ATO website

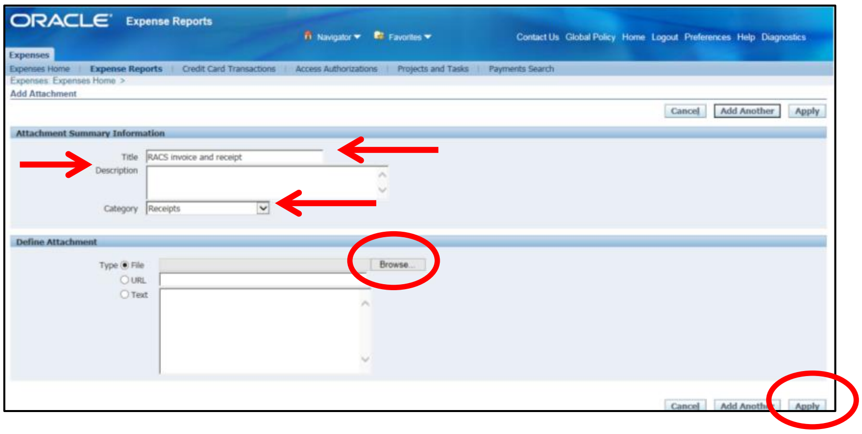
> On the following screen (refer next page for visual) please check and complete:

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 if 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 receipt, select the *Add* button
3. Enter the *Business Percentage* for the item you are claiming

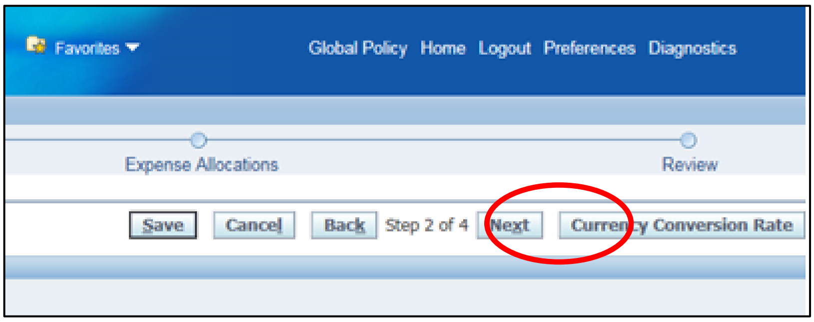
4. To enter the *Purpose*, click the magnifying glass to select the appropriate purpose category
5. Once complete, please select the *Return* button



> **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.
  - To save your attachment and return to previous page, select the *Apply* button
  - Continue this process if the invoice and/or receipt are separate files



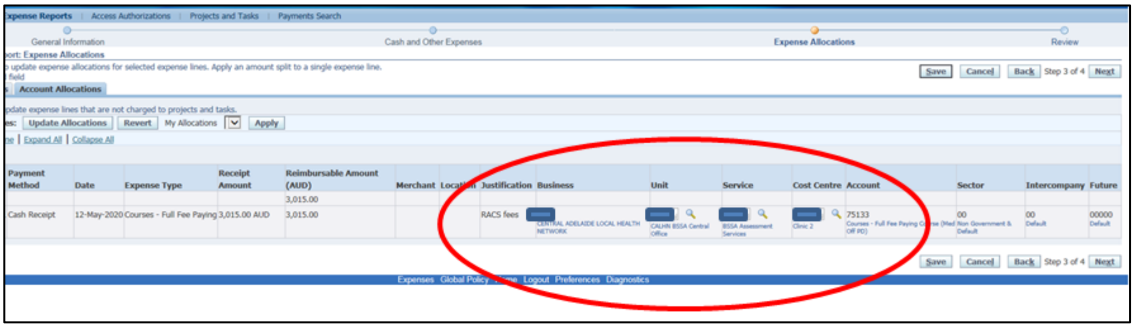
> When you have returned to back to *Expenses* screen, select *Next* at the top right hand of screen



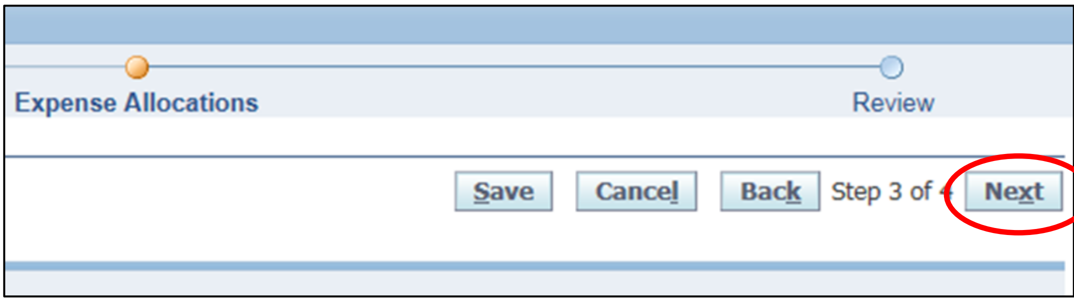
Step 3: Expense Allocation

> 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

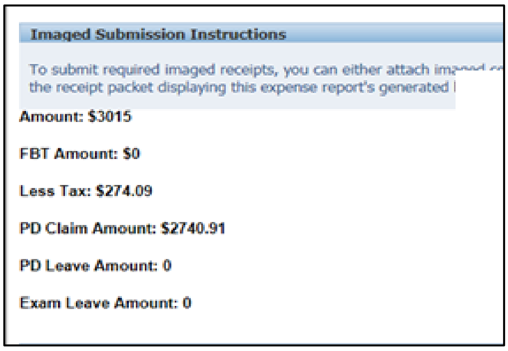


> To progress to the final step, select the *Next* button in the top right hand corner of screen

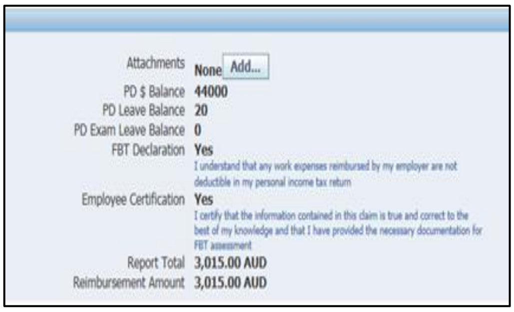


Step 4: Final Review and Submission of Claim

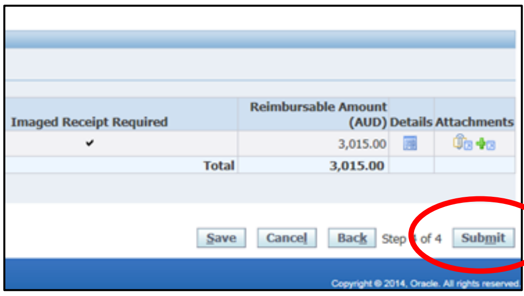
> Before submitting your claim to your Direct Line Manager, please check:



> The expense or total claim amount is correct

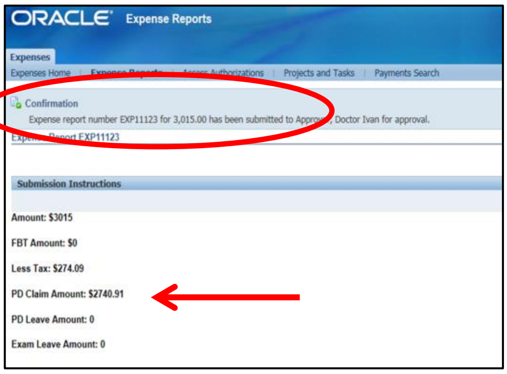


> All declarations are completed correctly and any additional information has been uploaded



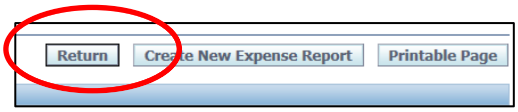
> If no further information required for your claim, you can select the *Submit* button to send to your Direct Line Manager for approval process

> 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 claim



> Note that the PD Claim amount is the total deducted from your balance exclusive of GST

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

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver
EXP11150	08-Sep-2020	Pending Individual's Approval	2	Speedy, Doctor Very
EXP11123	07-Sep-2020	Pending Manager Approval	3	

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

For more information

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Health.PDReimbursement@sa.gov.au
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