Approving an Expense Report claim – Mobile

Direct Line Manager: To approve an expense report 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 your HAD ID and password
Step 2:   Find Expense Report submitted by Medical Officers
Step 3:   Check declarations, invoices and/or receipts
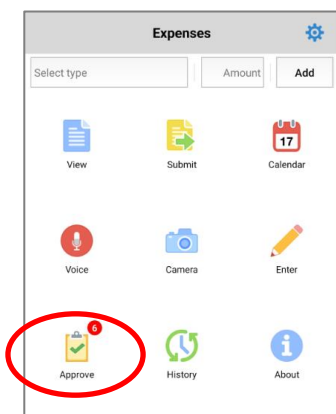Step 4:   Approve and submit to PD Office

Process

Step 1: Log in using HAD ID and password

> Log in using your HAD ID and password

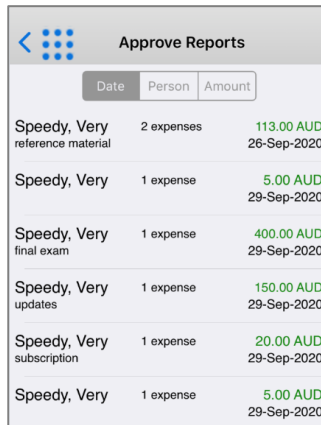## Step 2: Find Expense Report submitted by Medical Officers

> Select the *Approve* icon on the *Expenses* Home Page to open the *Approve* Reports page

> All expense reports waiting for approval will appear in this following screen
> Select the report you wish to check and approve

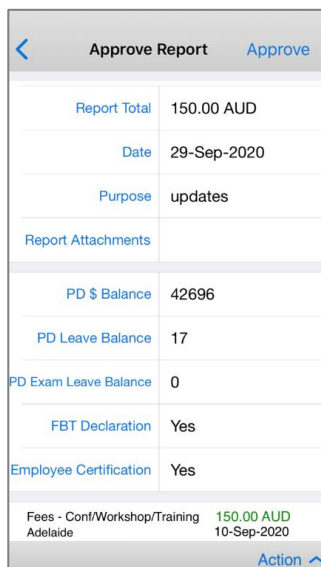## Step 3: Check entitlements, declarations, invoices and/or receipts

> To check entitlements, declarations, invoices and/or receipts select the expense line at the bottom of the screen
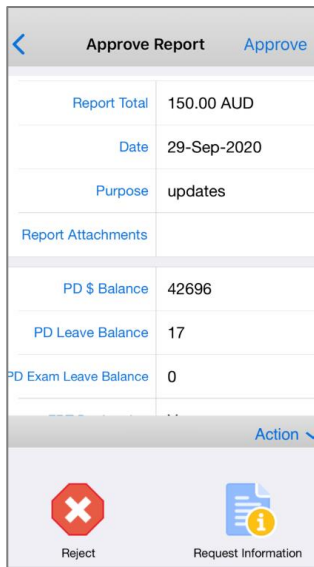> If there are multiple items, repeat the process for each expense

> To view an invoice and/or receipt select the paperclip icon to view (refer overleaf for visual)
> When you have reviewed invoice and/or receipt, simply select the *Cancel* hyperlink to return to the *Approve Reports* page
> If the Expense Report has multiple items, repeat the above steps to view attachments in other expense items
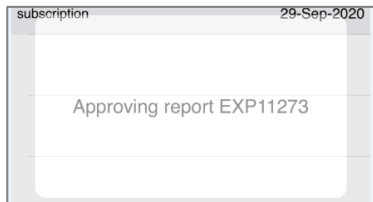
Step 4: Approve and submit to PD Office

> In the *Approve Report* page you can either:

1. Approve claim
2. Request information from Medical Officer – select the *Request Information* icon and a free text message box will appear – the expense report and your message will be returned to the Medical Officer to complete the request
3. Reject claim

> When *Approve* has been selected the claim expense report number appears and the claim will be sent to your LHN PD Office for checking and to progress the reimbursement process

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For more information

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

Government of South Australia

SA Health