

# 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

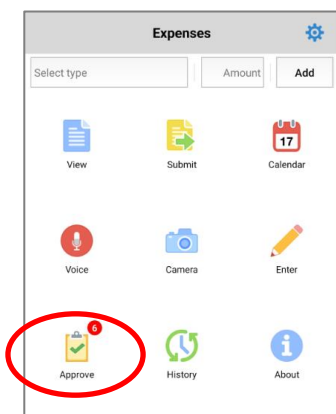
### Step 1: Log in using HAD ID and password

- > Log in using your HAD ID and password



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

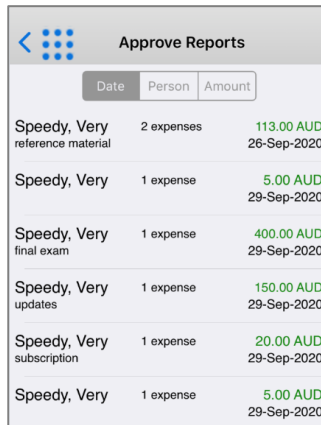
- > Select the *Approve* icon on the *Expenses* Home Page to open the *Approve Reports* page



# Fact Sheet

OFFICIAL

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

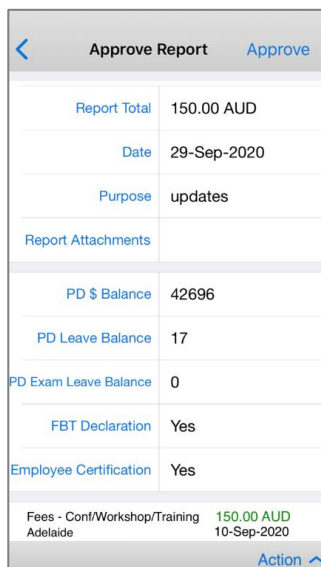


	Date	Person	Amount
Speedy, Very reference material	26-Sep-2020	2 expenses	113.00 AUD
Speedy, Very	29-Sep-2020	1 expense	5.00 AUD
Speedy, Very final exam	29-Sep-2020	1 expense	400.00 AUD
Speedy, Very updates	29-Sep-2020	1 expense	150.00 AUD
Speedy, Very subscription	29-Sep-2020	1 expense	20.00 AUD
Speedy, Very	29-Sep-2020	1 expense	5.00 AUD



## 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



Approve Report		Approve
Report Total	150.00 AUD	
Date	29-Sep-2020	
Purpose	updates	
Report Attachments		
PD \$ Balance	42696	
PD Leave Balance	17	
PD Exam Leave Balance	0	
FBT Declaration	Yes	
Employee Certification	Yes	
Fees - Conf/Workshop/Training Adelaide	150.00 AUD 10-Sep-2020	
		Action ^

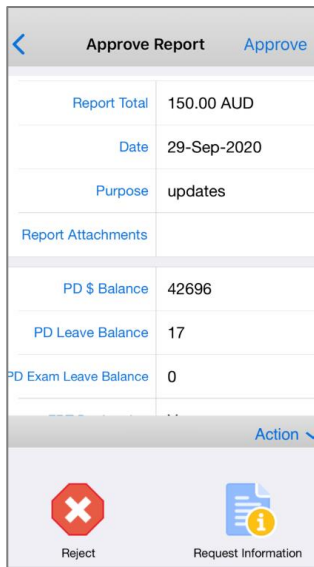


- > To view an invoice and/or receipt select the paperclip icon to view (refer overleaf for visual)
- > When you have reviewed invoice and/or receipt, simply select the *Cancel* hyperlink to return to the *Approve Reports* page
- > If the Expense Report has multiple items, repeat the above steps to view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

View Expense	
Type	Fees - Conf/Workshop/Training
Date	01-Sep-2020
Amount	150.00
Attachments	
Tax Code	GSTFREE
Number of days	1
Justification	ABC workshop
Business %	100
Purpose	Improve WR Knowledge

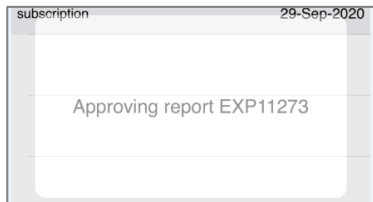
## Step 4: Approve and submit to PD Office

> 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



## For more information

Medical Officer Professional Development  
 Reimbursement System (MOPDRS)  
 Clinical System Support & Improvement, SA Health  
[Health.PDReimbursement@sa.gov.au](mailto:Health.PDReimbursement@sa.gov.au)  
[sahealth.sa.gov.au/reimburseme](http://sahealth.sa.gov.au/reimburseme)

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