How to Complete a Travel expense claim
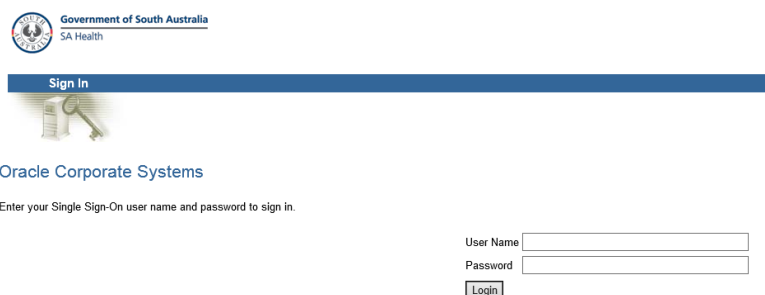
Medical Officer: To complete a Travel expense claim, please follow the steps below

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
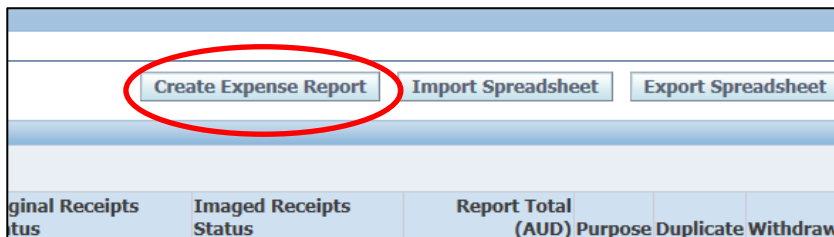
> Once logged on, select *Internet Expenses* located at the bottom left hand of the screen
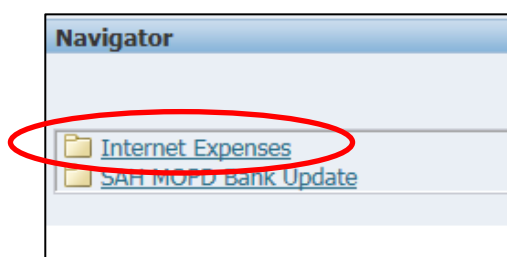
Step 1: General Information

> 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 *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:
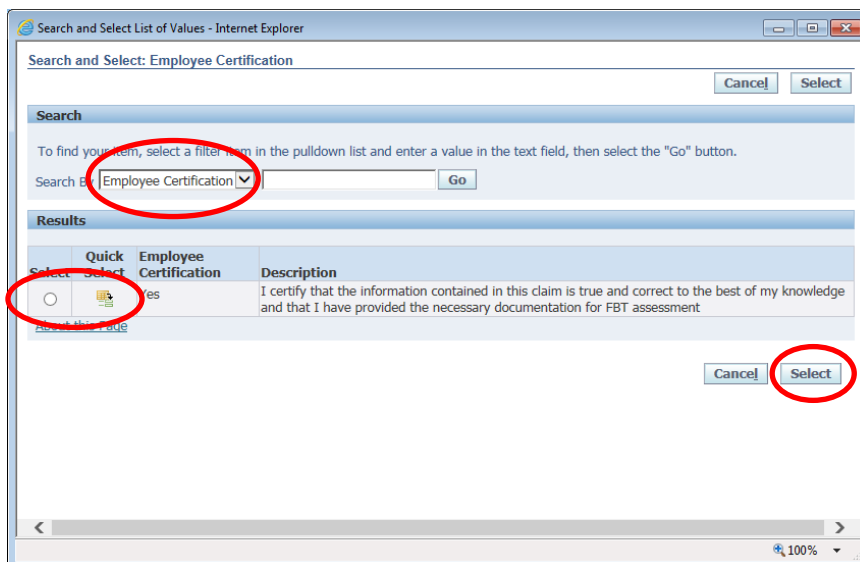
Country-Month-Year e.g. *USA-AUG-2019*
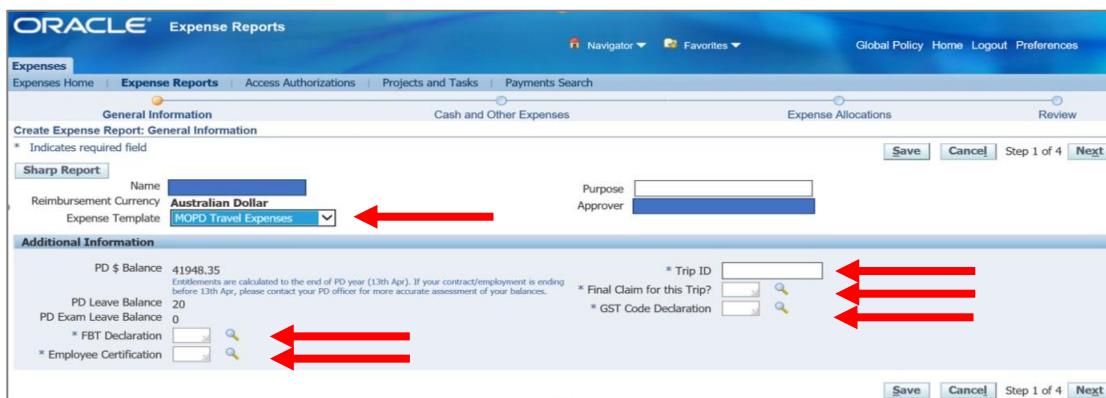
> A separate pop up screen will appear after clicking the magnifying glass.

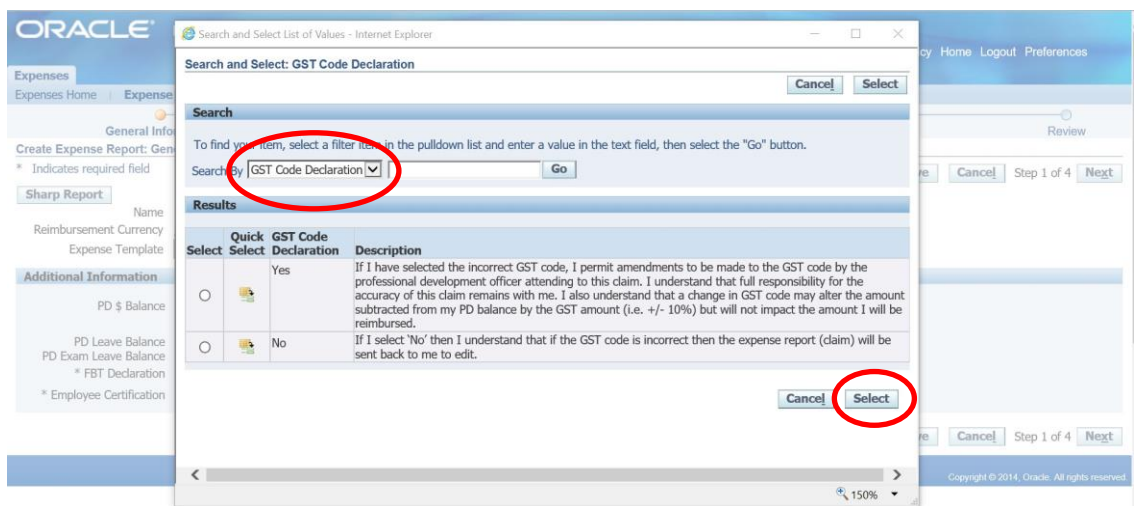> Select the *Go* button to search for an appropriate *FBT Declaration*
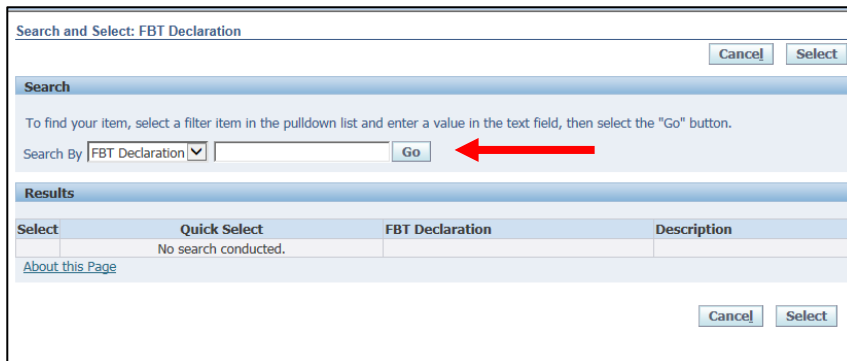
> Select the appropriate *FBT Declaration* and click the S*elect* tab to continue
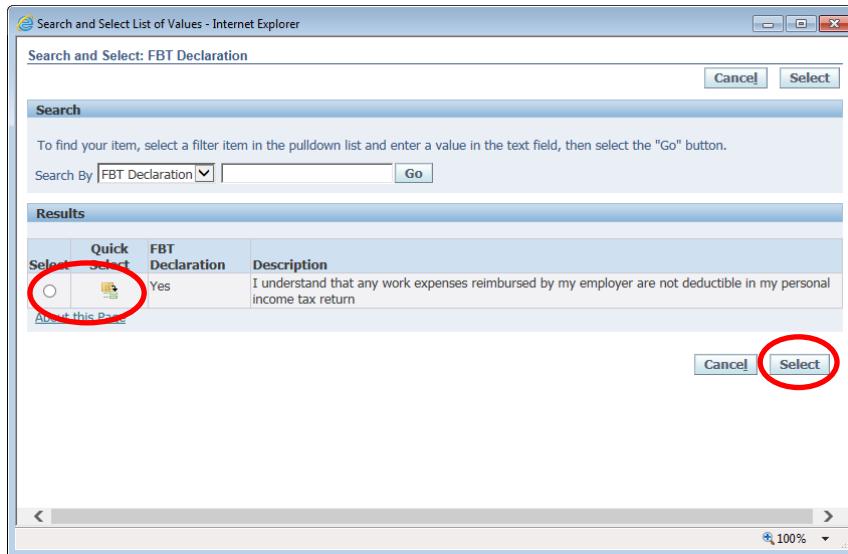
> Follow the same *FBT Declaration* process as above to complete the *Employee Certification Declaration*

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

> **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

> **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):

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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: NOTAXINC
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 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

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> Select the Return button at top right hand of screen to return to Expenses page
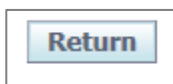
> Please repeat the abovementioned steps for other expenses related to this trip. All items should be on a separate expense line. You may however group all taxi receipts together or all meal receipts together onto one expense line providing the following has been done:

>> 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
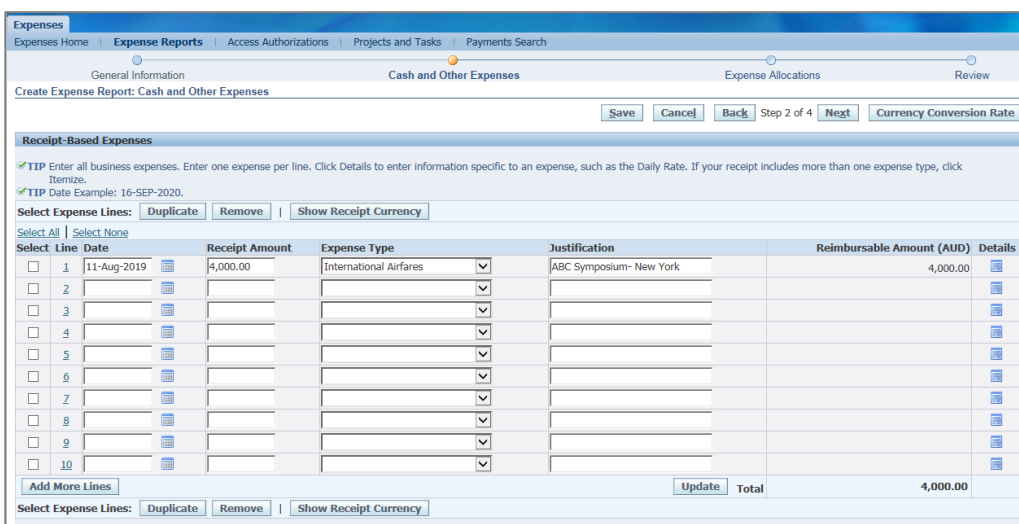
> When you have completed adding expenses, select *Next* at the top right hand of screen
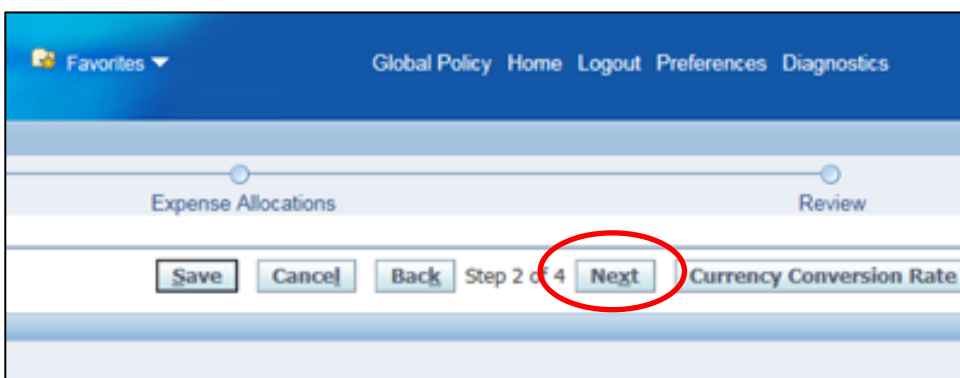
Step 3: Expense Allocation

> 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:

1. The expense or total claim amount is correct

2. All declarations are completed correctly

3. You have enough PD entitlement to progress and submit for approval

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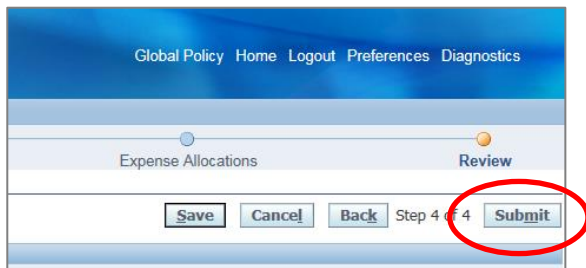
> To submit to your Direct Line Manager, select the *Submit* button at the top right hand corner of your claim

> 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
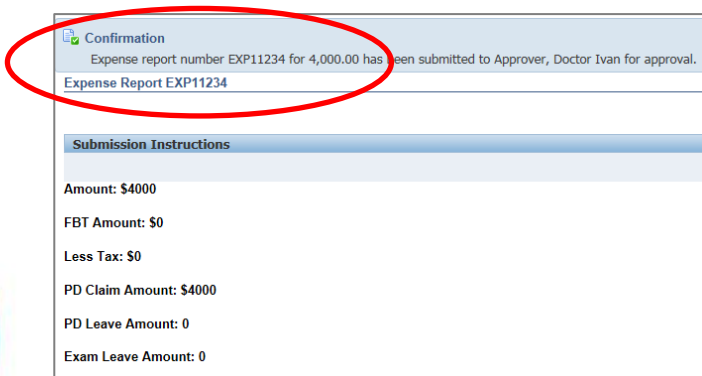
> To return back to *Expenses* homepage, select the *Return* button to view the claim status from the expense claims created and claim status
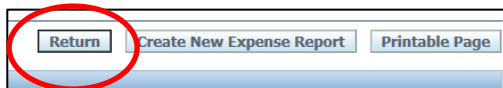
> You can view the status of your claims under the *Track Submitted Expense Reports* heading in the top right hand corner of your screen

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
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Last updated 12-Sep-23

Government of South Australia

SA Health