



STAFF EXPENSES

COURSE: INNOVATION DEVELOPMENT IN
COMMERCIAL BANKS

PRESENTED BY FARKHOD ODILOV



TRAVEL AND EXPENSE

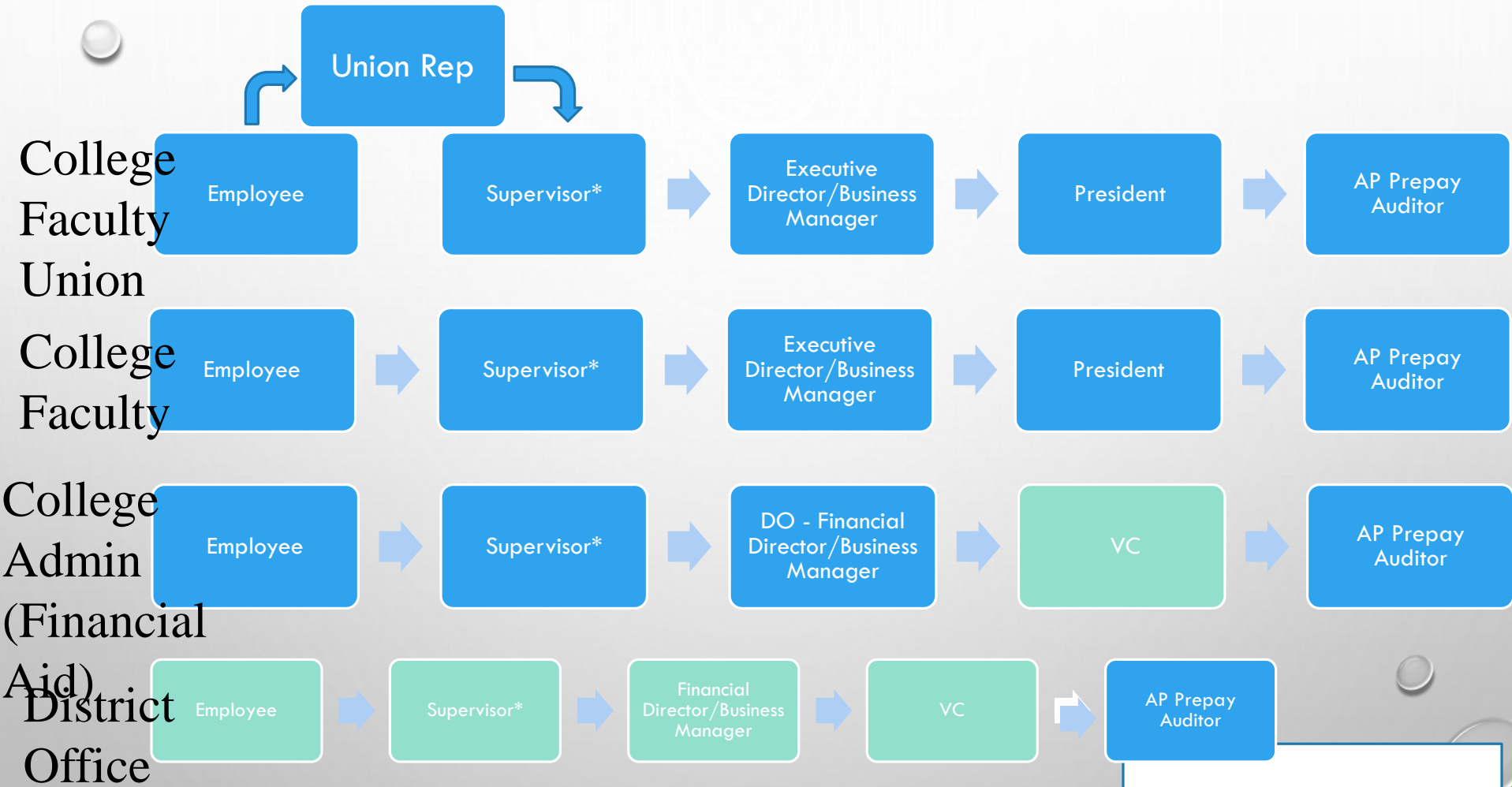
THE DEPARTMENT OF FINANCE HAS PARTNERED WITH THE OFFICE OF INFORMATION TECHNOLOGY(OIT) TO AUTOMATE THE CURRENT TRAVEL AND EXPENSE POLICY FOR THE CITY COLLEGES OF CHICAGO(CCC). USING THE PEOPLESOFT TRAVEL AND EXPENSE MODULE, FINANCE AND OIT WILL DELIVER A TECHNICAL SOLUTION INTEGRATED WITH DATA FROM HR, PAYROLL AND ACCOUNTS PAYABLE. THE END RESULT WILL BE A “POLICY DRIVEN”, FULLY AUTOMATED PROCESS THAT WILL PROVIDE TRANSPARENCY, EXPEDITE PAYMENTS AND REDUCE MANUAL PROCESSES FOR CCC EMPLOYEES, MANAGEMENT AND FINANCE STAFF.

Focus on 3 Areas of Travel and Expense



Travel and Expense Software will automate each area above

TRAVEL AUTHORIZATION (TA) WORKFLOW/APPROVALS EXAMPLES



* = Approver responsible for Budget Checking

* = Same as CCC Works 1st Level Approver

= College
 = District Office

TRAVEL AUTHORIZATION (TA) & TRAVEL EXPENSE (TE) REPORT

WORKFLOW/APPROVALS EXAMPLES

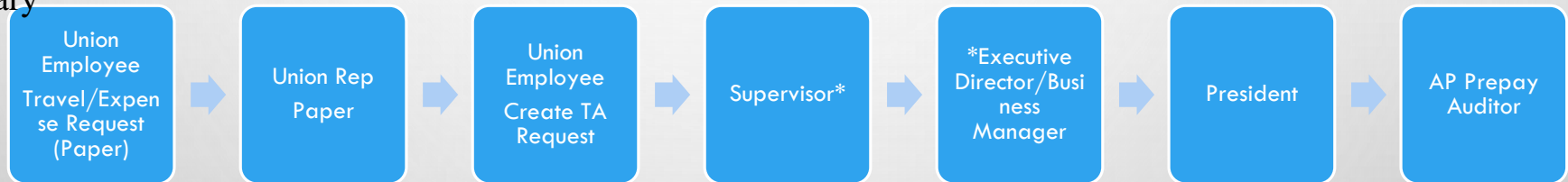
Tentative Go Live date before or by mid October

Online Request



Temporary Paper request

Begins online approval workflow

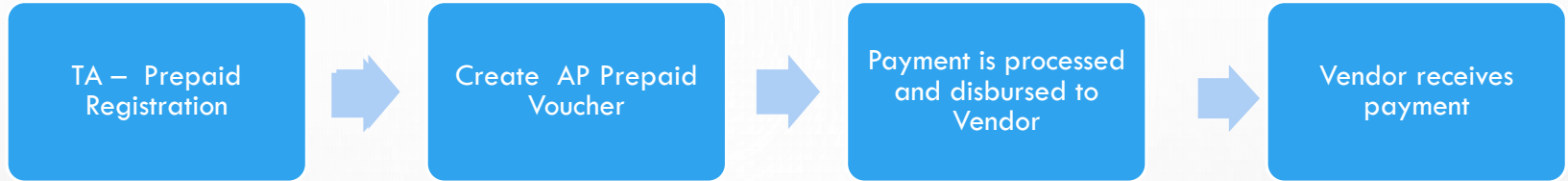


* = Approver responsible for Budget Checking

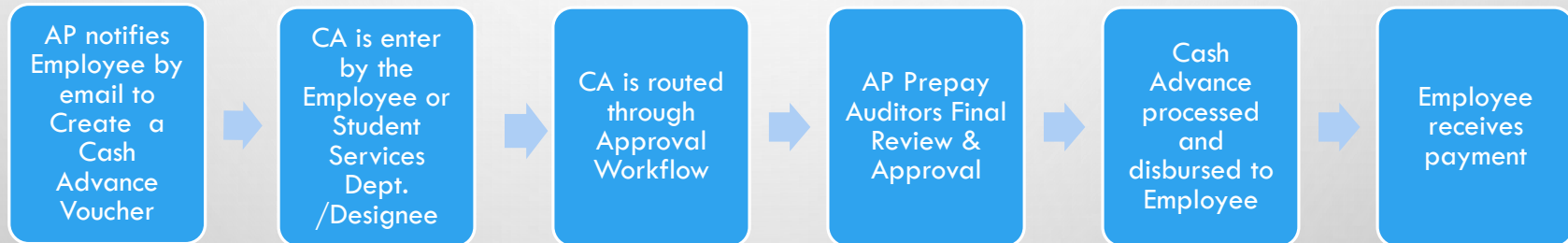
* = Same as CCC Works 1st Level Approver

AP PREPAID TRAVEL/CASH ADVANCE AUTHORIZATION WORKFLOW EXAMPLES

Travel
Related
Prepaid
Expenses

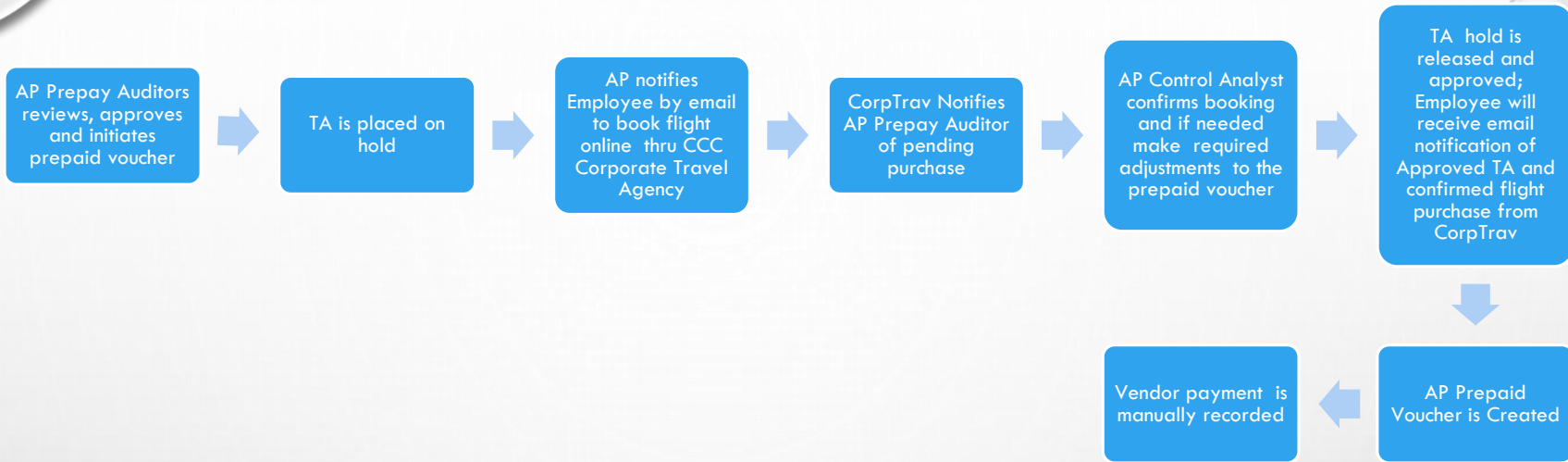


(TA)
Employee
Cash
Advance

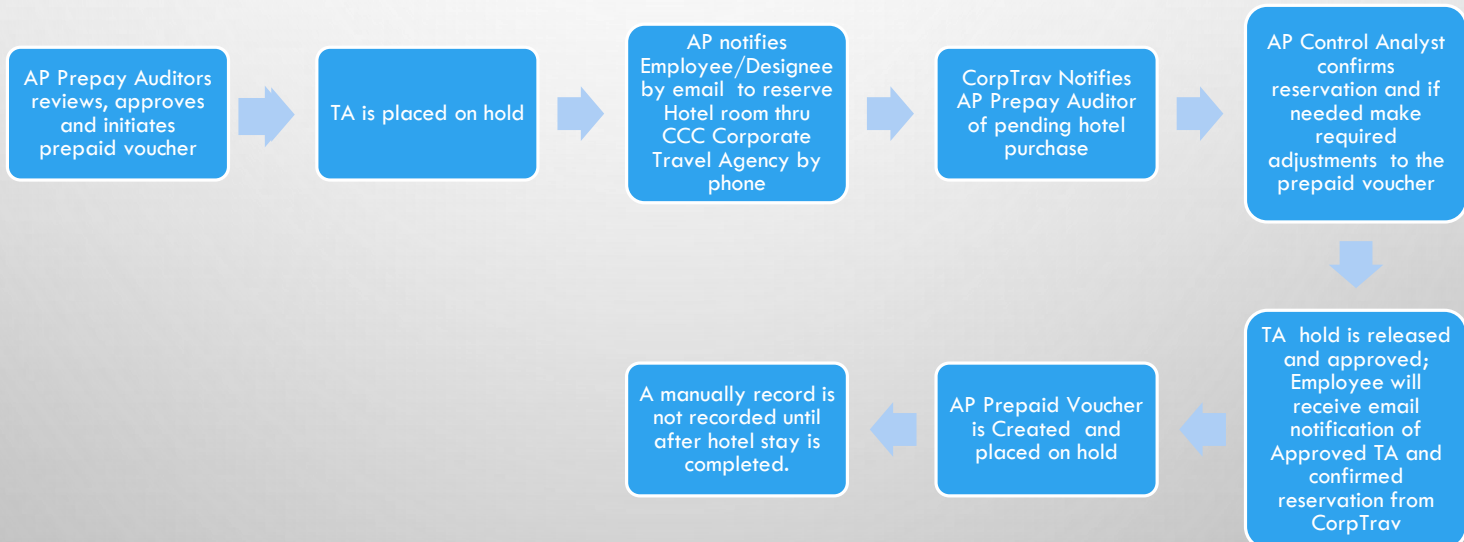


CONTINUED AP PREPAID TRAVEL/CASH ADVANCE AUTHORIZATION WORKFLOW EXAMPLES


(TA) Prepaid Airfare



(TA) Prepaid Hotel



AP EMAIL AUTHORIZATION TO FINALIZE BOOKING

 This message was sent with High importance.

From: Nate Imoniruwe
To: Donnetta Ramsey
Cc: Latasha Johnson; Cherrise Harper; China Bouldin
Subject: American Airlines booking authorization

Donnetta,

I am approving the travel request for you to finalize the booking arrangements with American Airlines through CORPTRAV website for Ingrid Byrd to attend the SAEOPP Conference on July 29 August 01, 2014 in New Orleans, LA.


In the event the ticket price increases significantly please notify District AP before you continue with the booking process.

Thanks

Nate Imoniruwe
AP Control Analyst II
P (312) 553-2942
F (312) 553-2813



AP CORPTRAV EMAIL AUTHORIZATION REQUEST

From:  airweb@trondent.com

To:  Nate Imoniruwe

Cc:

Subject: Authorization required for Ingrid Byrd traveling on 7/29/2014 7:45:00 AM

Sent: Thu 6/12/2014 4:

You have been selected to be the first level authorizer for Ingrid Byrd traveling on 7/29/2014 7:45:00 AM to New Orleans, LA.

You may render your decision on this trip directly from this email by using the links below. If prompted for a password, use the same password you use to access the Pre-Trip Approval website. You also have the option to render your decision by logging into the Pre-Trip Approval website (<https://gtauth.trondent.com/getthere/login.jsp?site=citvcolleges>).

Record locator – HCGOYO

Booked Fare - 340.00

Lowest Fare - 27500

Air Reason - L

[Approve](#)

[Decline](#)

Record Locator: HCGOYO

Traveller: INGRID BYRD

Tuesday July 29, 2014

Note: CITY COLLEGES OF CHICAGO
RESERVATIONS 630-656-6640
EMAIL RESERVATIONS AT
CORPTRAV.COM
REVIEW ALL RESERVATIONS
IMMEDIATELY
DISCREPANCIES MUST BE
REPORTED WITHIN 24 HOURS
FOR THE MOST CURRENT
FLIGHT UPDATES REGISTER
FOR FLIGHT NOTIFICATIONS
VIA THE AIRLINE WEBSITE
OR TRIP CASE. THIS IS THE
PREFERRED METHOD FOR THE
AIRLINES
TO NOTIFY YOU OF
CANCELLATIONS OR DELAYS


Flight Reservation

Airline: AMERICAN AIRLINES
OPERATED BY REPUBLIC
AIRLINES AS AMERICAN EAGLE

Flight: 4306

Departure: Chicago O'Hare, IL

Arrival: New Orleans, LA

 airweb@trondent.com



ANNUAL ATTESTATION PAGE

Legal Attestation

Empl ID: N1234

Fiscal Year 2014

This link opens a new window directly into the Employee Reimbursement and Travel Policy [Travel Reimbursement and Travel Allowance Policy](#)

This is a TNASHLAND doing a simple test. By clicking this box I attest that I have read and accept the terms of the Employee Travel and Expense Policy. I understand that I am responsible for abiding by the City of Chicago and City Colleges of Chicago Policies. Failure to comply with this Policy and related procedures may make me, as an employee, accountable for any questionable expenditure(s)/documentation that may be subject to disciplinary action and/or possible termination of employment.

I do not agree with or accept the terms of the Employee Travel and Expense Policy. I understand by not agreeing with the City of Chicago and City Colleges of Chicago Policies I will not be eligible to seek Travel/Expense authorization or Reimbursement. I also understand that I will not have access to enter Travel Request or Expense Reimbursement unless I have read and accepted the terms of the Employee Travel and Expense Policy.

Save & Submit

Travel Authorization Details

Matthew Richardson

General Information					
Description	Travel to Atlanta		Authorization ID	0000000229	
Business Purpose	Seminar		Relevance Or Benefit to CCC	PeopleSoft Seminar	
Status	Submitted for Approval				
Destination	Atlanta		Last Update Dtm	07/22/2014 12:00:56PM	By MRICHARDSON31
Date From	07/22/2014	Date To	07/22/2014	Comments	Last minute notice

More Options

GO

Details						Personalize Find		First 1 of 1 Last	
	Date	*Amount	Currency	*Payment Type	*Billing Type				
Airfare	07/22/2014	225.00	USD	Prepaid-Air	Internal	*Detail			
Totals									
Authorized Amount			225.00 USD						

[View Printable Version](#)

Pending Actions				Personalize Find		First 1-4 of 4 Last	
Role	Name	Action	Date/Time				
Supervisor	Ivory,Joanne						
Exec Dir / Bus Mgr	Arrington Jones,Angela						
President / Vice Chancellor	TESUPER12,TRAINING						
Prepay Auditor	(Pooled)						

Action History				Personalize Find		First 1 of 1 Last	
Role	Name	Action	Date/Time				
Employee	Richardson,Matthew	Submitted	07/22/2014 12:00:56PM				

[Return to Travel and Expense Center](#)
[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

Travel Authorization Details

Matthew Richardson

General Information

Description Travel to Atlanta
Business Purpose Seminar
Status Approved
Destination Atlanta
Date From 07/22/2014 **Date To** 07/22/2014
Authorization ID 0000000229
Relevance Or Benefit to CCC PeopleSoft Seminar
Last Update Dttm 07/22/2014 12:14:29PM **By** CBOULDIN
Comments Last minute notice

More Options

GO

Details ?

Personalize | Find | First 1 of 1 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Airfare	07/22/2014	225.00	USD	Prepaid-Air	Internal	*Detail

Totals

Authorized Amount	225.00	USD
Less Non-Approved	0.00	USD
Due Employee	225.00	USD

[View Printable Version](#)

Action History

Personalize | Find | First 1-5 of 5 Last

Role	Name	Action	Date/Time
Employee	Richardson,Matthew	Submitted	07/22/2014 12:00:56PM
Supervisor	Ivory,Joanne	Reviewed	07/22/2014 12:07:48PM
Exec Dir / Bus Mgr	Arrington Jones,Angela	Approved	07/22/2014 12:10:53PM
President / Vice Chancellor	TESUPER12,TRAINING	Approved	07/22/2014 12:12:30PM
Prepay Auditor	Prince,Diana	Approved	07/22/2014 12:14:29PM

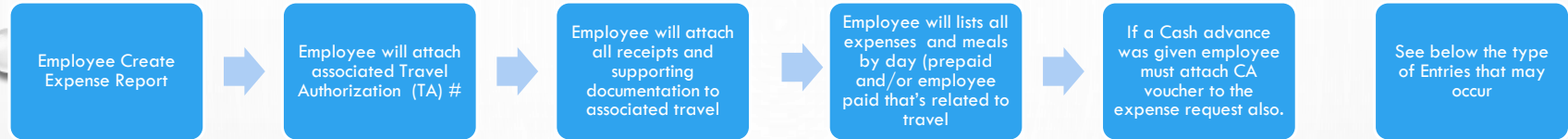
[Return to Search](#)

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EMPLOYEE TRAVEL EXPENSE RECONCILIATION WORKFLOW EXAMPLES



Athletic Travel Advances – Accounting Entries

Create the **CA Voucher** and Issue the Advance Check

130611- AR Travel Advance	\$500.00	
230100-AP Liability		\$500.00
230100-Ap Liability	\$500.00	
110221-Cash		\$500.00

Case 1: Receive the Receipts equal to the Travel Advance of \$500.00

Create the **Travel Expense Voucher**

551000-Travel and Conference	\$500.00	
130611-AR Travel Advance		\$500.00

Case 2: Receive the Receipts for \$400.00 and Personal Check for \$100.00

Create the **2 Travel Expense Vouchers**

551000-Travel and Conference	\$400.00	
130611- AR Travel Advance		\$400.00

Create the Departmental Cash Receipt

110221-Cash	\$100.00	
130611- AR Travel Advance		\$100.00

Case 3: Receive the Receipts for \$600.00

Create the **Travel Expense Voucher**

551000-Travel and Conference	\$500.00	
130611-AR Travel Advance		\$500.00

and Issue the Check for \$100

551000-Travel and Conference	\$100.00	
230100-AP Liability		\$100.00
230100-Ap Liability	\$100.00	
110221-Cash		\$100.00

Expense Report Summary

Matthew Richardson

▼ **General Information**

Report Description Travel to Atlanta
Business Purpose Seminar
Report Status Submitted for Approval

Report ID 0000000116
Reference
Created On 07/22/2014
Updated on 07/22/2014
 1:30:55PM
Travel Auth ID 0000000229

Employee Base Office
By MRICHARDSON31
By MRICHARDSON31

Notes

Accounting Defaults

More Options

GO

You can deny individual expenses and still approve or send back the overall report.

Expense Line Items

Personalize | Find |  | 

Expense Type	Date	PC Business Unit	Project	Activity	Reimburse Amt	Currency	Receipt Verified	Receipt Required	Approve
Airfare	07/22/2014	CCCGO	0000000		225.00	USD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Expense Report Totals

Employee Expenses (1 Line)	225.00 USD	Due Employee	0.00 USD
Non-Reimbursable Expenses	0.00 USD	Due Supplier	0.00 USD
Prepaid Expenses	225.00 USD	<i>Definition of Totals</i>	
Employee Credits	0.00 USD		
Supplier Credits	0.00 USD		
Cash Advances Applied	0.00 USD		

▼ **Pending Actions**

Personalize | Find |  | 

First 1-4 of 4 Last

Role	Name	Action	Date/Time
Supervisor	Ivory, Joanne		
Exec Dir / Bus Mgr	Arrington Jones, Angela		
President / Vice Chancellor	TESUPER12, TRAINING		
Prepay Auditor	(Pooled)		

▼ **Action History**

Personalize | Find |  | 

First 1 of 1 Last

Role	Name	Action	Date/Time
Employee	Richardson, Matthew	Submitted	07/22/2014 1:30:55PM

▼ **Comments**



Matthew Richardson

Actions

GO

Business Purpose Seminar

Report 0000000113 Paid

Description Feeling HOT, HOT, HOT

Created 07/17/2014 Matthew Richardson

Reference

Last Updated 07/17/2014 Diana Prince

Totals [View Printable Version](#) [View Analytics](#) Notes

Employee Expenses (2 Lines)	625.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	625.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 0.00 USD

Amount Due to Supplier 0.00 USD

 By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On 07/17/2014

Submitted By Matthew Richardson

Approval History

Submitted
Matthew Richardson

Supervisor
Joanne Ivory

Prepay Auditor
Diana Prince

Payment



Action	Role	Name	Date/Time
Submitted	Employee	Matthew Richardson	07/17/2014 4:16:58PM
Approved	Supervisor	Joanne Ivory	07/17/2014 4:19:57PM
Approved	Exec Dir / Bus Mgr	Angela Arrington Jones	07/17/2014 4:21:28PM
Approved	President / Vice Chancellor	TRAINING TESUPER12	07/17/2014 4:23:23PM
Approved	Prepay Auditor	Diana Prince	07/17/2014 4:24:50PM

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Travel Authorization Details

Matthew Richardson

General Information				
Description	Feeling HOT, HOT, HOT		Authorization ID	0000000210
Business Purpose	Seminar		Relevance Or Benefit to CCC	Testing
Status	Closed			
Destination	Las Vegas		Last Update Dttm	07/17/2014 3:38:25PM
Date From	07/17/2014	Date To	07/17/2014	By CBOULDIN
Comments				Testing

More Options

GO

Details ?

Personalize

Find



First



1-2 of 2



Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Airfare	07/17/2014	500.00	USD	Prepaid-Air	Internal	*Detail
Registration	07/17/2014	125.00	USD	Prepaid - Travel	Internal	*Detail

Totals

Authorized Amount	625.00 USD
Less Non-Approved	0.00 USD
Due Employee	625.00 USD

View Printable Version

Action History

Personalize

Find



First



1-5 of 5



Last

Role	Name	Action	Date/Time
Employee	Richardson,Matthew	Submitted	07/17/2014 2:33:39PM
Supervisor	Ivory,Joanne	Reviewed	07/17/2014 3:34:39PM
Exec Dir / Bus Mgr	Arrington Jones,Angela	Approved	07/17/2014 3:37:09PM
President / Vice Chancellor	TESUPER12,TRAINING	Approved	07/17/2014 3:37:44PM
Prepay Auditor	Prince,Diana	Approved	07/17/2014 3:38:25PM

Return to Search

Previous in List

Next in List

Notify

Approval requested for travel authorization VC Meeting - T&E Demo for Prince,Diana.

✕ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ⋮



fstest5@ccc.edu

Mon 6/16/2014 11:18 AM

mark as unread

To: fstest5;

A travel authorization request has been submitted that requires your attention:

Employee ID: 000003707
Employee Name: Prince,Diana
Submission Date: 2014-06-16
Travel Auth Description:VC Meeting - T&E Demo
Travel Auth ID: 0000000118
Business Purpose: Conference
Reimbursement Amount: 198.44 USD

You can navigate directly to the page for more information by clicking the link below:

[http://rtdc78287qaemt.us.oracle.com/psp/pv920dvlnt/EMPLOYEE/PSFT_CCCFSTRN/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TAU
UTH_APPR.GBL?Action=U&TRAVEL_AUTH_ID=0000000118&LINE_NBR=1](http://rtdc78287qaemt.us.oracle.com/psp/pv920dvlnt/EMPLOYEE/PSFT_CCCFSTRN/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TAU
UTH_APPR.GBL?Action=U&TRAVEL_AUTH_ID=0000000118&LINE_NBR=1)

EMAIL SENT TO EMPLOYEE (PAYMENT)

Expense report for 657.00 USD has been approved for payment.

 DELETE  REPLY  REPLY ALL  FORWARD 

mark as unread



fstest5@ccc.edu
Mon 6/16/2014 11:18 AM

To:  fstest5;

Subject: Expense report for 657.00 USD has been approved for payment.

The following expense report has been approved for payment:

Employee ID: 000003707
Employee Name: Prince, Diana
Submission Date: 2014-06-02
Report Description: TEST
Report ID: 0000000038
Business Purpose: General Travel
Total Amount: 657.00 USD
Reimbursement Amount: 657.00 USD

You can navigate directly to the page for more information by clicking the link below:

http://rtcd78287qaemt.us.oracle.com/psp/pv920dvlnt/EMPLOYEE/PSFT_CCCFSTRN/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXP_SHEET_INQ.GBL?Action=U&SHEET_ID=0000000038









Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Dept	Program	Class	Project	Oper Unit	Budget Period
CCCGO	APPROP	550000	00003	2000450	20000	00000	0000000	002	2014



Display Chart 

Ledger Amounts

Budget:	13,506.59 USD			Max <input type="text" value="100"/> Rows Attributes Parent / Children Associated Budgets
Expense:	10,001.81 USD			
Encumbrance:	1,500.00 USD			
Pre-Encumbrance:	0.00 USD			



Associate Revenue 0.00 USD

Available Budget

Without Tolerance	2,004.78 	USD	Percent (14.84%) 	Forecasts
With Tolerance	2,004.78 	USD	Percent (14.84%) 	

Budget Exceptions

Exception Errors 0 Exception Warnings 0 Budget Exceptions

 Return to Search  Notify

ENCUMBRANCE EXAMPLE DETAIL

ORACLE

Search

Commitment Control

Business Unit | **Ledger Group**
 CCCGO | APPROP

Budget:
Expense:
Encumbrance:
Pre-Encumbrance:

Activity Log x Window | Help | Personalize Page

Ledger APPROP_EN

Display open encumbrances only

Activity Log													Personalize	Find	View All	First	1-2 of 2	Last
Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Program	Class	Project	Oper Unit	Budget Period							
		1 Travel Auth ID:	0000000115	N	550000	00003	2000450	20000	00000	0000000	002	2014						
		1 Travel Auth ID:	0000000121	N	550000	00003	2000450	20000	00000	0000000	002	2014						

Associate Revenue 0.00 USD

Available Budget

Without Tolerance	2,004.78	USD	Percent (14.84%)	Forecasts
With Tolerance	2,004.78	USD	Percent (14.84%)	

Budget Exceptions

Exception Errors 0 Exception Warnings 0 Budget Exceptions

Travel & Expense Center

ORACLE® Home | Worki

All ▾ Search » Advanced Search

Travel and Expense Center

Travel and Expense Center

Employee Travel and Expense Center

<p>Expense Reports Create, modify, print, view or delete an Expense Report</p> <ul style="list-style-type: none"> Create/Modify Print View Delete 	<p>Time Reports Create, modify, print, view and delete Time Reports</p> <ul style="list-style-type: none"> Create/Modify Print View Delete 	<p>Travel Authorizations Submit and review travel authorizations.</p> <ul style="list-style-type: none"> Create/Modify Print View 2 More...
<p>Cash Advances Create, modify, print, view or delete Cash Advances</p> <ul style="list-style-type: none"> Create/Modify Print View Delete 	<p>Travel Services View My Reservations, Change your passwords, and log on to Travel Partner sites</p> <ul style="list-style-type: none"> My Reservations Travel Partner Password Travel Partner Logon 	<p>Forecast Time Create, modify or view forecast data</p> <ul style="list-style-type: none"> Forecast Time Review Forecasted Time
<p>Print Reports Print any one of your expense transactions.</p> <ul style="list-style-type: none"> Expense Report Bar Code Receipt Form Time Report 2 More... 	<p>Profiles and Preferences Manage your personal, organizational and financial details for travel and expense reporting.</p> <ul style="list-style-type: none"> Review/Edit Profile Delegate Entry Authority 	<p>Review Payments Review history of expense payments</p> <ul style="list-style-type: none"> Review Expense History Review Payments Review Payroll Payments
<p>Other Expense Functions View contents in My Wallet, create your own template, or modify and existing template.</p> <ul style="list-style-type: none"> Create/Update User Template My Wallet 		

Viewing a Travel Authorization after submission

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Travel Authorizations](#) > [Create/Modify](#) > [View](#)

ORACLE

Business Purpose	Conference	Relevance Or Benefit to	CCC	Increase my knowledge in the education area to apply in the classroom
Status	Submitted for Approval			
Destination	Chicago	Last Update Dttm	07/06/2015 8:27:07PM	By KBOWENS3
Date From	07/06/2015	Date To	07/06/2015	Attachments (1) Comments Recommended by manager to attend

[More Options](#)

Details ?							Personalize	Find	First	1 of 1	Last
	Date	*Amount	Currency	*Payment Type	*Billing Type						
Prof Dev 1600 Registration	07/06/2015	400.00	USD	Employee Paid	Internal						*Detail

Totals		
Authorized Amount	400.00	USD

[View Printable Version](#)

Pending Actions				Personalize	Find	First	1-4 of 4	Last
Role	Name	Action	Date/Time					
Reviewer	Lu,Chao							
Supervisor / Manager	Thompson III,Paul R							
Exec Director / Bus Manager	Lusk,Kent R							
President / Vice Chancellor	Martyn,Margaret							
AP Auditor	(Pooled)							

Action History				Personalize	Find	First	1 of 1	Last
Role	Name	Action	Date/Time					
Employee	Bowens,Kim M	Submitted	07/06/2015 8:27:07PM					

Approved Travel Authorization

Kim Bowens

General Information

Description	Curriculumm Integration Summit	Authorization ID	0000002252
Business Purpose	Meeting Off-Site	Relevance Or Benefit to CCC	Grant Funded 103261520 Class Code 1221, Perkins grant requirement.
Status	Submitted for Approval		
Destination	BLOOMINGTON, IL	Last Update Dttm	03/25/2015 2:21:23PM
		By	KBOWENS3
Date From	04/08/2015	Date To	04/08/2015
		Comments	Late <input type="text"/>

More Options

Details [?](#) [Personalize](#) | [Find](#) First 1 of 1 Last

	Date	*Amount	Currency	*Payment Type	*Billing Type	
Meals	04/08/2015	46.00	USD	Employee Paid	Internal	*Detail

Totals

Authorized Amount	46.00 USD
--------------------------	-----------

[View Printable Version](#)

Pending Actions [Personalize](#) | [Find](#) First 1-6 of 6 Last

Role	Name	Action	Date/Time
Reviewer	Lu,Chao	Submitted	12/21/2014 7:16:32PM
Supervisor / Manager	Thompson III,Paul R	Submitted	12/21/2014 7:17:00PM
Exec Director / Bus Manager	Lusk,Kent R	Reviewed	12/21/2014 7:26:15PM
President / Vice Chancellor	Martyn,Margaret	Approved	12/21/2014 7:28:11PM
AP Auditor	(Pooled)	Approved	12/21/2014 7:29:05PM
		Approved	12/21/2014 7:30:32PM

Creating an Expense Report

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel & Exp. Reimbursement ▾ > Create/Modify

Home

ORACLE

Create Expense Report

Save for Later | Home | Summary and Submit

Kim Bowens ?

Quick Start A Travel Authorization ▾ **GO**

*Business Purpose ▾

Destination

*Report Description

Attachments

Reference

Expenses ?

Totals (0 Lines) 0.00 USD

*Date	*Expense Type	Description	*Payment Type	*Amount	*Currency		
<input type="text"/>	<input type="text"/> ▾	<input type="text"/>	<input type="text"/> ▾	<input type="text" value="0.00"/>	<input type="text" value="USD"/>		

Expand All | Collapse All

Totals (0 Lines) 0.00 USD



Selecting pre-approved Travel Authorization

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel & Exp. Reimbursement ▾ > Create/Modify

ORACLE

Home | Worklist | Ad

New Wind

Create Expense Report

Save for Later | Home | Summary and Submit

Quick Start | A Travel Authorization ▾ | GO

Kim Bowens ?

*Business Purpose ▾ Destination ▾ Attachments

*Report Description ▾

Reference ▾

Expenses ?

*Date ▾ *Expense Type ▾


Expand All | Collapse All

Copy from Approved Travel Authorization

From Date 04/06/2015 To 08/06/2015 Search

	Travel Auth Description	Authorization ID	Date From	Date To	Amount	Currency
Select	EDU Conference	0000002869	07/06/2015	07/06/2015	400.00	USD
Select	STEM CCR Curriculum Alignment	0000001522	06/02/2015	06/02/2015	120.00	USD

Return



Travel Authorization copied into an Expense Report

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel & Exp. Reimbursement ▾ > Create/Modify

Home |

ORACLE

Create Expense Report

Save for Later | Home | Summary and Submit

Kim Bowens ?

Actions ...Choose an Action ▾ GO

*Business Purpose Conference ▾

Destination Chicago

*Report Description EDU Conference

Authorization ID 0000002869

Reference

Attachments (1)

Expenses ?

Totals (0 Lines) 400.00 USD

Date	*Expense Type	*Description	*Payment Type	*Amount	*Currency
07/06/2015	Prof Dev 1600 Registration	EDU Conference	Employee Paid	400.00	USD
*Billing Type Internal ▾		Receipt Split	<input checked="" type="checkbox"/> Default Rate	*Exchange Rate 1.00000000	
			<input type="checkbox"/> Non-Reimbursable	Reimbursement Amt 400.00	USD
			<input type="checkbox"/> No Receipt		

Accounting Details ?

Expand All | Collapse All

Totals (0 Lines) 400.00 USD

Confirming an Expense Report

Favorites ▾ | Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel & Exp. Reimbursement ▾ > Create/Modify

ORACLE

Home | Work

Create Expense Report

Save for Later | Home | Expense Details

Actions: ...Choose an Action

*Business Purpose:

*Description:

Reference:

Totals

Employee Expenses (0 Line)	400.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	400.00 USD	Amount Due to Supplier	0.00 USD		

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.




After Confirming an Expense Report

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel & Exp. Reimbursement ▾ > Create/Modify

Home

ORACLE

Create Expense Report

 Save for Later |  Home |  Expense Details

Actions

*Business Purpose

*Description


Reference 

Totals 

 View Printable Version

 View Analytics

 Notes

 Attachments (1)

Employee Expenses (0 Line)	400.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 400.00 USD

Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.



Submitting an Expense Report

Oracle Employee Self-Service interface showing the "Create Expense Report" process. The main window displays the report details, including the business purpose (Conference) and description (EDU Conference). A modal dialog titled "Expense Report Submit Confirm" is open, showing a summary of the report totals and a confirmation prompt. A green arrow points to the "OK" button in the dialog.

Oracle
Employee Self-Service > Travel and Expenses > Travel & Exp. Reimbursement > Create/Modify

Home | Worklist | Add to Favorites

Create Expense Report

Save for Later | Home | Expense Details

Actions ...Choose an Action GO

*Business Purpose Conference
*Description EDU Conference
Reference

Totals ?
Employee Expenses (0 Line)
Cash Advances Applied

Amount Due to Employee
By checking this box, I certify
Submit Expense Report

Expense Report Submit Confirm

Create Expense Report

Submit Confirmation

Totals ?

Employee Expenses (0 Line)	400.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee	400.00 USD	Amount Due to Supplier	0.00 USD		

OK Cancel

Results after submitting an Expense Report

Favorites ▾ Main Menu ▾ > Employee Self-Service ▾ > Travel and Expenses ▾ > Travel & Exp. Reimbursement ▾ > Create/Modify Home |

ORACLE

View Expense Report Home | Expense Details

Actions

Your expense report 0000001691 has been submitted for approval. ←

Business Purpose Conference **Report** 0000001691 Submission in Process ←

Description EDU Conference **Created** 07/06/2015 Kim Bowens

Reference **Last Updated** 07/06/2015 Kim Bowens

Totals View Printable Version View Analytics Notes Attachments (1)

Employee Expenses (1 Line)	400.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee	400.00 USD	Amount Due to Supplier	0.00 USD
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By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

←

An email is sent to an Approver after submitting a TE Report

Approval requested for travel authorization VC Meeting - T&E Demo for Prince,Diana.

✕ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ⋮



fstest5@ccc.edu

Mon 6/16/2014 11:18 AM

mark as unread

To: ■ fstest5;

A travel authorization request has been submitted that requires your attention:

Employee ID: 000003707
Employee Name: Prince,Diana
Submission Date: 2014-06-16
Travel Auth Description:VC Meeting - T&E Demo
Travel Auth ID: 0000000118
Business Purpose: Conference
Reimbursement Amount: 198.44 USD

You can navigate directly to the page for more information by clicking the link below:

http://rtdc78287qaemt.us.oracle.com/psp/pv920dvlnt/EMPLOYEE/PSFT_CCCFSTRN/c/APPROVE_EXPENSE_TRANSACTIONS.EX_TAUH_APPR.GBL?Action=U&TRAVEL_AUTH_ID=0000000118&LINE_NBR=1

Reviewing a Submitted Expense Report



View Expense Report

Expense Details

Kim Bowens

Actions

Business Purpose Conference Report 0000001691 Submitted for Approval
 Description EDU Conference Created 07/06/2015 Kim Bowens
 Reference Last Updated 07/06/2015 Kim Bowens



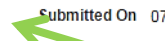
Totals

Employee Expenses (1 Line)	400.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 400.00 USD Amount Due to Supplier 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

Submitted On 07/06/2015 Submitted By Kim Bowens



Approval History



Action	Role	Name	Date/Time
Submitted	Employee	Kim Bowens	07/06/2015 9:38:54PM

An Approved Expense Report

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Travel & Exp. Reimbursement](#) > [View](#)

ORACLE Ho

Kim BOWENS Actions

Business Purpose Conference **Report** 0000001691 Approved for Payment
Description EDU Conference **Created** 07/06/2015 Kim BOWENS
Reference **Last Updated** 07/06/2015 China Bouldin

Totals

Employee Expenses (1 Line)	400.00 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD
Amount Due to Employee		400.00 USD	Amount Due to Supplier		0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.






Submitted On 07/06/2015 **Submitted By** Kim BOWENS

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Kim BOWENS	07/06/2015 9:38:54PM
Reviewed	Reviewer	Chao Lu	07/06/2015 9:49:05PM
Reviewed	Supervisor / Manager	Paul Thompson III	07/06/2015 9:49:50PM
Approved	Exec Director / Bus Manager	Kent Lusk	07/06/2015 9:50:35PM
Approved	AP Auditor	China Bouldin	07/06/2015 9:51:36PM

Approved Payment Email Notification

Expense report for 657.00 USD has been approved for payment.


 DELETE  REPLY  REPLY ALL  FORWARD 

mark as unread



Jerome Goude-lock

Tue 6/17/2014 7:59 AM

To:  fstest5;

Subject: Expense report for 657.00 USD has been approved for payment.

The following expense report has been approved for payment:

Employee ID: 000003707
Employee Name: Prince, Diana
Submission Date: 2014-06-02
Report Description: TEST
Report ID: 0000000038
Business Purpose: General Travel
Total Amount: 657.00 USD
Reimbursement Amount: 657.00 USD

You can navigate directly to the page for more information by clicking the link below:

http://rtdc78287qaemt.us.oracle.com/psf/pv920dvlnt/EMPLOYEE/PSFT_CCCFSTRN/c/ADMINISTER_EXPENSE_FUNCTIONS.TE_EXP_SHEET_INQ.GBL?Action=U&SHEET_ID=0000000038

Completed Paid Expense Report

[Favorites](#) > [Main Menu](#) > [Employee Self-Service](#) > [Travel and Expenses](#) > [Travel & Exp. Reimbursement](#) > [View](#)
Home

ORACLE

Business Purpose Meeting Off-Site **Report** 0000001425 Paid
Description STEM CCR Curriculum Alignment **Created** 05/26/2015 Kim Bowens
Reference **Last Updated** 05/29/2015 Thomas Garcia

Totals [View Printable Version](#) [View Analytics](#) [Notes](#) [Attachments \(1\)](#)

Employee Expenses (1 Line)	92.95 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 92.95 USD **Amount Due to Supplier** 0.00 USD

By checking this box, I certify the expenses submitted are accurate and comply with expense policy.

[Submit Expense Report](#) [Withdraw Expense Report](#) **Submitted On** 05/27/2015 **Submitted By** Kim Bowens

Approval History

Action	Role	Name	Date/Time
Submitted	Employee	Kim Bowens	05/27/2015 8:41:02AM
Reviewed	Supervisor / Manager	Paul Thompson III	05/27/2015 3:55:01PM
Approved	Exec Director / Bus Manager	Kent Lusk	05/27/2015 5:29:10PM
Approved	President / Vice Chancellor	Margaret Martyn	05/27/2015 6:47:07PM
Approved	AP Auditor	Thomas Garcia	05/29/2015 12:27:41PM



Questions?

VALID BUDGET FOR TRAINING

Dept	Fund	Acct	Program	Class	PC Bus Unit	Project	GL Unit
0010002	00003	-----	00086	00000	CCCGO	0000000	CCCGO

REFERENCES:

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