Create a credit card and/or cash reimbursement expense report

iExpenses is used by employees or their delegates to process expense reports for University credit card transactions, cash reimbursements and acquit cash advances.

**Note:** employees can process their own expenses or delegate someone else, such as Business Centre staff or an administrative assistant, to enter expense report transactions on their behalf. Default preferences can be set up and used each time you create a new expense report. For example, you can set up a list of favourite charge accounts to choose from a drop down list. Setting up preferences and delegates is covered in more detail by the *Setting iExpenses Preferences and Setting delegates in iExpenses reference cards.*

This reference card covers how to create expense reports for credit card transactions and cash reimbursements. Acquitting cash advances is covered in the *Create an expense report to acquit a cash advance reference card.*

A progression bar appears at the top of the expense report showing at what stage in the process you are. This reference card will follow the same sequence as the progression bar in iExpenses. For example, first we will describe the credit card expense processes and then the cash expense processes, thus matching the progression bar stages.

**Note:** you can create separate reports for each type of expense (cash or credit card) or combine them into the one report. Should there be no un-processed credit cards then this phase will not be displayed.

Creating an expense report

1. Log into Themis, navigate to **UOM Staff Self Service > Internet Expenses** and select the **Expenses Home** menu option.
   The *Expenses Home* page displays showing the most recent expense reports created.

2. Click the **Create Expense Report** button to create a new report.
   The Expense Report opens at the first stage, the **General Information** screen.
## 3 Complete the general information fields as indicated in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>From the drop down list, select the employee for whom you are entering the expense report.</td>
<td>Your name will default but it can be changed. If you are entering the report for your own expenses leave your name as defaulted. <strong>Important:</strong> if you are entering the expense report as a delegate on behalf of someone else you must change the Name field to the name of the employee for whom you are creating the expense report. <strong>Note:</strong> the person entered here must be the employee to whom the reimbursement will be paid or credited.</td>
</tr>
<tr>
<td>Budget Unit</td>
<td>Defaults with the Budget Unit number based on the employee name entered in the Name field above.</td>
<td></td>
</tr>
<tr>
<td>Purpose</td>
<td>Enter a report name into the Purpose field.</td>
<td>For example, if you are only processing credit card transactions you might enter 'Cred Card Expenses' as the purpose, whereas if you are processing a combined credit card and cash expense report you might enter 'Cash and Credit Card Expenses' as the purpose. <strong>Note:</strong> this description is posted to the general ledger against the department expense as well as the remittance advice document that is attached to the employee email.</td>
</tr>
<tr>
<td>Approver</td>
<td>Using the Search icon, select the appropriate approver name from the staff list.</td>
<td>If you are processing your own claim, your supervisor or managers name will default based on your HR record. If you are processing the report as a delegate on behalf of someone else, then enter that person’s manager or supervisor here.</td>
</tr>
</tbody>
</table>

### Are you creating the report as a delegate?

Select either,

- **No**, if processing the report for your own expenses
- **Yes**, if processing the report as a delegate on behalf of someone else.

## 4 Click the Next button to proceed.

The next stage in the sequence opens as **Credit Card Transactions**. **Note:** the Credit Card Transactions screen will only display if there are unprocessed credit card transactions, if not this screen is skipped over.

![Credit Card Transactions screen](image.png)
Processing credit card transactions

1. If you are processing the report as a delegate, select the other person’s credit card account from the Current Transactions for Account field drop down list.
   Skip this step if you are processing your own report as your account will have automatically defaulted.

2. Select the checkbox against each credit card transaction you wish to add to the expense report.
   **Note:** tick as many transactions as applicable.

3. Click the Next button.
   The Credit Card Expenses screen displays showing all the credit card transaction lines added at step 2 above.
   For this example we selected only the one OPTUS transaction line.

4. For each line item, select the appropriate expense option from the Expense Type drop down list.
   For our OPTUS transaction we have selected Telecommunications.

5. For each line item, enter a reason for the purchase in the Justification field.
   For our OPTUS transaction we have entered ‘NOV Mobile Bill’ indicating that the transaction is for our business mobile phone account for November.

6. Click the Details icon next to the first line item.
   The Credit Card Expenses: Details for Line 1 screen displays.
   **Note:** the transaction amount can be split and charged across different charge accounts using the Allocate button if required.
   Please refer to the Itemising expense transactions reference card for details.

7. Complete the line 1 details as indicated in the table below.
   **Note:** a number of fields have defaulted and do not require updating. All fields marked with an ** are mandatory.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Expense Type</td>
<td>Defaults from the previous screen.</td>
<td>Select the appropriate expense option from the drop down list, if you haven’t already done so at step 4 above.</td>
</tr>
<tr>
<td>Justification</td>
<td>Defaults from the previous screen.</td>
<td>Enter a reason for the purchase in the Justification field, if you haven’t already done so at step 5 above.</td>
</tr>
</tbody>
</table>
### Reference Card

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merchant Name</td>
<td>Defaults with the Credit Card Merchant Name (supplier) and cannot be changed.</td>
<td></td>
</tr>
<tr>
<td>Original Receipt</td>
<td>Select this checkbox only if the original receipt has gone missing.</td>
<td><strong>Note:</strong> if the receipt has gone missing the person making the claim must complete a statutory declaration indicating that the expenditure was incurred for business related expenses and attach the declaration to the expense report.</td>
</tr>
<tr>
<td>Missing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Code</td>
<td>Defaults base on the Supplier and Expense Type but can be update if required.</td>
<td>For example, if the payment was made overseas then GST does not apply.</td>
</tr>
<tr>
<td>Attachments</td>
<td>A scanned copy of the original receipt must be attached.</td>
<td><strong>Note:</strong> you can add individual receipt attachments here at the line item level or add a single global attachment containing all the scanned receipts applicable to the entire report as described at step 1 of the <em>Submitting an expense report</em> section below.</td>
</tr>
</tbody>
</table>

**8** Click the **Continue** button and repeat step 7 to enter the required **Details** for line 2. Repeat steps 7 and 8 for each subsequent line item.

**9** Having entered all the details for each line item, click the **Return** button. The *Credit Card Expenses* screen is returned.

**10** Click the **Next** button to proceed.

The next stage in the sequence opens as *Cash and Other Expenses*. Continue with the steps below to enter line details for each cash expense to be added to the report. **Note:** if you are not processing any cash expenses for this report you can click the **Next** button again and skip the cash expenses steps.
Processing Cash transactions

1. Enter a separate line item for each cash receipt to be reimbursed, complete the details for each line as described in the table below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Enter the receipt date.</td>
<td></td>
</tr>
<tr>
<td>Receipt Amount</td>
<td>Enter the receipt amount.</td>
<td></td>
</tr>
<tr>
<td>Expense Type</td>
<td>Select the appropriate expense option from the Expense Type drop down list.</td>
<td></td>
</tr>
<tr>
<td>Justification</td>
<td>Enter a reason for the purchase in the Justification field.</td>
<td></td>
</tr>
<tr>
<td>Reimbursable Amount</td>
<td>This field is greyed out and cannot be updated.</td>
<td>Note: this field will be automatically populated by the system after you complete the fields within the Details icon screen as described in step 3 below.</td>
</tr>
</tbody>
</table>

2. Click the Details icon next to the first line item.

The Cash and Other Expenses: Details for Line 1 screen displays. 
Note: the transaction amount can be split and charged across different charge accounts using the Allocate button if required. Please refer to the Itemising expense transactions reference card for details.

3. Complete the line 1 details as indicated in the table below. 
Note: a number of fields have defaulted and do not require updating. All fields marked with an "*" are mandatory.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Expense Type</td>
<td>Defaults from the previous screen.</td>
<td>Select the appropriate expense option from the drop down list, if you haven't already done so at step 1 above.</td>
</tr>
<tr>
<td>Justification</td>
<td>Defaults from the previous screen.</td>
<td>Enter a reason for the purchase in the Justification field, if you haven't already done so at step 1 above.</td>
</tr>
<tr>
<td>Merchant Name</td>
<td>Enter the name of the Supplier from the receipt.</td>
<td></td>
</tr>
<tr>
<td>Original Receipt Missing</td>
<td>Select this checkbox only if the original receipt has gone missing.</td>
<td>Note: if the receipt has gone missing the person making the claim must complete a statutory declaration indicating that the expenditure was incurred for business related expenses and attach the declaration to the expense report.</td>
</tr>
<tr>
<td>Tax Code</td>
<td>Defaults base on the Supplier and Expense Type but can be update if required.</td>
<td>For example, if the payment was made overseas then GST does not apply.</td>
</tr>
<tr>
<td>Attachments</td>
<td>A scanned copy of the original receipt must be attached.</td>
<td>Note: you can add individual receipt attachments here at the line item level or add a single global attachment containing all the scanned receipts applicable to the entire report as described at step 1 of the Submitting an expense report section below.</td>
</tr>
</tbody>
</table>
4 Click the Continue button and repeat step 3 to enter the required Details for line 2. Repeat steps 3 and 4 for each subsequent line item.

5 Having entered all the details for each line item, click the Return button. The Cash an Other Expenses screen is returned.

6 Click the Next button to proceed. The next stage in the sequence opens as Expense Allocations.

7 Click the select checkbox against each line item and update the cash expenditure charge account as appropriate. You can use the My Allocations drop down list to choose one of your favourite accounts if you had set them up in your preferences before you began processing expense reports. Otherwise, you can update each segment as required. Important: the natural account has automatically populated based on the Expense Type chosen at step 3 above and must not be changed.

8 Click the Next button. The final stage in the sequence opens as Review showing a summary of the expense report transactions. Continue with the steps below to attach the scanned copies of receipts, review the report details and submit it for approval.
Submitting the expense report

1. Attach the scanned copies of the original receipts.
   - Click the **Add** button next to the Attachment field. Enter a file name in the **Title** field. **Browse** your directory, click on the file name to be attached, click the **Open** button to populate the file path, and click **Apply**.

   The word ‘**None**’ will change from an inactive word indicating that there is no attachment to an active word ‘**View**’ indicating that there is an attachment which can be opened and viewed.

2. Review all the transactions to ensure they have been entered correctly.
   - **Note**: if you created the report as a delegate on behalf of someone else, the person for whom the expenditure was entered must log in and review the transactions themselves.

3. Scroll down to the bottom of the screen to the **Employee Expense Payment Benefit Declaration** section.

   **Employee Expense Payment Benefit Declaration**
   
   By clicking submit I declare that the expenses in this report were incurred by me for the purposes mentioned, an official University business during the period covered by this claim. The business related percentage of the expenses incurred was 100%. I also declare the expenses incurred are in accordance with the University’s policies as per the links below. Original documentation is scanned and attached. Where original documentation is missing I have attached an FS9 - Missing or Lost Receipts under $200 or an FS9 - Missing or Lost Receipts over $200.

   Payments and Reimbursement Policy
   
   Procurement Policy
   
   Goods and Services Procedure
   
   Note: Some expenditure approved as official University business may still be subject to Fringe Benefits Tax (e.g. HECS, telephone rental, etc.). For more information, please refer to “Common Examples of Fringe Benefits” (http://www.fgg.unimelb.edu.au/personal/financial/expenses/).

   For any credit card disputes please download and complete the **Credit Card Dispute** form and attach a copy to this report.

   ![Declare](Declare.png)

4. Having read the declaration, check the **I Declare** checkbox confirming that the transactions entered are true and accurate and then click on the **Submit** button.
   - **Note**: if you created the report as a delegate on behalf of someone else you will not be able to submit the report. The person for whom the expenditure was entered must log in, make the declaration and submit the report themselves.

   **Note**: if you are unable to attach all required imaged receipts, you will be prompted to enter **Missing Imaged Receipts Justification** after you click on **Submit** button. Please enter a justification for non-compliance and then click on the **Submit** button.
Having submitted the expense report with attached scanned receipts, a confirmation message will appear indicating that the report was submitted and has been sent for approval.

5. Click the **Printable Page** button
   A printable report summary screen displays.

6. Click **File > Print** from the internet browser i.e internet explorer, firefox, toolbar to print the report summary screen.

   **Important:** The original receipts are to be attached to the printed report and sent to your Business Centre.

7. Click the browser back arrow to return to iExpenses.