Fact Sheet

How to complete a Non-Travel expense claim

Medical Officer Delegate: To complete a Non-Travel expense report on behalf of a Medical Officer as a delegate, follow the steps below ensuring you have access to Oracle Internet Expenses and that the Medical Officer has previously nominated you as a delegate on the system
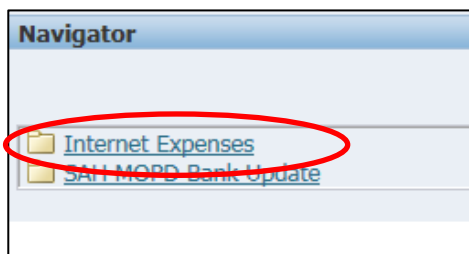
Quick Check

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 in the *Oracle Applications* Home Page

Step 1: General Information

> On the *Oracle Expenses* Home Page click the *Create Expense Report* tab in the top right hand corner of the screen to begin a new reimbursement claim (refer overleaf for visual)

> Please click the drop down box to select the Medical Officer you wish to complete an expense report for

> Check that the correct expense template has been selected

> Enter the purpose of expense in the *Purpose* field

> Select the magnifying glass icon to complete the mandatory *FBT Declaration* and the mandatory *Employee Certification Declaration*

> A separate pop up screen will appear

> Select the *Go* button to search for an appropriate *FBT Declaration*

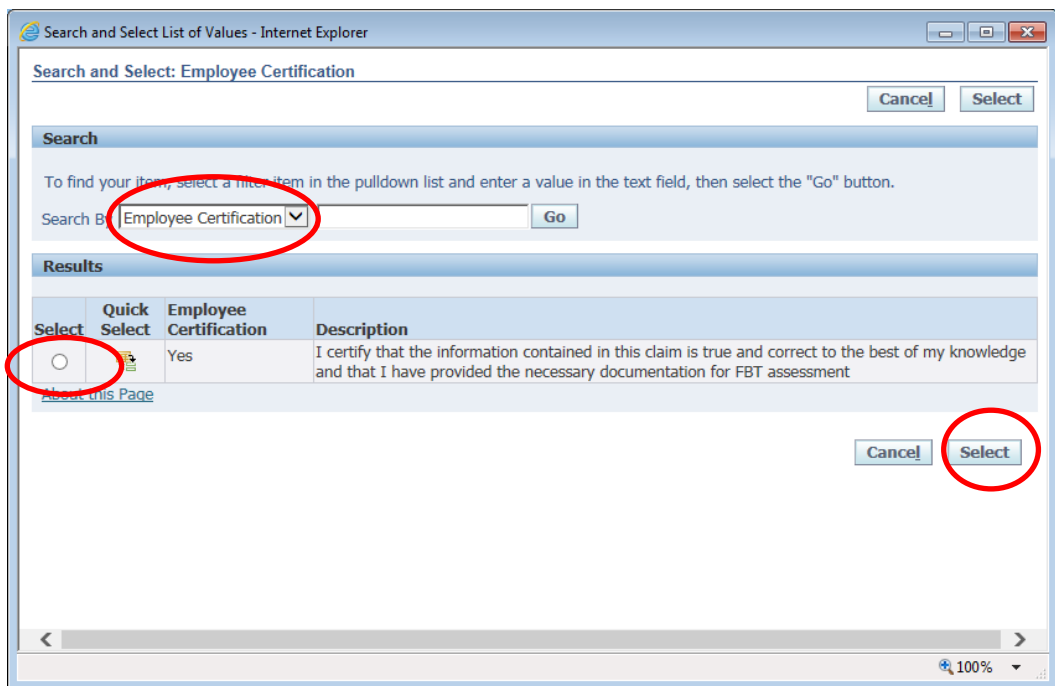> Select the appropriate *FBT Declaration* and click the S*elect* tab to continue (refer overleaf for visual)
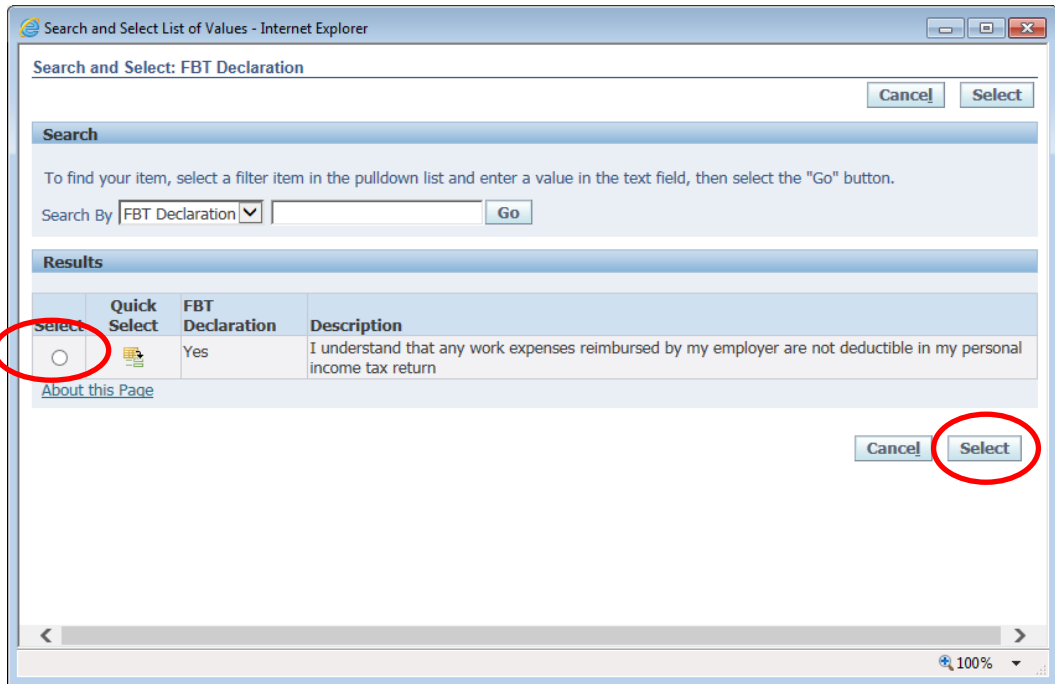
> Follow the same *FBT Declaration* process as above to complete the *Employee Certification Declaration*

> **Please note***:* the Medical Officer will check and certify declarations prior to submitting to their Direct Line Manager. The *FBT Declaration* and *Employee Certification Declaration* fields are mandatory fields which must be completed in order for the claim to progress and be submitted for approval. Once the declarations have been completed please select the *Next* button in the bottom right hand corner of the screen.
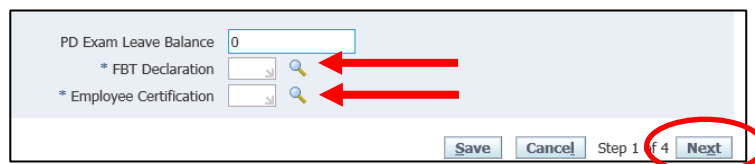
Step 2: Cash and Other Expenses

> 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 the Line Manager when they are checking and approving the claim
5. Select the *Details* icon to add the invoice and receipt of payment on the following screen

> **Please note:** 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

> On the following screen (refer next page for visual) please check and complete:

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 if 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: GSTFREE
2. To attach the invoice and receipt, select the *Add* button
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. Once complete, please select the *Return* button

> **Please note:** to attach the invoice and/or receipt refer below:
> – Enter the *Title*, select the *Category*, and complete the *Description*
> – Select the *Browse* button to attach the invoice and/or receipt
> – To save the attachment, select the *Apply* button
> – Continue this process if the invoice and/or receipt are separate files

> To go back to the *Expense Allocations* screen select the *Return* button at top right hand of page
> To continue to Step 3 click *Next* to continue

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 Delegate
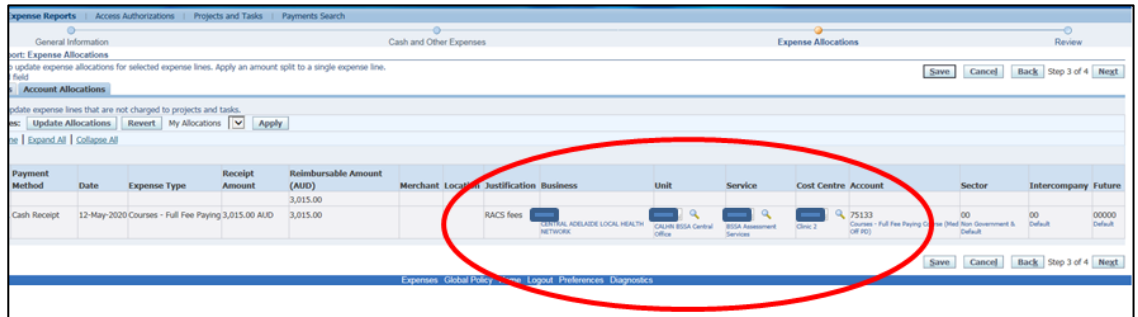
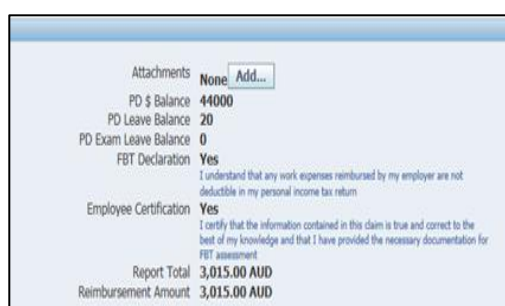> To progress to the final step, select the *Next* button in the top right hand corner of screen
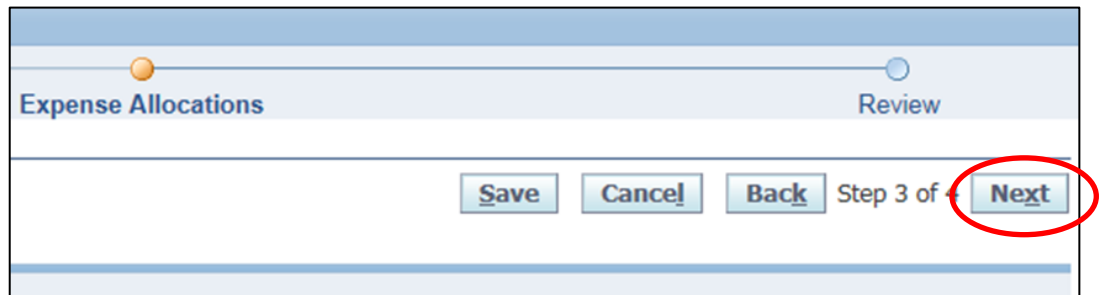
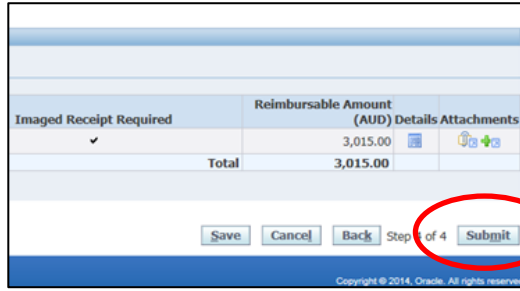# Step 4: Final Review and Submission of Claim

> Before submitting the expense report to the Medical Officer, please check:


> The expense or total claim amount is correct

> All declarations are completed correctly and any additional information has been uploaded

> If no further information is required for this claim, you can select the *Submit* button to send to the Medical Officer to certify and submit for the approval process

> When you have submitted the expense report to Medical Officer for certification, you will receive a confirmation and an expense report number at the top left hand of screen
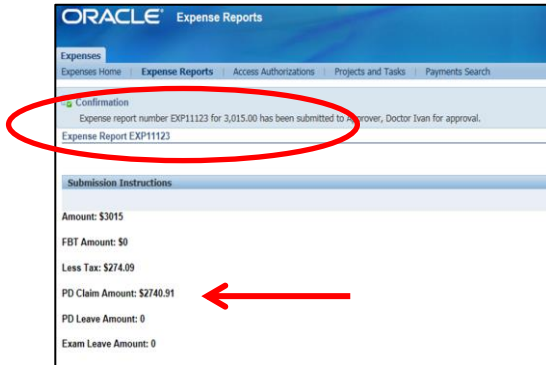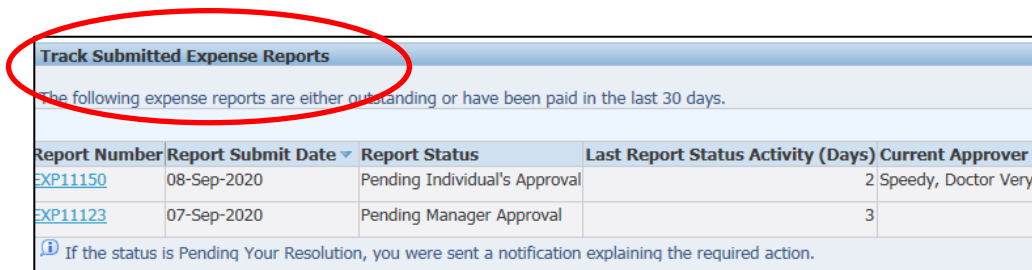

> Note that the Expense report amount will be exclusive of GST

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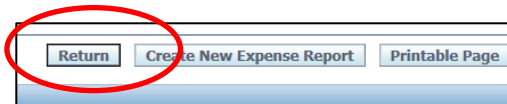
> You can view the status of completed expense reports under the *Track Submitted Expense Reports* heading in the top left hand corner of your screen

Track Submitted Expense Reports

The following expense reports are either outstanding or have been paid in the last 30 days.

Report Number	Report Submit Date ▼	Report Status	Last Report Status Activity (Days)	Current Approver
EXP11150	08-Sep-2020	Pending Individual's Approval	2	Speedy, Doctor Very
EXP11123	07-Sep-2020	Pending Manager Approval	3	

ⓘ If the status is Pending Your Resolution, you were sent a notification explaining the required action.

For more information

Government of South Australia
SA Health