



Oracle iExpense User Guide

Effective 04/08/2024

Contents

Implementation	3
Navigation	3
Add a Delegated Enterer.....	5
Expense Report Approvers Setting a Vacation Rule	9
Requesting a Cash Advance and Creating a Prepayment Invoice for a Future iExpense Expense Report	14
Creating an Expense Report.....	15
Create Expense Report: General Information Page.....	16
Create Expense Report: Cash and Other Expenses Page	18
Create Expense Report: Cash and Other Expenses Page – Entering Receipt-Based Expenses.....	20
Create Expense Report: Cash and Other Expenses Page – Entering Per Diem Expenses for Meals.....	23
Create Expense Report: Cash and Other Expenses Page – Entering Per Diem Expenses for Incidentals.....	28
Create Expense Report: Cash and Other Expenses Page – Entering Mileage Expenses.....	32
Create Expense Report: Expense Allocations	34
Create Expense Report: Advances	39
Create Expense Report: Review	41
Attaching Receipt to Expense Report Line Item	51
Removing a Receipt from an Expense Report Line Item.....	58
Approving or Rejecting an Expense Report	61
Resubmitting a Rejected Expense Report.....	65
Copy an Existing Expense Report to Create a New Expense Report.....	67
Withdrawal an Expense Report	68
Printing a Submitted Expense Report	70
Using the Magnify Glass to Search.....	74
Incorrect Account String on Expense Report	75
iExpense Mobile App	75

Implementation

iExpense is an Oracle module used by Henrico County Employees to report and seek reimbursement for both education and training expenses as well as mileage reimbursement for those employees approved for daily mileage. This module replaces the paper process of requesting reimbursement for these expenses. Departments will still need to do any of their internal pre-approval travel process and attach these documents to the expense report.

Once an expense report is entered and approved, they are pulled into the Oracle AP module daily where an invoice is generated, and a check will be either mailed to the employee's home address or available for picked up at the employee's office location.

Any expense report of more than \$1,500 will need to be approved by Finance before an invoice is created.

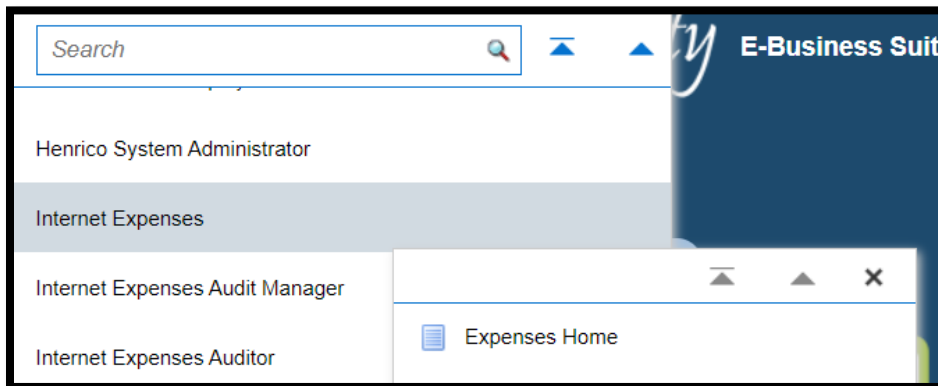
For non-employees, a direct pay invoice will need to be created to reimburse education and training expenses as well as mileage. All supporting documents need to be attached to the invoice.

Navigation

Click on the following link to Access Oracle Ebiz/HRMS (Access Oracle Ebiz Suite from Work):

<https://ebiz-int.henrico.us>

From the Oracle Home Page, click on Internet Expenses and then Expenses Home:



The following screen will appear:

Expenses Home Create Expense Report Import Spreadsheet Export Spreadsheet

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	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
No results found.									

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

Notifications

View: Open Notifications

Subject	Sent	Due	From
There are no notifications in this view.			

This is the Expense Home page and allows you to create a new expense report or update an existing expense report as well as track the status of your expense reports.

The Expense Home page will also allow you to set a delegated enterer (proxy) who will enter expense reports on your behalf.

Add a Delegated Enterer

If someone in your department is keying in expense report information on your behalf, you will need to set up a Delegated Enterer (proxy) . When a Delegated Enterer enters your expense report, you will approve the report first before the report continues the approval path. This delegate will also be able to view all your previously submitted expense reports.

If you set up multiple Delegated Enterers, one Delegated Enterer can start an expense report and a different Delegated Enterer can complete and submit the expense report. The expense report will be shown on your home page and both Delegated Enterer's iExpense Home page and each will be able to track and if necessary make updates. [*Note: Utilization of "Delegated Enterers" is at the discretion of your Agency Head and not at the sole discretion of individual users.](#)

From the Expenses Home page, select Access Authorizations:

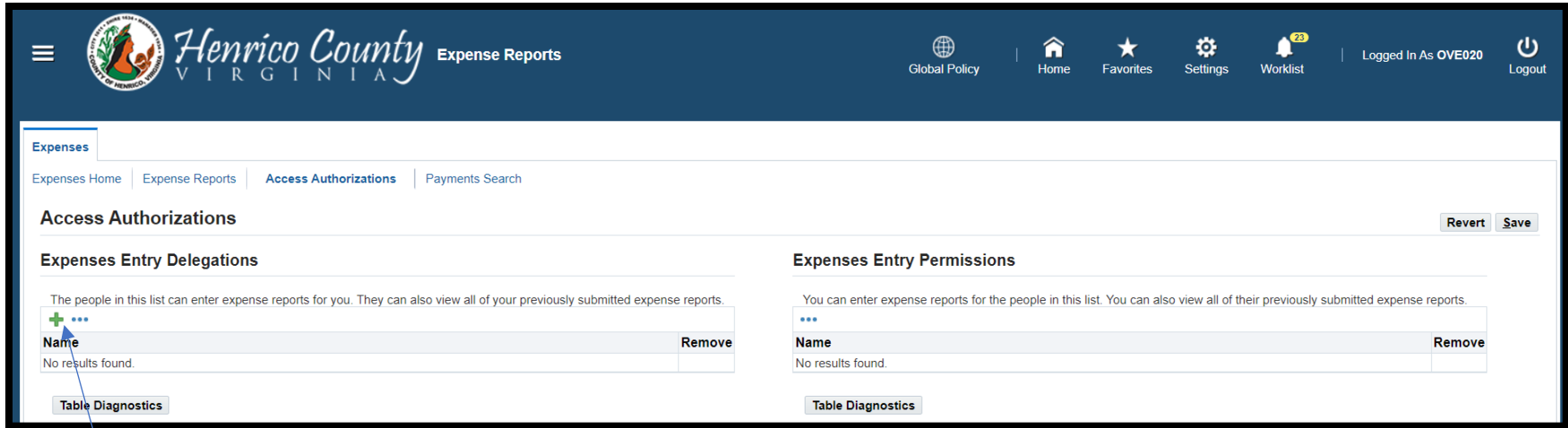
The screenshot shows the iExpense system interface for Henrico County, Virginia. The page title is "Expenses Home". A blue arrow points from the text above to the "Access Authorizations" link in the top navigation bar. The interface includes a header with the Henrico County logo and "Expense Reports" text, and a top navigation bar with icons for Global Policy, Home, Favorites, Settings, Worklist, and Logout. The main content area has tabs for Expenses Home, Expense Reports, Access Authorizations, and Payments Search. Below the tabs are sections for "Expenses Home" with buttons for "Create Expense Report", "Import Spreadsheet", and "Export Spreadsheet"; "Track Submitted Expense Reports" with a table of report details; "Update Expense Reports" with a table of report details; and "Notifications" with a table of notification details.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
No results found.									

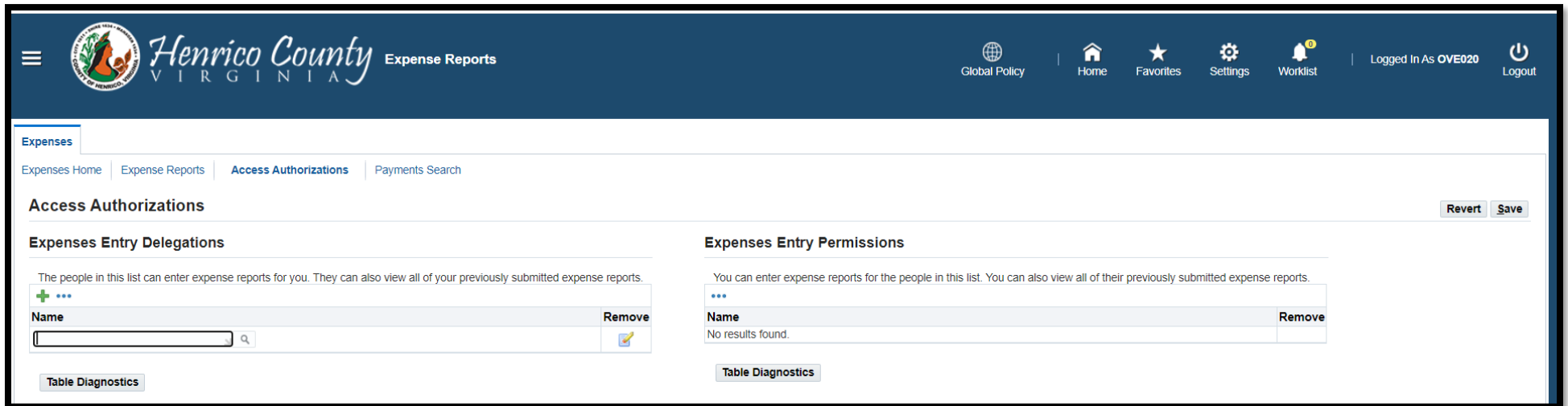
Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

Subject	Sent	Due	From
There are no notifications in this view.			

The following screen will appear:



Click the Plus sign to add a line:



Click the magnifying glass to search for a name:

Search and Select: Name [X]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Full Name [v] [] **Go**

Results

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	User Name	Email Address	Organization Name
	No search conducted.						

[About this Page](#)

Cancel **Select**

Enter the last name of your delegate and click Go:


Search and Select: Name [X]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Full Name [v] balzer **Go**

Results

Select	Quick Select	Full Name ▲	Employee Number ▲	Contingent Worker Number ▲	User Name ▲	Email Address ▲	Organization Name ▲
<input type="radio"/>		Balzer, Ms. Krystina H	30067545		BAL046	bal046@henrico.us	G_Information Technology

[About this Page](#)

Cancel **Select**

Click the Quick Select Icon:

Expenses

Expenses Home | Expense Reports | **Access Authorizations** | Payments Search

Access Authorizations

Revert Save

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

+ ...

Name	Remove
Balzer, Ms. Krystina H	

Table Diagnostics

Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

...

Name	Remove
No results found.	

Table Diagnostics

Click Save.

You will received the following confirmation:

Expenses

Expenses Home | Expense Reports | **Access Authorizations** | Payments Search

Confirmation
Your Access Authorizations have been set.

Access Authorizations

Revert Save

Expenses Entry Delegations

The people in this list can enter expense reports for you. They can also view all of your previously submitted expense reports.

+ ...

Name	Remove
Balzer, Ms. Krystina H	

Table Diagnostics

Expenses Entry Permissions

You can enter expense reports for the people in this list. You can also view all of their previously submitted expense reports.

...

Name	Remove
No results found.	

Table Diagnostics

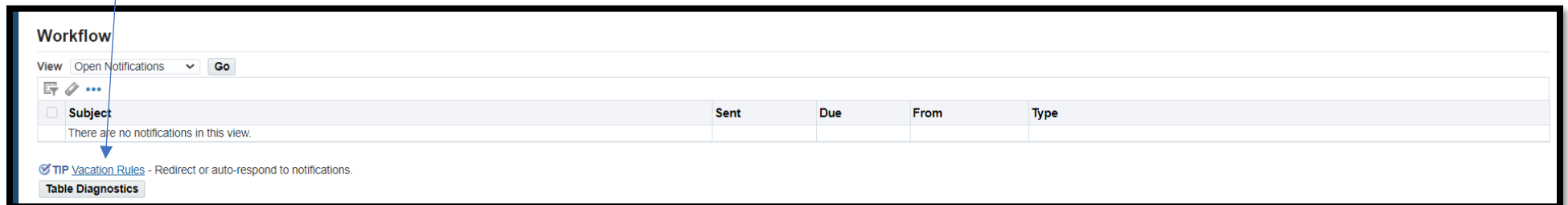
Expense Report Approvers Setting a Vacation Rule

If you are an Approver of expense reports and are planning on being unavailable to approve, you can assign a vacation rule so that your alternate will be able to approve expense reports on your behalf.

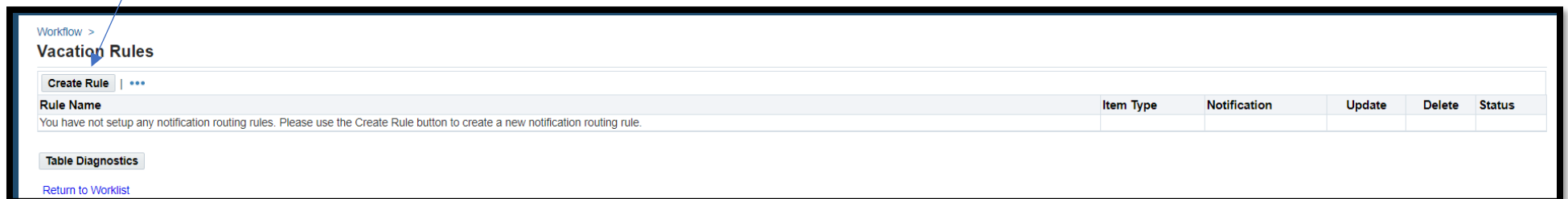
From the Oracle home page, click on your Worklist and then click on Go to Full Worklist:



Click on Vacation Rules:



Click on Create Rule:



The following screen will be displayed:

Item Type Notification Rule Response

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type --All--

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#)

Step 1 of 3 **Next**

Select Item Type:

All: Delegate the approval of all documents. This would include expense reports, requisitions, and HR documents.

Expenses: Only delegate the approval of expense reports.

This example will select Expenses:

Item Type Notification Rule Response

Vacation Rule: Item Type

Select the type of notification that will activate this rule.

Item Type Expenses

If "--All--" is selected, you will skip to Step 3.

[Return to Vacation Rules](#)

Step 1 of 3 **Next**

Click Next.

Item Type Notification Rule Response

Vacation Rule: Notification

Indicate the notification format that will activate this rule

Item Type Expenses
 Notification All
 Select

Cancel Back Step 2 of 3 Next

Item Type Expenses will only have “All” Notifications, click Next.

The following screen will appear:

Item Type Notification Rule Response

Vacation Rule: Response

* Indicates required field

Item Type Expenses
 Notification All

* Start Date 10-Oct-2023 09:05:12
(example: 10-Oct-2023 09:05:12)

* End Date

Message

Comments will display with each routed notification

Reassign All Employees and Users

Delegate your response
A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
A manager may transfer a notification for a specific project to the new manager of that project.

Deliver notifications to me regardless of any general rules

Cancel Back Step 3 of 3 Apply

Click the calendar icon in Start Date to change the start date, it will default to the current date and time. Type over the time to change the time.

Click the calendar icon in End Date to set the ending date. Type over the time to change the time.

Optionally, add a message that will appear on the notification to your delegate.

Click the magnifying glass to Reassign and a Search box will appear:

Search and Select: User or Role [X]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name [v] [] **Go**

Results

Select	Quick Select	Name	User Name	Email
	No search conducted.			

[About this Page](#)

Cancel **Select**

Enter the user's last name, comma, first name:

Search and Select: User or Role [X]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name [v] [baugh, doug] **Go**

Results

Select	Quick Select	Name	User Name	Email
	No search conducted.			

[About this Page](#)

Cancel **Select**

Click Go:


Search and Select: User or Role [X]

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Name baugh, doug Go

Results

Select	Quick Select	Name	User Name	Email
<input type="radio"/>		Baugh, Doug	BAU	bau@henrico.us

[About this Page](#)

Cancel Select

Click the icon in the Quick Select column to select the delegator. The screen will now be populated with the delegator you selected:

Progress: Item Type Notification **Rule Response**

Vacation Rule: Response

* Indicates required field

Item Type Expenses
 Notification All

* Start Date 10-Oct-2023 09:05:12
 (example: 10-Oct-2023 09:05:12)

* End Date 11-Oct-2023 09:08:03

Message

Comments will display with each routed notification

Reassign All Employees and Users Baugh, Doug

Delegate your response
 A manager may delegate all notification approvals to an assistant.

Transfer notification ownership
 A manager may transfer a notification for a specific project to the new manager of that project.

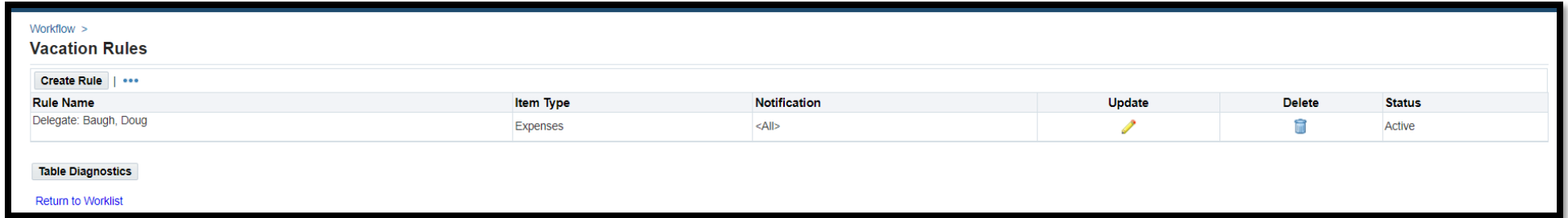
Deliver notifications to me regardless of any general rules

Cancel Back Step 3 of 3 Apply

Keep the radio button checked for Delegate your response.

Click Apply.

Your screen will now show the rule:



Workflow >
Vacation Rules

Create Rule | ...



Rule Name	Item Type	Notification	Update	Delete	Status
Delegate: Baugh, Doug	Expenses	<All>			Active

Table Diagnostics

[Return to Worklist](#)

If you want to delete the rule, click on the trash can icon.

To change the rule, click the Update pencil.

NOTE: Only 1 vacation rule per Item Type can be active at a time.

Requesting a Cash Advance and Creating a Prepayment Invoice for a Future iExpense Expense Report

There are situations where advance payments of anticipated travel expenses are necessary. These should be limited to training exercises of extended duration (more than a week) or situations where reimbursements would cause a financial hardship. Travel advances require the completion of a travel advance request form and must be signed by the Agency Head and Finance Director.

Travel advance request forms can be found at:

<https://henricova.sharepoint.com/finance/SitePages/OracleFinancial.aspx?Mode=Edit>

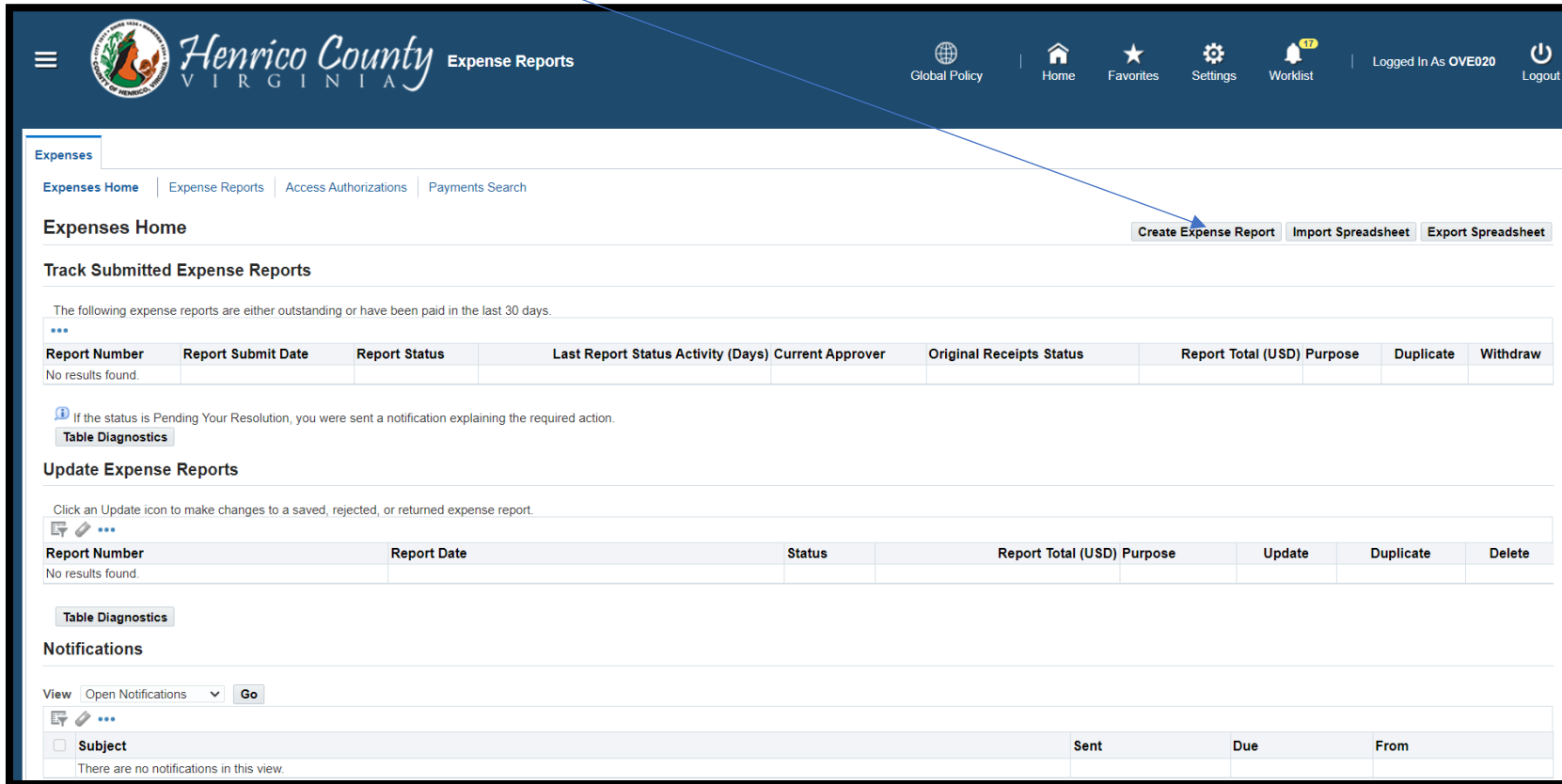
Right click on the Word or Excel document name and select Download.

When creating a Cash Advance invoice that will be matched to a future iExpense expense report, the invoice must be entered as a Prepayment type in Oracle accounts payable. See section 4.1 Creating a Cash Advance Invoice to be Applied to an Expense report in the Accounts Payable document at:

<https://henricova.sharepoint.com/finance/SitePages/OracleFinancial.aspx?Mode=Edit>

Creating an Expense Report

From the Expenses Home page, click on Create Expense Report:



The Create Expense Report: General Information page will appear.

Create Expense Report: General Information Page

The screenshot displays the 'Create Expense Report: General Information' page. At the top, there is a navigation bar with the Henrico County Virginia logo and 'Expense Reports' text. On the right, there are icons for Global Policy, Home, Favorites, Settings, Worklist, and a 'Logged In As OVE020' indicator with a 'Logout' button. Below the navigation bar, there are tabs for 'Expenses Home', 'Expense Reports', 'Access Authorizations', and 'Payments Search'. A progress bar shows four steps: 'General Information' (active), 'Cash and Other Expenses', 'Expense Allocations', and 'Review'. The main form area is titled 'Create Expense Report: General Information' and includes a 'Save' button, a 'Cancel' button, and a 'Step 1 of 4 Next' button. The form fields are: 'Name' (Overton, Ms. Judy A (30078425)), 'Cost Center' (19001), 'Site' (Information Technology), 'Reimbursement Currency' (US Dollar), 'Expense Template' (HC iExp Rpt Template), 'Purpose' (Information Technology), and 'Approver'. A red arrow points to the 'Name' field.

Name field:

The Name field represents the traveler's name.

If you are creating your own expense report, the Name field will default to your name. If you are a delegated enterer of expense reports, use the drop-down arrow to select the employee you are creating the report for.

Cost Center field:

The cost center field will default to your HRMS payroll cost center. Do not change the cost center on this page as it is used to determine the approver. If this needs to be changed, you will have that option on the Create Expense Report: Expense Allocations page.

Site field:

Use the drop-down arrow to select Home (check will be mailed) or Office (check will be available for pickup at your location).

Purpose field:

Enter a purpose for this expense report.

Approver field

This field should be left blank so the approval will go to the Agency Head.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Create Expense Report: General Information

Save Cancel Step 1 of 4 **Next**

* Indicates required field

Name	Overton, Ms. Judy A (30078425)	Expense Template	HC iExp Rpt Template
* Cost Center	19001 <input type="text"/> <input type="text"/>	* Purpose	Travel <input type="text"/>
	Information Technology	Approver	<input type="text"/> <input type="text"/>
Site	Home <input type="text"/>		
Reimbursement Currency	US Dollar		

Click Next and the Create Expense Report: Cash and Other Expenses page will appear.

Create Expense Report: Cash and Other Expenses Page

Expense Reports

Global Policy
Home
Favorites
Settings
Worklist 17
Logged In As OVE020
Logout

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information
Cash and Other Expenses
Expense Allocations
Review

Create Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [0.00]
Per Diem Expenses [0.00]
Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 TIP Date Example: 12-SEP-2023.

Select Expense Lines: Duplicate Remove | Show Receipt Currency | + ...

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="button" value="Details"/>
Total						0.00	

Table Diagnostics

Save Cancel Back Step 2 of 4 Next

*Officials and employees of the County required to use their private vehicle in the performance of their official duties (routine mileage) will be compensated for business miles traveled at the current mileage rate.

** When entering Incidentals, enter one line per day of travel, do not span multiple days.

Natural Account 50430 = Mileage

Natural Account 50431 = Education and Training

Create Expense Report: Cash and Other Expenses Page – Entering Receipt-Based Expenses

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [0.00] Per Diem Expenses [0.00] Mileage Expenses [0.00]

Receipt-Based Expenses [0.00]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 TIP Date Example: 13-SEP-2023.

Select Expense Lines: Duplicate Remove | Show Receipt Currency | + ...

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	10	Travel - Parking	Parking for Conference		

Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Receipt Amount - Enter the amount of the receipt.

Expense Type – Use the drop-down arrow to select the appropriate expense type.

Justification – Enter a justification for this expense type.

Click the Details icon:

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 1

* Indicates required field

* Expense Type: Travel - Parking
* Start Date: 05-Sep-2023
Daily Rate: 10.00
Number Of Days: 1
* Receipt Amount: 10.00
* Receipt Currency: USD - US Dollar
Exchange Rate: 1
Reimbursable Amount: 10.00 USD

Justification: Parking for Conference

Expense Location:
Merchant Name:

Original Receipt Missing

+

Itemize Duplicate New Remove Return

When entering Receipt-Based expenses it is a Finance Department requirement to attach a receipt. Click the plus sign to add an attachment. Follow the instructions in the section Attaching Receipt to Expense Report Line Item.

After the receipt has been attached, click Return to return to the Cash and Other Expense page:

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [10.00] | Per Diem Expenses [0.00] | Mileage Expenses [0.00]

Receipt-Based Expenses [10.00]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 TIP Date Example: 13-SEP-2023.

Select Expense Lines: Duplicate Remove | Show Receipt Currency | + ...

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	10.00	Travel - Parking	Parking for Conference	10.00	
<input type="checkbox"/>	2						
<input type="checkbox"/>	3						
<input type="checkbox"/>	4						
<input type="checkbox"/>	5						
<input type="checkbox"/>	6						
<input type="checkbox"/>	7						
<input type="checkbox"/>	8						
<input type="checkbox"/>	9						
<input type="checkbox"/>	10						
Total						10.00	

Note that the Reimbursable Amount and Total fields are now populated. In addition, the total is now displayed on the Receipt-Based Expenses tab.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line. Duplicating a line will not copy any attachments, any receipt will need to be added to the new line.

When all Receipt-Based expenses have been entered, proceed to the Per Diem expenses and/or Mileage expenses page or if no more entries need to be entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Cash and Other Expenses Page – Entering Per Diem Expenses for Meals

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [20.00] | **Per Diem Expenses [0.00]** | Mileage Expenses [0.00]

Per Diem Expenses [0.00]

Per Diem Expenses

TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.
 TIP Date Example: 13-SEP-2023.

Select Expense Lines: Duplicate Remove + ...

<input type="checkbox"/>	Line	Start Date	Start Time	End Time	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	08 00	17 00	Meals	Meals for Conference		

Start Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Start Time – Enter the time of departure for the specific Start Date in military time.

End Time - Enter the end time for the specific Start Date in military time.

Expense Type – Use the drop-down arrow to select Meals.

Justification – Enter a justification for this expense type.

Click the Details icon:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 1

New Line **Remove Line** **Return**

* Indicates required field

* **Expense Type** Meals ▾

* **Start Date** 05-Sep-2023 📅

* **Start Time** 08 ▾ 00 ▾

* **End Time** 17 ▾ 00 ▾

Justification Meals for Conference

Allowances

- Breakfast
- Lunch
- Dinner

Reimbursable Amount

Generate Per Diem

Check each meal box for which reimbursement is requested. If you attended a conference and a meal(s) is included with the conference registration do not check the meal box for those associated meals.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 1

[New Line](#) [Remove Line](#) [Return](#)

* Indicates required field

* Expense Type: Meals

* Start Date: 05-Sep-2023

* Start Time: 08:00

* End Time: 17:00

Justification: Meals for Conference

Allowances

- Breakfast
- Lunch
- Dinner

Reimbursable Amount

Generate Per Diem

Click Generate Per Diem. The per diem amount will be calculated based on the Start Time and End Time entered for that day and per the Federal per diem rates per IRS guidelines.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 1

[New Line](#) [Remove Line](#) [Return](#)

* Indicates required field

* Expense Type: Meals

* Start Date: 05-Sep-2023

* Start Time: 08:00

* End Time: 17:00

Justification: Meals for Conference

Allowances:

- Breakfast
- Lunch
- Dinner

Reimbursable Amount: 54.00 USD

[Generate Per Diem](#)

The Reimbursable Amount is now populated.

Click Return.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information

Cash and Other Expenses

Expense Allocations

Review

Update Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [20.00] **Per Diem Expenses [54.00]** Mileage Expenses [0.00]

Per Diem Expenses [54.00]

Per Diem Expenses

- TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.
- TIP Date Example: 13-SEP-2023.

Select Expense Lines: Duplicate Remove + ...

<input type="checkbox"/>	Line	Start Date	Start Time	End Time	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	08:00	17:00	Meals	Meals for Conference	54.00	
<input type="checkbox"/>	2							
<input type="checkbox"/>	3							
<input type="checkbox"/>	4							
<input type="checkbox"/>	5							
Total							54.00	

Note that the Reimbursable Amount and Total fields are now populated. In addition, the total is now displayed on the Per Diem Expenses tab.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line.

When all Per Diem expenses have been entered, proceed to the Mileage expenses page or if no more entries need to be entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Cash and Other Expenses Page – Entering Per Diem Expenses for Incidentals

NOTE: When entering Incidentals, enter one line per day of travel that incidentals were incurred, do not span multiple days.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [20.00] | **Per Diem Expenses [54.00]** | Mileage Expenses [0.00]

Per Diem Expenses [54.00]

Per Diem Expenses

TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.
 TIP Date Example: 13-SEP-2023.

Select Expense Lines: Duplicate Remove | + ...

<input type="checkbox"/>	Line	Start Date	Start Time	End Time	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	08 <input type="text"/> 00 <input type="text"/>	17 <input type="text"/> 00 <input type="text"/>	Meals <input type="text"/>	Meals for Conference <input type="text"/>	54.00	
<input type="checkbox"/>	2	05-Sep-2023	08 <input type="text"/> 00 <input type="text"/>	17 <input type="text"/> <input type="text"/>	Incidentals <input type="text"/>	Incidentals for Conference <input type="text"/>		

Start Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Start Time – Enter the time of departure for the specific Start Date in military time.

End Time - Enter the end time for the specific Start Date in military time.

Expense Type – Use the drop-down arrow to select Incidentals.

Justification – Enter a justification for this expense type.

Click the Details icon:

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 2

[New Line](#) [Remove Line](#) [Back](#) [Return](#)

* Indicates required field

* Expense Type: Incidentals
* Start Date: 05-Sep-2023
* Start Time: 08 00
* End Date:
* End Time:
Justification: Incidentals for Conference

Reimbursable Amount
[Generate Per Diem](#)

End Date – Enter the same date as Start Date.

End Time - Enter the end time for the specific Start Date in military time.

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 2

[New Line](#) [Remove Line](#) [Back](#) [Return](#)

* Indicates required field

* Expense Type: Incidentals
* Start Date: 05-Sep-2023
* Start Time: 08 00
* End Date: 05-Sep-2023
* End Time: 17 00
Justification: Incidentals for Conference

Reimbursable Amount
[Generate Per Diem](#)

Click Generate Per Diem. The per diem amount will be calculated based on the Start Date and End Date entered and per the Federal per diem rates per IRS guidelines.

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Cash and Other Expenses: Details for Line 2 New Line Remove Line Back Return

* Indicates required field

* Expense Type: Incidentals

* Start Date: 05-Sep-2023

* Start Time: 08:00

* End Date: 05-Sep-2023

* End Time: 17:00

Justification: Incidentals for Conference

Reimbursable Amount: 5.00 USD

[Generate Per Diem](#)

Per Diem Calculation

Reimbursement Summary

Start Date and Time	End Date and Time	Number of Hours	Per Diem Amount (USD)	Reimbursable Amount (USD)
05-Sep-2023 08:00:00	05-Sep-2023 17:00:00	9	5.00	5.00
Total			5.00	5.00

The Reimbursable Amount is now populated.

Click Return.

Update Expense Report: Cash and Other Expenses

Receipt-Based Expenses [20.00] | **Per Diem Expenses [59.00]** | Mileage Expenses [0.00]

Per Diem Expenses [59.00]

Per Diem Expenses

TIP Enter one expense line for each travel destination. To enter additional information including deductions information, click Details.
 TIP Date Example: 13-SEP-2023.

Line	Start Date	Start Time	End Time	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/> 1	05-Sep-2023	08:00	17:00	Meals	Meals for Conference	54.00	
<input type="checkbox"/> 2	05-Sep-2023	08:00	17:00	Incidentals	Incidentals for Conference	5.00	
<input type="checkbox"/> 3							
<input type="checkbox"/> 4							
<input type="checkbox"/> 5							
Total						59.00	

Note that the Reimbursable Amount and Total fields are now updated. In addition, a new total is now displayed on the Per Diem Expenses tab.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line.

When all Per Diem expenses have been entered, proceed to the Mileage expenses page or if no more entries need to be entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Cash and Other Expenses Page – Entering Mileage Expenses

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [20.00] Per Diem Expenses [59.00] **Mileage Expenses [0.00]**

Mileage Expenses [0.00]

Mileage Expenses

TIP Enter one expense line for each separate mileage claim. To enter additional information including vehicle information, click Details.
 TIP Date Example: 14-SEP-2023.

Select Expense Lines: Duplicate Remove | + ...

<input type="checkbox"/>	Line	Start Date	Expense Type	Justification	Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	Travel Mileage	Travel for Conference	Miles	108			
<input type="checkbox"/>	2			<input type="text"/>	Miles	<input type="text"/>			
<input type="checkbox"/>	3			<input type="text"/>	Miles	<input type="text"/>			
<input type="checkbox"/>	4			<input type="text"/>	Miles	<input type="text"/>			
<input type="checkbox"/>	5			<input type="text"/>	Miles	<input type="text"/>			
								Total	0.00

Table Diagnostics

Start Date – Enter the date in the format 13-SEP-2023 or click the calendar icon to select a date.

Expense Type – Use the drop-down arrow to select Travel Mileage (Education and Trailing Mileage) or Daily Mileage (Mileage - **authorized employees only**)

Justification – Enter a justification for this expense type.

Trip Distance – Enter miles traveled.

Click the Calculate Icon to populate Reimbursable Amount (USD).

The Reimbursable Amount is now populated:

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search

General Information | **Cash and Other Expenses** | Expense Allocations | Review

Update Expense Report: Cash and Other Expenses Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [20.00] Per Diem Expenses [59.00] **Mileage Expenses [70.74]**

Mileage Expenses [70.74]

Mileage Expenses

TIP Enter one expense line for each separate mileage claim. To enter additional information including vehicle information, click Details.
 TIP Date Example: 15-SEP-2023.

Select Expense Lines: Duplicate Remove | + ...

<input type="checkbox"/>	Line	Start Date	Expense Type	Justification	Unit of Measure	Trip Distance	Distance Rate	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	Travel Mileage	Travel for Conference	Miles	108	0.655	70.74	
<input type="checkbox"/>	2				Miles				
<input type="checkbox"/>	3				Miles				
<input type="checkbox"/>	4				Miles				
<input type="checkbox"/>	5				Miles				
								Total	70.74

NOTE: Receipts for all Mileage Expenses are required but will be added on the Create Expense Report - Review page.

Additional lines can be entered or check the box under Select and click Duplicate to repeat a line. Click the Calculate Icon to update the Reimbursable Amount (USD) to see the Total for all lines.

When all Mileage expenses have been entered, click Next to proceed to the Create Expense Report: Expense Allocations.

Create Expense Report: Expense Allocations

Expense Reports

Global Policy | Home | Favorites | Settings | Worklist | Logged In As OVE020 | Logout

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Update Expense Report: Expense Allocations

Step 3 of 4

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
 * Indicates required field

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: My Allocations

|

<input type="checkbox"/>	Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
<input type="checkbox"/>	All					149.74												
<input type="checkbox"/>	1	Cash Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	2	Cash Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	3	Per Diem	05-Sep-2023	Meals	54.00 USD	54.00			Meals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	4	Per Diem	05-Sep-2023	Incidentals	5.00 USD	5.00			Incidentals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	5	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None

NOTE: Natural Account is restricted and cannot be updated. If the expense needs to be allocated to a different Natural Account, the department will need to submit an IDT to move money into the correct Natural Account.

Updating Fund, Cost Center, Function, Project, or Location:

Fund, Cost Center, Function, Project, or Location are all fields that can be updated by typing over the value or using the magnifying glass to search. See section Using the Magnifying Glass to Search for an example.

Splitting Allocations for an Expense Report Line Item:

Fund, Cost Center, Function, Project, or Location on any line can be split into multiple account strings.

The following is an example of splitting line 5, Mileage, into two separate account strings:

Select the line and then click Update Allocations:

Update Expense Report: Expense Allocations

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
* Indicates required field

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: **Update Allocations** Revert My Allocations

Expand All | Collapse All

Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
	All					144.74												
<input type="checkbox"/>	1	Cash Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19002 County Phones	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	2	Cash Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	3	Per Diem	05-Sep-2023	Meals	54.00 USD	54.00			Meals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	4	Per Diem	05-Sep-2023	Incidentals	null USD				Incidentals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input checked="" type="checkbox"/>	5	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None

The following screen will be displayed:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | **Expense Allocations** | Review

Update Account Allocations: Expense Line 5 Cancel Preview Apply

Allocation Set

Allocation Method Amount Split Equal Split Percentage Split

Allocation Reason

Add Allocation Set to My Allocations

Fund	Cost Center	Function	Project	Location	Remove
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Table Diagnostics

Selected Lines

Expand All | Collapse All

Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
	All					70.74												
	1	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None

First, Select the Allocation method.

Populate the Fund, Cost Center, Function, Project, and Location fields with the new account string by either typing in the new account strings or use the magnifying glass to search. See section Using the Magnifying Glass to Search for an example.

Once all changes have been made, click Apply:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | **Expense Allocations** | Review

Update Account Allocations: Expense Line 5 Cancel Preview **Apply**

Allocation Set

Allocation Method Amount Split Equal Split Percentage Split

Allocation Reason

Fund	Cost Center	Function	Project	Location	Amount	Remove
0101 General Operating Fund	19001 Information Technology	0801 Voice Plan	00000 None	0000 None	50.00	
0101 General Operating Fund	19001 Information Technology	0000 None	00000 None	0000 None	20.74	

Table Diagnostics

Selected Lines

Expand All | Collapse All

Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
	All					70.74												
	1	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None

Line 5 now shows the total for both lines 5.1 and 5.2:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | **Expense Allocations** | Review

Update Expense Report: Expense Allocations

Save Cancel Back Step 3 of 4 Next

Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
 * Indicates required field

TIP You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: **Update Allocations** Revert My Allocations

Expand All | Collapse All

<input type="checkbox"/>	Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
<input type="checkbox"/>		All					144.74												
<input type="checkbox"/>		1	Cash Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19002 County Phones	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>		2	Cash Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>		3	Per Diem	05-Sep-2023	Meals	54.00 USD	54.00			Meals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>		4	Per Diem	05-Sep-2023	Incidentals	null USD				Incidentals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference									
<input type="checkbox"/>		5.1					20.74				0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
<input type="checkbox"/>		5.2					50.00				0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0801 Voice Plan	00000 None	0000 None	0000 Default I/F	00000 None	00000 None

When all Expense Allocations are correct, click Next.

Click Next to proceed to the Create Expense Report: Review.

Create Expense Report: Review

Henrico County VIRGINIA Expense Reports

Global Policy | Home | Favorites | Settings | Worklist (52) | Logged In As OVE020 | Logout

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | **Review**

Update Expense Report: Review Save Cancel Back Step 4 of 4 Submit

Review the expense report below before submission.

General Information

Name	Overton, Ms. Judy A (30078425)	Original Receipts Status	Required
Expense Dates	05-SEP-2023 - 07-SEP-2023		+
Cost Center	19001	Report Total	149.74 USD
Purpose	Travel	Reimbursement Amount	149.74 USD
Approver	Sparrow, Mr. Travis M		

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✓		10.00		1
07-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		✓		10.00		1
Total							20.00		

Table Diagnostics

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00		
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00		
Total								59.00		

Table Diagnostics

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✓		70.74		
Total								70.74		

This page summarizes all the expense report items in addition to indicating which expenses require a receipt and whether a receipt has been attached. It is also the page to complete the review of the expense report prior to submitting for approval.

This page consists of the following tabs:

Expense Lines

Expense Allocations

Weekly Summary

Approval Notes

Expense Lines Tab – General Information:

If departmental travel approval documents were not added at the expense line level, they can be added on this page. (School Related Leave)

To add departmental travel approval documents to the expense report, click the plus sign under General Information:

General Information	
Name	Overton, Ms. Judy A (30078425)
Expense Dates	05-SEP-2023 - 07-SEP-2023
Cost Center	19001
Purpose	Travel
Approver	Sparrow, Mr. Travis M
Original Receipts Status	Required
Report Total	149.74 USD
Reimbursement Amount	149.74 USD

Follow the instructions in the section Attaching Receipt to Expense Report Line Item.

After the attachment is added, there will be a paperclip icon along with a blue bubble:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Confirmation
Attachment Approval has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Update Expense Report: Review Save Cancel Back Step 4 of 4 Submit

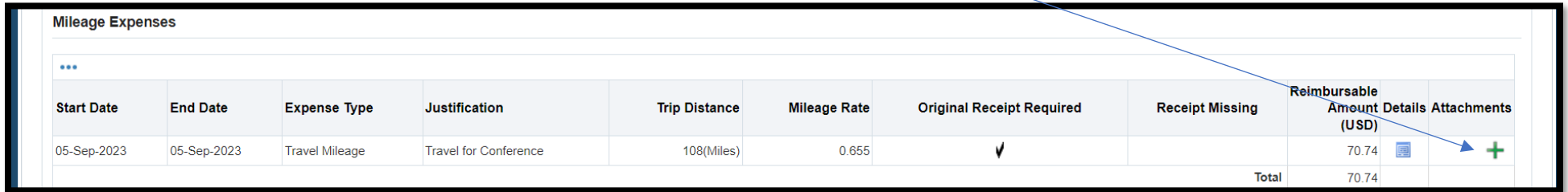
Review the expense report below before submission.

General Information	
Name	Overton, Ms. Judy A (30078425)
Expense Dates	05-SEP-2023 - 07-SEP-2023
Cost Center	19001
Purpose	Travel
Approver	Sparrow, Mr. Travis M
Original Receipts Status	Required
Report Total	149.74 USD
Reimbursement Amount	149.74 USD

Expense Lines Tab – Mileage Expenses:

The Finance Department requires a receipt for all Mileage Expenses.

To add departmental travel approval documents to the expense report, click the plus sign under Mileage Expenses:



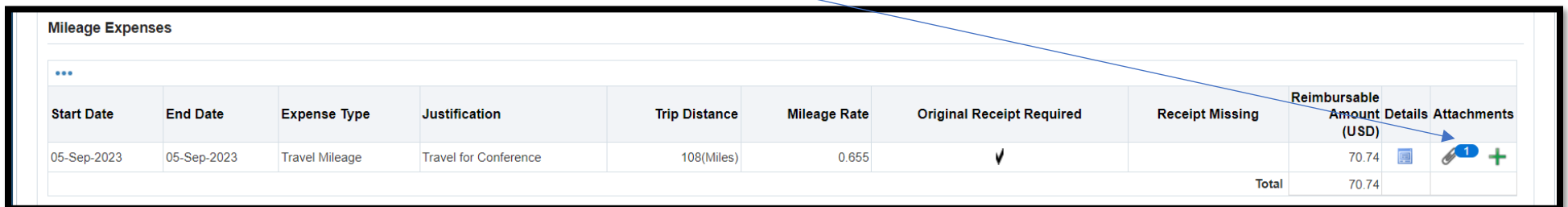
The screenshot shows a table titled "Mileage Expenses" with the following columns: Start Date, End Date, Expense Type, Justification, Trip Distance, Mileage Rate, Original Receipt Required, Receipt Missing, Reimbursable Amount (USD), Details, and Attachments. A single data row is visible for 05-Sep-2023, Travel Mileage, with a checkmark in the Original Receipt Required column. A plus sign in the Attachments column is highlighted by a blue arrow.

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✓		70.74		+
Total								70.74		


Follow the instructions in the section Attaching Receipt to Expense Report Line Item.

Acceptable receipts are MapQuest, Google Maps, or a log listing starting and ending odometer numbers.

After the attachment is added, there will be a paperclip icon along with a blue bubble:



The screenshot shows the same "Mileage Expenses" table as above, but now the Attachments column for the 05-Sep-2023 row contains a paperclip icon and a blue bubble with the number "1", indicating that an attachment has been added.

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✓		70.74		 1 +
Total								70.74		

Expense Allocations Tab:

General Information
Cash and Other Expenses
Expense Allocations
Review

Update Expense Report: Review

Save Cancel Back Step 4 of 4 Submit

Review the expense report below before submission.

General Information

Name Overton, Ms. Judy A (30078425)

Expense Dates 05-SEP-2023 - 07-SEP-2023

Cost Center 19001

Purpose Travel

Approver Sparrow, Mr. Travis M

Original Receipts Status Required

Report Total 149.74 USD

Reimbursement Amount 149.74 USD

Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Account Allocations

Expand All | Collapse All

Focus	Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Merchant	Location	Justification	Fund	Natural Account	Cost Center	Function	Project	Location	InterFund	Future Use 1	Future Use 2
	▲ All					149.74												
	1	Cash Receipt	05-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
	2	Cash Receipt	07-Sep-2023	Travel - Parking	10.00 USD	10.00			Parking for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
	3	Per Diem	05-Sep-2023	Meals	54.00 USD	54.00			Meals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
	4	Per Diem	05-Sep-2023	Incidentals	5.00 USD	5.00			Incidentals for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None
	5	Mileage	05-Sep-2023	Travel Mileage	70.74 USD	70.74			Travel for Conference	0101 General Operating Fund	50431 Education and Training	19001 Information Technology	0000 None	00000 None	0000 None	0000 Default I/F	00000 None	00000 None

This tab allows you to confirm the correct expense allocations for each expense line.

Weekly Summary Tab:

General Information
Cash and Other Expenses
Expense Allocations
Review

Update Expense Report: Review

Save Cancel Back Step 4 of 4 Submit

Review the expense report below before submission.

General Information

Name Overton, Ms. Judy A (30078425)

Expense Dates 05-SEP-2023 - 07-SEP-2023

Cost Center 19001

Purpose Travel

Approver Sparrow, Mr. Travis M

Original Receipts Status Required

Report Total 149.74 USD

Reimbursement Amount 149.74 USD


Expense Lines Expense Allocations Weekly Summary Approval Notes [0]

Weekly Summary By Expense Types

Expense Type	Sunday 03-SEP-2023	Monday 04-SEP-2023	Tuesday 05-SEP-2023	Wednesday 06-SEP-2023	Thursday 07-SEP-2023	Friday 08-SEP-2023	Saturday 09-SEP-2023	Total
Travel - Parking	0.00	0.00	10.00	0.00	10.00	0.00	0.00	20.00
Meals	0.00	0.00	54.00	0.00	0.00	0.00	0.00	54.00
Incidentals	0.00	0.00	5.00	0.00	0.00	0.00	0.00	5.00
Travel Mileage	0.00	0.00	70.74	0.00	0.00	0.00	0.00	70.74
Total	0.00	0.00	139.74	0.00	10.00	0.00	0.00	149.74

This tab allows you to view the expenses for each day in the week.

Final Review:



Henrico County
VIRGINIA

Expense Reports

Global Policy | Home | Favorites | Settings | Worklist | Logged In As OVE020 | Logout

Expenses



Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | **Review**

Update Expense Report: Review

Review the expense report below before submission. Save Cancel Back Step 4 of 4 Submit

General Information

Name	Overton, Ms. Judy A (30078425)	Original Receipts Status	Required
Expense Dates	05-SEP-2023 - 07-SEP-2023		 1 
Cost Center	19001	Report Total	149.74 USD
Purpose	Travel	Reimbursement Amount	149.74 USD
Approver	Sparrow, Mr. Travis M		

Expense Lines | Expense Allocations | Weekly Summary | Approval Notes [0]

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		▼		10.00		1
07-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		▼		10.00		1
Total							20.00		

Table Diagnostics

Per Diem Expenses

Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00		
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00		
Total								59.00		

Table Diagnostics

Mileage Expenses

Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	▼		70.74		1
Total								70.74		

Do a final verification that each expense item that requires an Original Receipt has an Attachment.

Click Submit.

The following screen will appear:

The screenshot displays the Henrico County Expense Reports web application. At the top, the Henrico County logo and 'Expense Reports' title are visible. The navigation bar includes links for Global Policy, Home, Favorites, Settings, and Worklist (with a notification badge for 57). The user is logged in as OVE020. The main content area shows a confirmation message: 'Expense report number IExp68061 for 149.74 has been submitted to Sparrow, Mr. Travis M for approval.' Below this, the title 'Expense Report IExp68061' is shown with a star icon and the number '001'. Action buttons for 'Return', 'Create New Expense Report', and 'Printable Page' are located at the top right. The 'Submission Instructions' section includes a thank you message and details about original receipts and next steps. The 'General Information' section lists details for Judy A. Overton, including expense dates (05-SEP-2023 to 07-SEP-2023), cost center (19001), purpose (Travel), and approver (Sparrow, Mr. Travis M). Summary statistics show a report total and reimbursement amount of 149.74 USD.

General Information	
Name	Overton, Ms. Judy A (30078425)
Expense Dates	05-SEP-2023 - 07-SEP-2023
Cost Center	19001
Purpose	Travel
Approver	Sparrow, Mr. Travis M
Original Receipts Status	Required
Report Submit Date	20-SEP-2023
Report Total	149.74 USD
Reimbursement Amount	149.74 USD

If a printed copy is not needed, click Return to return to the iExpense home page.

If a printed copy is needed, click on Printable Page to print a copy of the expense report. A new tab will open and can be printed by:

Right click on the page and select Print.

Ctrl+P.

Close the tab and click Return to return to the iExpense home page.

The Expenses Home page allows you to track the status of your expense reports and see expense report notifications:

Henrico County

VIRGINIA

Expense Reports

[Global Policy](#)

[Home](#)

[Favorites](#)

[Settings](#)

[Worklist 57](#)

Logged In As **OVE020**

[Logout](#)

Expenses

[Expenses Home](#) | [Expense Reports](#) | [Access Authorizations](#) | [Payments Search](#)

[Create Expense Report](#) | [Import Spreadsheet](#) | [Export Spreadsheet](#)

Expenses Home

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	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
Exp68061	20-Sep-2023	Pending Manager Approval		0 Sparrow, Mr. Travis M	Required	149.74	Travel		

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

[Table Diagnostics](#)

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
No results found.							

Notifications

View Open Notifications [Go](#)

Subject	Sent	Due	From
There are no notifications in this view.			

Attaching Receipt to Expense Report Line Item

After clicking the Details icon on the line, the following screen will appear:

The screenshot shows the Henrico County Expense Reports interface. The top navigation bar includes the Henrico County logo, the text "Expense Reports", and navigation icons for Global Policy, Home, Favorites, Settings, and Worklist. The user is logged in as OVE020. The main content area is titled "Expenses" and has a breadcrumb trail: "Expenses Home | Expense Reports | Access Authorizations | Payments Search". A progress bar indicates the current step is "Cash and Other Expenses", with other steps being "General Information", "Expense Allocations", and "Review".

The main heading is "Cash and Other Expenses: Details for Line 1". To the right of this heading are buttons for "Itemize", "Duplicate", "New", "Remove", and "Return". A note states: "* Indicates required field".

The form fields are as follows:

- * Expense Type:** Travel - Parking (dropdown)
- * Start Date:** 05-Sep-2023 (calendar icon)
- Daily Rate:** 10.00
- Number Of Days:** 1
- * Receipt Amount:** 10.00
- * Receipt Currency:** USD - US Dollar (dropdown)
- Exchange Rate:** 1
- Reimbursable Amount:** 10.00 USD
- Justification:** Parking for Conference (text area)
- Expense Location:** (text field)
- Merchant Name:** (text field)
- Original Receipt Missing

A blue arrow points from the text below to a green plus sign icon located to the right of the Merchant Name field.

Click the Plus Sign to add a receipt:

Expenses

Expenses Home | **Expense Reports** | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expenses Home > Attachments >

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category Miscellaneous ▾

Define Attachment

Type File No file chosen

URL

Short Text

Long Text

Title – Add a title for this receipt.

Description – Optionally, add a description for this receipt.

Category – Use the drop-down arrow to select a Category.

Type – File.

Expenses

Expenses Home | Expense Reports | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expenses Home > Attachments >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Receipt for Parking
Description
Category Receipts

Define Attachment

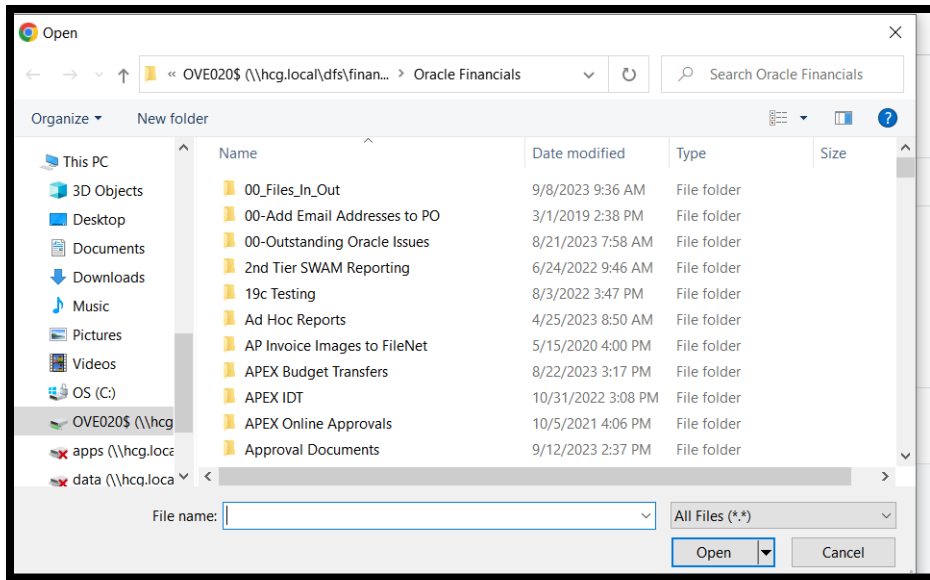
- Type File
- URL
- Short Text
- Long Text

Choose File No file chosen

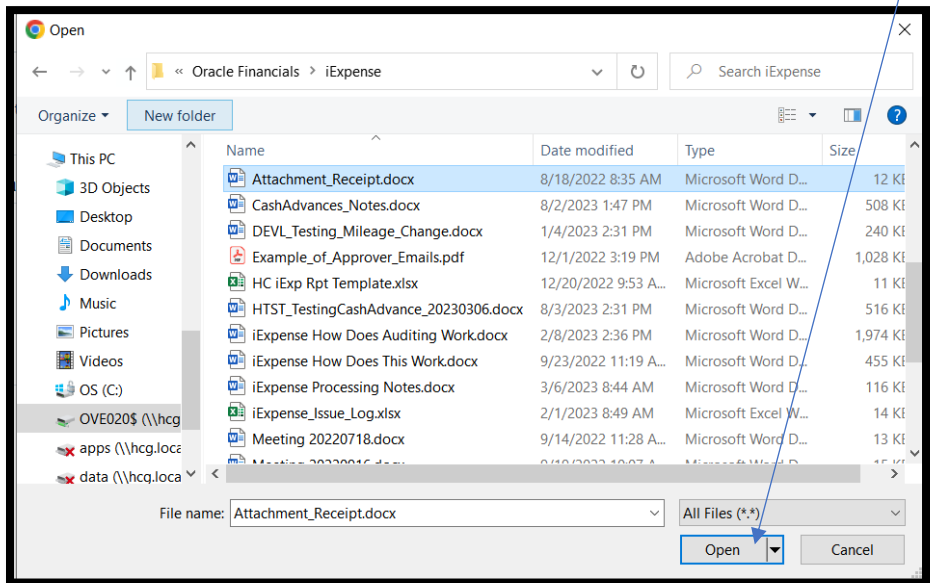
[Large text area for defining attachment details]

[Text area for defining attachment details]

Click Choose File.



Navigate to the location of the receipt, click on the receipt, and then click Open.



Expenses

Expenses Home | **Expense Reports** | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expenses Home > Attachments >

Add Attachment Cancel Add Another Apply

Attachment Summary Information

Title: Receipt for Parking
Description:
Category: Receipts

Define Attachment

Type: File URL Short Text

Choose File Attachment_Receipt.docx

The attachment name will now show after Choose File.

Click Apply if you are done with adding receipts for this line item or click Add Another to add additional receipts. When all receipts are added, click Apply.

The following confirmation will be received:

A paperclip and blue bubble will appear containing the number of attachments for this line item.

In addition to adding a File Attachment, you can also add a Short or Long Text Attachment to further describe the travel or add any departmental notes.

Click Return:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search



Update Expense Report: Cash and Other Expenses

Save Cancel Back Step 2 of 4 Next

Receipt-Based Expenses [20.00] Per Diem Expenses [0.00] Mileage Expenses [0.00]

Receipt-Based Expenses [20.00]

Receipt-Based Expenses

TIP Enter all business expenses. Enter one expense per line. Click Details to enter information specific to an expense, such as the Daily Rate. If your receipt includes more than one expense type, click Itemize.
 TIP Date Example: 13-SEP-2023.

Select Expense Lines: Duplicate Remove Show Receipt Currency + ...

<input type="checkbox"/>	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
<input type="checkbox"/>	1	05-Sep-2023	10.00	Travel - Parking	Parking for Conference	10.00	
<input type="checkbox"/>	2	07-Sep-2023	10.00	Travel - Parking	Parking for Conference	10.00	
<input type="checkbox"/>	3						

Continue to enter expense reports lines or click Next if all lines have been entered.

Removing a Receipt from an Expense Report Line Item

After clicking the Details icon on the line, the following screen will appear:

The screenshot shows the Henrico County Expense Reports interface. The top navigation bar includes the Henrico County logo, 'Expense Reports', and user information (Logged In As OVE020). The main content area is titled 'Cash and Other Expenses: Details for Line 2'. It contains a form with the following fields:

- * Expense Type: Travel - Parking
- * Start Date: 07-Sep-2023
- Daily Rate: 10.00
- Number Of Days: 1
- * Receipt Amount: 10.00
- * Receipt Currency: USD - US Dollar
- Exchange Rate: 1
- Reimbursable Amount: 10.00 USD
- Justification: Parking for Conference
- Expense Location: [Empty]
- Merchant Name: [Empty]
- Original Receipt Missing

At the bottom of the form, there is a paperclip icon with a blue bubble containing the number '1' and a plus sign. A blue arrow points to this icon from the text below.

Click the paperclip/blue bubble icon:

Expenses

Expenses Home | **Expense Reports** | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expense Reports >

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

| ...

Seq ▲	Title ▲	Type ▲	Description ▲	Last Updated By ▲	Last Updated ▲	Update	Delete
10	Receipt	File		OVE020	13-Sep-2023		

[Return](#)

To delete the attachment, click the trashcan icon. The following Warning box will appear:

Warning

Are you sure you want to delete the attachment "Receipt" of attachment type File for this record?

Click Yes to delete the receipt.

Expenses

Expenses Home | **Expense Reports** | Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search

Expenses: Expense Reports >

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

Seq	Title	Type	Description	Last Updated By	Last Updated	Update	Delete
No results found.							

[Return](#)

Once done, click Add Attachment to add a new attachment or click Return to return without adding an attachment.

Approving or Rejecting an Expense Report

Expenses reports waiting for approval will be shown in your worklist in addition to receiving an email notification.

Opening either the worklist item or the email will open a summary of the expense report.

Attachments for the overall report will show after Attachments, click the blue lettering to view the attachment.

Attachments on the expense report line level can be viewed by clicking the paperclip blue bubble icon under the Attachments column.

Expense IExp68061 for Overton, Judy (149.74 USD) Approve Reject Request Information

From Overton, Judy **Person** Overton, Judy
To Sparrow, Travis **Cost Center** 19001
Sent 20-Sep-2023 08:19:41 **Purpose** Travel
ID 15848913 **Report Total** 149.74 USD
Attachments Approval

Instructions

Please approve or reject this expense report. Please provide a Note if you reject.

Cash and Other Expenses: Business Expenses

Line	Date	Expense Type	Reimbursable Amount (USD)	Justification	Expense Accounts Updated	Attachments
1	05-Sep-2023	Travel - Parking	10.00	Parking for Conference	Yes	1
2	07-Sep-2023	Travel - Parking	10.00	Parking for Conference		1
3	05-Sep-2023	Meals	54.00	Meals for Conference		
4	05-Sep-2023	Incidentals	5.00	Incidentals for Conference		
5	05-Sep-2023	Travel Mileage	70.74	Travel for Conference		1
Total			149.74			

▲ Previously Submitted Expenses

...

Date	Expense Type	Merchant Name	Reimbursable Amount	Payment Method	Justification
No results found.					

► Approval Notes

Action History

Related Applications

 [Expense Report Details](#)

Response

Note

[Return to Worklist](#)

[Approve](#) [Reject](#) [Request Information](#)

Click [Expense Report Details](#) to view the details of the report:

Expense Report IExp68061

[Return](#) [Printable Page](#)

General Information

Name	Overton, Ms. Judy A (30078425)	Report Submit Date	20-SEP-2023
Expense Dates	05-SEP-2023 - 07-SEP-2023	Report Total	149.74 USD
Cost Center	19001	Reimbursement Amount	149.74 USD
Purpose	Travel		
Approver	Sparrow, Mr. Travis M		
Original Receipts Status	Required		

[Expense Lines](#)
[Expense Allocations](#)
[Weekly Summary](#)
[Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		↓		10.00		
07-Sep-2023	10.00 USD	Travel - Parking	Parking for Conference		↓		10.00		
Total							20.00		

Per Diem Expenses										
Start Date	Start Time	End Date	End Time	Number Of Days	Expense Type	Justification	Destination	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Meals	Meals for Conference		54.00		
05-Sep-2023	08:00	05-Sep-2023	17:00	1	Incidentals	Incidentals for Conference		5.00		
Total								59.00		

Mileage Expenses										
Start Date	End Date	Expense Type	Justification	Trip Distance	Mileage Rate	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
05-Sep-2023	05-Sep-2023	Travel Mileage	Travel for Conference	108(Miles)	0.655	✓		70.74		1
Total								70.74		

[Return](#)
[Printable Page](#)

This page summarizes all the expense report items in addition to indicating which expenses require a receipt and whether a receipt has been attached. It is also the page to complete the review of the expense report prior to submitting for approval.

This page consists of the following tabs:

- Expense Lines – details for each expense report line.
- Expense Allocations – expense report line account string.
- Weekly Summary – summary by week of expense report lines.
- Approval Notes – approval notes.

Click [Return](#) to return to the previous page.

If the report is correct, click Approve to approve the report.

If the report is incorrect, add a Note in the Response Field as to why this report is being rejected and click Reject.

Resubmitting a Rejected Expense Report

A rejected expense report will show up on the Expenses Home page under Update Expense Reports with a Status of Rejected:

The screenshot displays the Henrico County Virginia Expense Reports interface. The top navigation bar includes the Henrico County logo, the text "Expense Reports", and navigation icons for Global Policy, Home, Favorites, Settings, Worklist, and Logout. The user is logged in as OVE020.

The main content area is titled "Expenses Home" and includes buttons for "Create Expense Report", "Import Spreadsheet", and "Export Spreadsheet".

Under "Track Submitted Expense Reports", a message states: "The following expense reports are either outstanding or have been paid in the last 30 days." Below this is a table with the following data:

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
IExp68061	20-Sep-2023	Ready for Payment	0		Required	149.74	Travel		

Below the table is a note: "If the status is Pending Your Resolution, you were sent a notification explaining the required action." and a "Table Diagnostics" button.

Under "Update Expense Reports", a message states: "Click an Update icon to make changes to a saved, rejected, or returned expense report." Below this is a table with the following data:

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
IExp71061	18-Sep-2023	Rejected	5.00	Travel			

In addition, it will show under Notifications:

The screenshot shows a 'Notifications' section with a 'View' dropdown set to 'All Notifications' and a 'Go' button. Below this is a 'Select Notifications:' section with buttons for 'Open', 'Reassign', and 'Close', along with icons for a printer, edit, and a menu. A table lists three notifications:

Subject	Sent	Due	From	Status
<input type="checkbox"/> Expense IExp71061 (5.00 USD) has been rejected	20-Sep-2023		Sparrow, Travis	Closed
<input type="checkbox"/> Expense IExp68061 (149.74 USD) has been approved	20-Sep-2023		Sparrow, Travis	Open
<input type="checkbox"/> Expense IExp37060 for Baugh, Doug (1.00 USD)	25-Apr-2023	30-Apr-2023	Baugh, Doug	Closed

Below the table, there is a 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and a 'Table Diagnostics' button. At the bottom right, there are buttons for 'Create Expense Report', 'Import Spreadsheet', and 'Export Spreadsheet'.

To correct the expense report, clicking on Update will show the Rejected reason if the approver added a note.

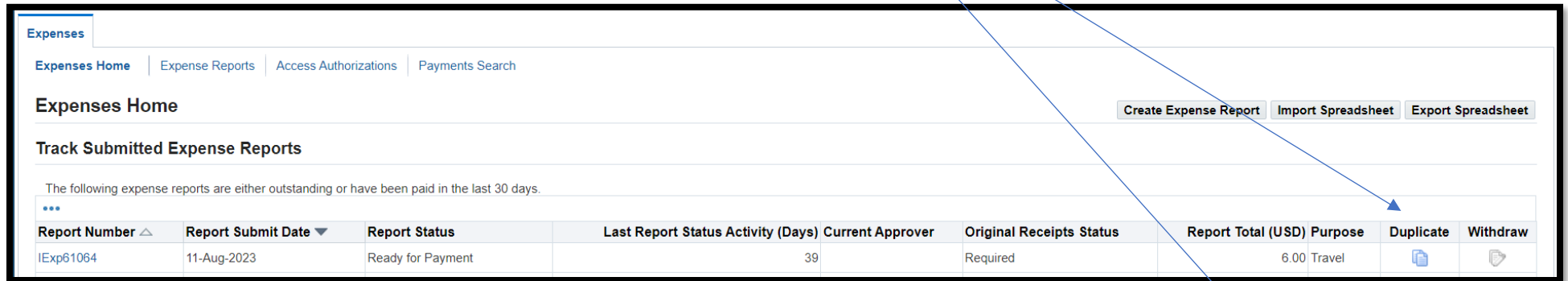
The screenshot shows the 'Update Expense Report: General Information' form. At the top, there are navigation links: 'Expenses Home', 'Expense Reports', 'Access Authorizations', and 'Payments Search'. Below these is a progress bar with four steps: 'General Information', 'Cash and Other Expenses', 'Expense Allocations', and 'Review'. A yellow information banner states: 'This report was rejected by Sparrow, Mr. Travis M. Approver Action: Reject Incorrect Expense Type.' The form title is 'Update Expense Report: General Information' with 'Save', 'Cancel', 'Step 1 of 4', and 'Next' buttons. A legend indicates that an asterisk (*) denotes a required field. The form contains the following fields:

- Name: Overton, Ms. Judy A (30078425)
- * Cost Center: 19001 (Information Technology)
- Site: Home
- Reimbursement Currency: US Dollar
- Expense Template: HC iExp Rpt Template
- * Purpose: Travel
- Approver: Sparrow, Mr. Travis M

Update the expense report information and resubmit for approval.

Copy an Existing Expense Report to Create a New Expense Report

Any existing expense report can be copied to create a new expense report using the Duplicate icon. This icon appears under both Track Submitted Expense Report and Update Expense Reports sections.



Expenses Home

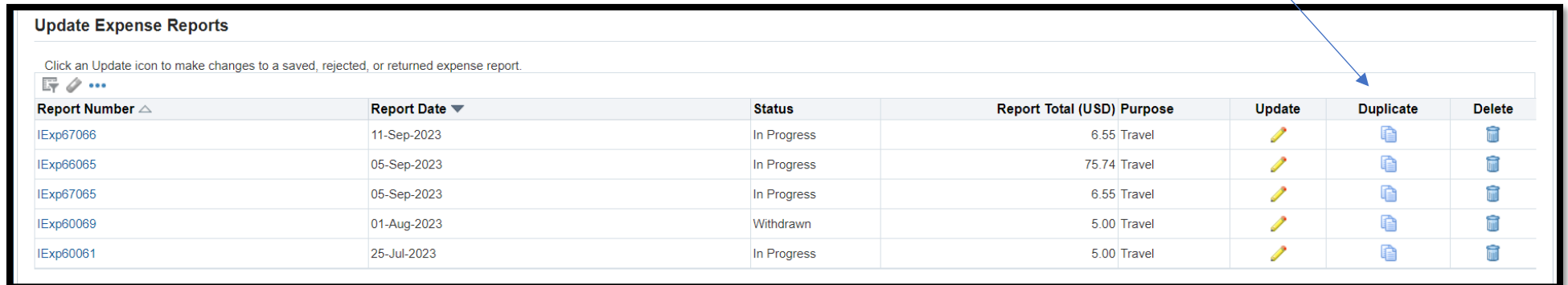
Expenses Home | Expense Reports | Access Authorizations | Payments Search

Create Expense Report | Import Spreadsheet | Export Spreadsheet

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	Original Receipts Status	Report Total (USD) Purpose	Duplicate	Withdraw
IExp61064	11-Aug-2023	Ready for Payment	39		Required	6.00 Travel		



Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD) Purpose	Update	Duplicate	Delete
IExp67066	11-Sep-2023	In Progress	6.55 Travel			
IExp66065	05-Sep-2023	In Progress	75.74 Travel			
IExp67065	05-Sep-2023	In Progress	6.55 Travel			
IExp60069	01-Aug-2023	Withdrawn	5.00 Travel			
IExp60061	25-Jul-2023	In Progress	5.00 Travel			

Click the Duplicate icon for the expense report you want to copy.

An informational date message will appear:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

General Information | Cash and Other Expenses | Expense Allocations | Review

Information
The dates for all expense lines were increased by one week from the dates on the original expense report.

Create Expense Report: General Information Save Cancel Step 1 of 4 Next

* Indicates required field

Name: Overton, Ms. Judy A (30078425)
 * Cost Center: 19001 Information Technology
 Site: [Dropdown]
 Reimbursement Currency: US Dollar

Expense Template: HC iExp Rpt Template
 * Purpose: Travel
 Approver: Baugh, Mr. Douglas John (Doug)

Click through the screens to update information, add all required receipts, and submit for approval.

Withdrawal an Expense Report

Withdrawing an Expense Report can only be done if it has not been Approved.

From the Expense Home Page, click the Withdraw icon:

Expenses

Expenses Home | Expense Reports | Access Authorizations | Payments Search


Expenses Home Create Expense Report Import Spreadsheet Export Spreadsheet

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	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
IExp60069	11-Aug-2023	Pending Manager Approval	39	Sparrow, Mr. Travis M	Required	5.00	Travel		
IExp61064	11-Aug-2023	Ready for Payment	39		Required	6.00	Travel		

The following screen will appear:

 **Confirmation**
















Withdraw expense report: This cancels any existing manager and Payables approvals and moves the expense report to the Update Expense Reports listings. You can edit the expense report and resubmit for approval. Do you want to continue?

Click Yes to confirm the withdrawal.

Expense Report Number IExp60069 will now show in the Update Expense Report section and can be updated and resubmitted if needed:

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number ▲	Report Date ▼	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
IExp67066	11-Sep-2023	In Progress	6.55	Travel			
IExp66065	05-Sep-2023	In Progress	75.74	Travel			
IExp67065	05-Sep-2023	In Progress	6.55	Travel			
IExp60069	01-Aug-2023	Withdrawn	5.00	Travel			
IExp60061	25-Jul-2023	In Progress	5.00	Travel			

The status of this expense report changes to Withdrawn.

Printing a Submitted Expense Report

Any expense report that's been submitted can be printed from the iExpense home page.

The screenshot shows the iExpense system interface. At the top, there is a navigation bar with the Henrico County Virginia logo and the text 'Expense Reports'. On the right side of the navigation bar, there are icons for 'Global Policy', 'Home', 'Favorites', 'Settings', 'Worklist' (with a notification badge showing '99+'), 'Logged In As OVE020', and 'Logout'.

Below the navigation bar, there is a section titled 'Expenses Home' with three buttons: 'Create Expense Report', 'Import Spreadsheet', and 'Export Spreadsheet'. Below this, there is a section titled 'Track Submitted Expense Reports' with a sub-header: 'The following expense reports are either outstanding or have been paid in the last 30 days.'


The table below lists the submitted expense reports:

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Original Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
IExp75061	08-Nov-2023	Pending Manager Approval	0	Sparrow, Mr. Travis M	Required	30.00	Tolls		
IExp68061	20-Sep-2023	Ready for Payment	49		Required	149.74	Travel		

Click on the Report Number to be printed:

Expenses

Expenses Home | **Expense Reports** | Access Authorizations | Payments Search

 **Confirmation**

Expense report number IExp75061 was previously submitted for approval.

Expense Report IExp75061

[Return](#) [Printable Page](#)

001

Submission Instructions

Thank you for submitting your expense report.

Original Receipts: We suggest you keep your original receipts at least until you receive reimbursement. These do NOT need to be submitted to Finance.

Next Steps: Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. The reimbursement will be disbursed after it has been approved and verified by Accounting.

General Information

Name	Overton, Ms. Judy A (30078425)	Report Submit Date	08-NOV-2023
Expense Dates	09-OCT-2023 - 11-OCT-2023		+
Cost Center	19001	Report Total	30.00 USD
Purpose	Tolls	Reimbursement Amount	30.00 USD
Approver	Baugh, Mr. Douglas John (Doug)		
Original Receipts Status	Required		

Expense Lines

[Expense Allocations](#) | [Weekly Summary](#) | [Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

...

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
09-Oct-2023	9.99 USD	Travel -Tolls	Travel Toll				9.99		
10-Oct-2023	10.00 USD	Travel -Tolls	Travel Toll				10.00		
11-Oct-2023	10.01 USD	Travel -Tolls	Travel Toll		√		10.01		
Total							30.00		

Table Diagnostics

[Return](#) [Printable Page](#)

Click on Printable Page at the top or bottom of the screen and a new tab will open:

Confirmation

Expense report number IExp75061 was previously submitted for approval.

Expense Report IExp75061

001

Submission Instructions

Thank you for submitting your expense report.

Original Receipts: We suggest you keep your original receipts at least until you receive reimbursement. These do NOT need to be submitted to Finance.

Next Steps: Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. The reimbursement will be disbursed after it has been approved and verified by Accounting.

General Information

Name	Overton, Ms. Judy A (30078425)	Report Submit Date	08-NOV-2023
Expense Dates	09-OCT-2023 - 11-OCT-2023		+
Cost Center	19001	Report Total	30.00 USD
Purpose	Tolls	Reimbursement Amount	30.00 USD
Approver	Baugh, Mr. Douglas John (Doug)		
Original Receipts Status	Required		

[Expense Lines](#) | [Expense Allocations](#) | [Weekly Summary](#) | [Approval Notes \[0\]](#)

Business Expenses

Cash Expenses

Date	Receipt Amount	Expense Type	Justification	Merchant Name	Original Receipt Required	Receipt Missing	Reimbursable Amount (USD)	Details	Attachments
09-Oct-2023	9.99 USD	Travel -Tolls	Travel Toll				9.99		
10-Oct-2023	10.00 USD	Travel -Tolls	Travel Toll				10.00		
11-Oct-2023	10.01 USD	Travel -Tolls	Travel Toll		√		10.01		
Total							30.00		

The expense report can be printed by:

Right click on the page and select Print.

Ctrl+P.

Close the tab and click Return to return to the iExpense home page.

Using the Magnify Glass to Search

The magnifying glass is available on several iExpenses to search for an item. The following is an example of searching for an approver's name.

After clicking the magnifying glass, a Search and Select box will pop up:

Search and Select: Approver

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Full Name [v] [] Go

Results

Select	Quick Select	Full Name	Employee Number	Contingent Worker Number	Email Address	Organization Name
		No search conducted.				

[About this Page](#) Cancel Select

Enter the last name of your delegate and click Go:


Search and Select: Approver

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Full Name [v] Sparrow Go

Results

Select	Quick Select	Full Name ▲	Employee Number	Contingent Worker Number	Email Address ▲	Organization Name ▲
<input type="radio"/>		Sparrow, Mr. Travis M	30065106		spa62@henrico.us	G_Information Technology

[About this Page](#) Cancel Select

Click the Quick Select Icon:

You will return to the previous page and your search for item will be populated.

Incorrect Account String on Expense Report

If an expense report has been approved and/or paid, and it's noticed the wrong account string was used then an IDT will need to be done to move money into the correct account string.

iExpense Mobile App

The mobile application, Oracle fusion expenses, is available for both iOS and Android.

