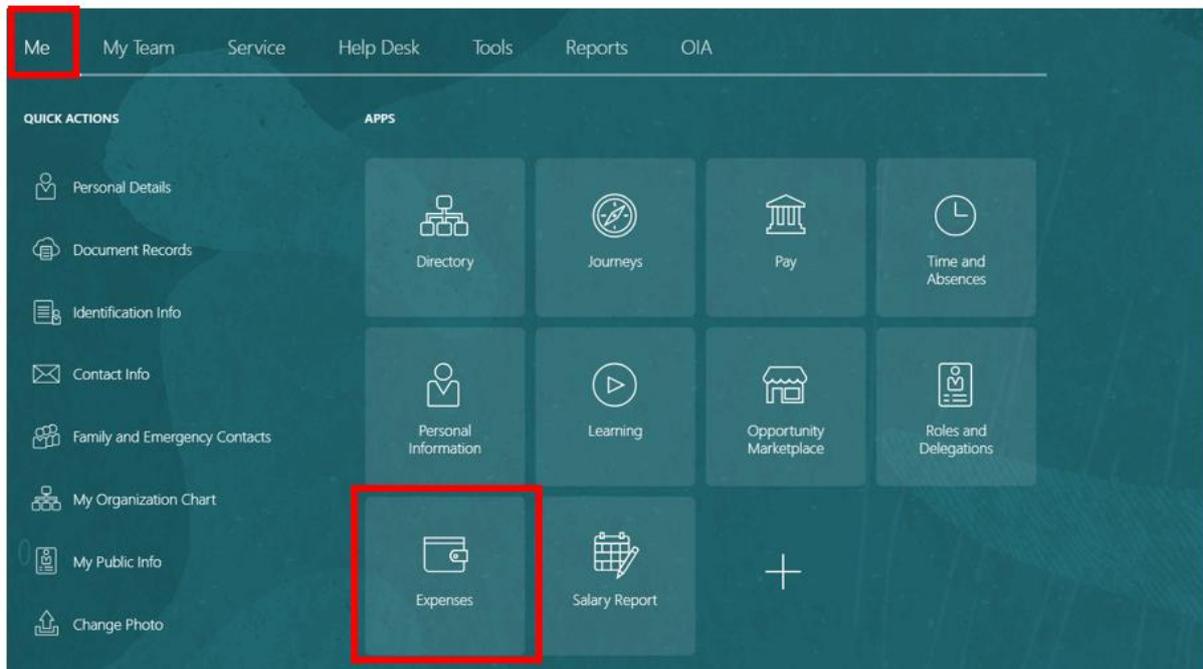


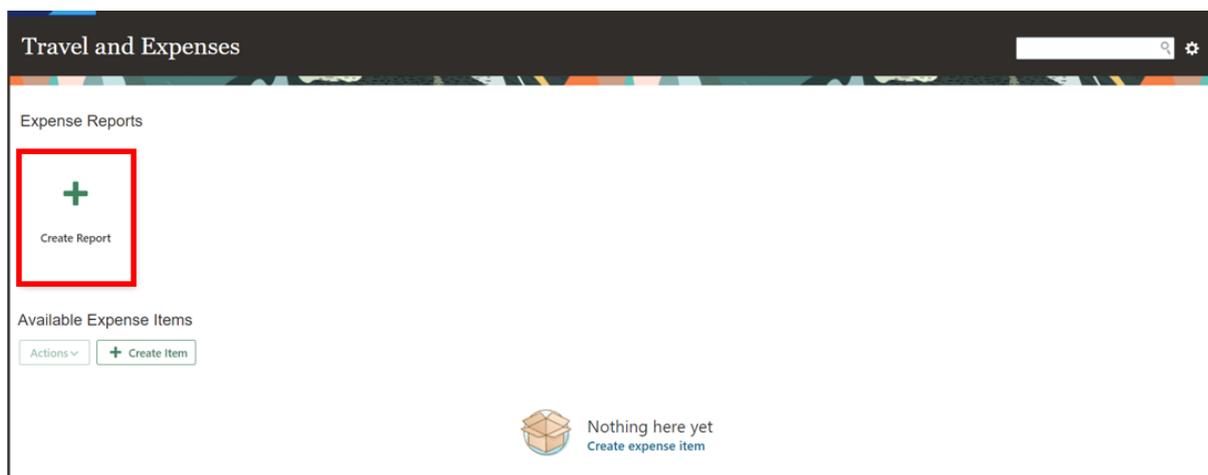


Employees can claim expenses by creating an expense report via the Oracle Fusion expenses module. All expense reports must have approved by the designated expense approver within your resource.

To access the expenses module, from the “me” tabs select the “expenses” app shown on the home screen.



To create an expense report, select “create report”.



The system will then open a blank report. You should enter a title in the “purpose” field of the report. This should include your name and the week/month the report is for.

You should also search for your expense approver within the “approver name” field. To do this select the search icon.

Create Expense Report Save Submit Cancel

Purpose: Joe Bloggs - July 2024 Expenses Report Total: 0.00 GBP

Attachments: None  I have read and accept the corporate travel and expense policies.

\* Approver Name:

Expense Items

Actions: + Create Item Add Existing

No data to display.

There are 2 ways to search for your expense approver.

### Option 1 – Using the basic search for approver by name or employee number

You can search by completing one of the following two fields -

**Value** – Approver’s employee number.

**Description** – Approver’s name (please note this field is very specific and must be exact name the approver has record on system, including any middle names).

Once you have found your expense approver, select their name from the populated list and select “ok”.

Search Advanced

Match:  All  Any \*\* At least one is required

\*\* Value:

\*\* Description:

Search Reset

Value	Description
No rows to display	

OK Cancel

Search Advanced

Match:  All  Any \*\* At least one is required

\*\* Value:

\*\* Description:

Search Reset

Value	Description
T017	Buyer Admin

OK Cancel

Please note the “approver name” field will populate as the approver’s employee number and not their name.

Purpose: Joe Bloggs - July 2024 Expenses

Attachments: None +

\* Approver Name:

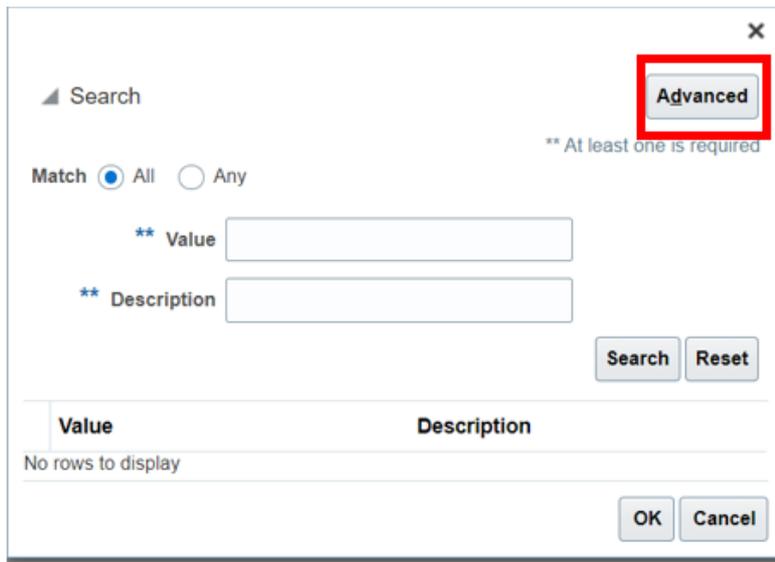
Expense Items

Actions: + Create Item Add Existing

No data to display.

## Option 2 – Using the advanced search to list for all expense approvers

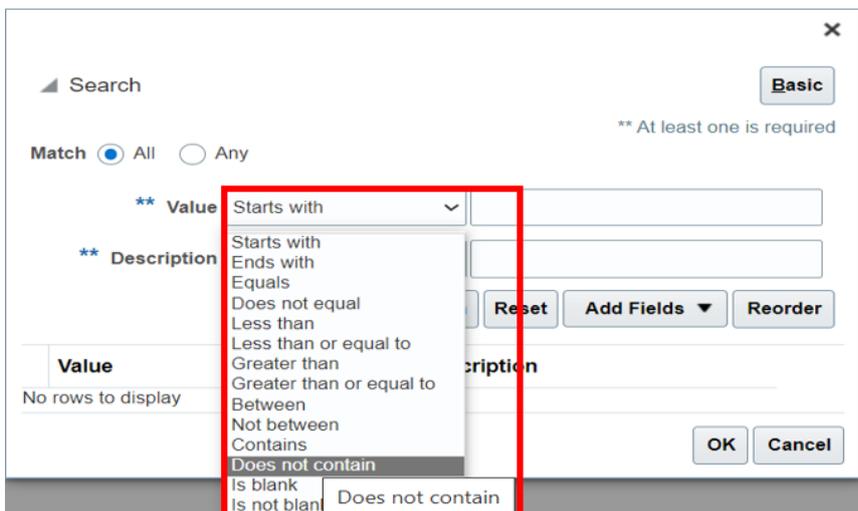
To search for all listed expense approvers, open the basic search field and select “advanced” at the right corner of the box.



The screenshot shows a search dialog box with a search bar and a table. The 'Advanced' button is highlighted in a red box. The search criteria are set to 'All' and 'Value' and 'Description' are required fields. The table is empty.

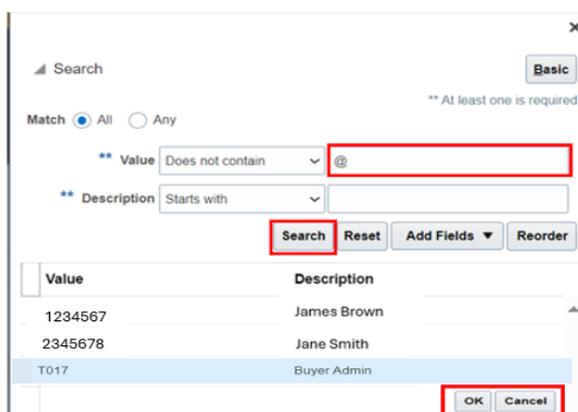
Value	Description
No rows to display	

The advance search option will appear. Within the “value” parameters drop down list select the “does not contain” option.



The screenshot shows the search dialog box with the 'Basic' button highlighted in a red box. The dropdown menu for the 'Value' field is open, and 'Does not contain' is selected. The search criteria are set to 'All' and 'Value' and 'Description' are required fields. The table is empty.

Value	Description
No rows to display	



The screenshot shows the search dialog box with the 'Search' button highlighted in a red box. The search criteria are set to 'All' and 'Value' and 'Description' are required fields. The table is populated with search results.

Value	Description
1234567	James Brown
2345678	Jane Smith
T017	Buyer Admin

Within the “value” free text field enter a “@” symbol and then select “search”. A list of all active expense approver will then populate. Select their name from the list and then select “ok”.

**Create Expense Report** ?

Purpose: Joe Bloggs - July 2024 Expenses

Attachments: None

\* Approver Name: T017

Expense Items

Actions: + Create Item, Add Existing

No data to display

The approver's employee number will then be populated within the "approver name" field".

## Creating an expense item

To create an expense item click on the "create item".

Purpose: Joe Bloggs - July 2024 Expenses

Attachments: None

\* Approver Name: T017

Report Total: 0.00 GBP

I have read and accept the corporate travel and expense policies.

Expense Items

Actions: + Create Item, Add Existing

No data to display

The screen below will appear. You should then complete the following –

- Select the date the expense occurred.
- Select the correct expense template (**for SLC/SLLC/SEEMIS employees choose "SLC expense report template" and for Councillors choose "SLC Cllr expense report template"**).
- Select the expense type from the drop-down menu. By selecting the relevant expense type you wish to claim, the system will then generate any additional fields that require completion.

**Create Expense Item** ?

\* Date: 08-Apr-2024

\* Template: SLC Expense Report Template

\* Type: [Dropdown menu open]

\* Amount: [Input field]

Reimbursable Amount: [Input field]

Dropdown menu items: Breakfast, Business Journey Fares, Call Out Fares, Call Out Mileage, Car Mileage, Cycle Mileage, Dinner, Flu Vaccination, Home to Work Fares, Home to Work Mileage, Lunch, Motor Cycle Mileage, Overnight Provision, Overnight Provision (London/COSLA), Parking, Passenger mileage, Public Transport Mileage, Tea, Tolls

Please note that some expense types will ask for a cash value and others will require further information, for example details of Journeys for mileage claims.

In this scenario we are creating a claim for car mileage.

Any additional fields required will be generated. For a car mileage claim you must enter the starting location and destination of journey including the total distance.

This can be inputted manually or by using the map to auto calculate the journey.

To use app select “use map”.

Create Expense Item

Start Date: 08-Apr-2024

Template: SLC Expense Report Template

Type: Car Mileage

End Date: 08-Apr-2024

Passengers: 0

Reimbursable Amount: 0.00 GBP

Calculate

Description: [Red Box] Use Map

Starting Location: [Text Field]

Destination: [Text Field]

Trip Distance: 0 Miles

Start Time: [Text Field]

End Time: [Text Field]

VAT Receipt - Report:  No  No - Electric Vehicle  Yes

Expense report number: [Dropdown]

Enter the starting location and destination addresses into the map which will then automatically calculate the distance of the journey. Click “apply”.

Calculate Mileage

A: Almada Street Hamilton Lanarkshire M13

B: Main Street Cambuslang Lanarkshire G7

C: [Text Field]

Deduct commute distance

5.5 Miles  
Trip Distance

Apply Cancel

You should the complete the rest of the details as per below –

- Start and end times
- Confirm whether you have a VAT receipt.
- A description detailing the reason for claim.
- Expense report number
- Upload any evidence to support the claim type.

**Note – For all expense items you must ensure to upload evidence which relates to claim type, any VAT receipts, fuel receipts, transport tickets etc.**

The screenshot shows the Oracle Fusion Expense Report form for Car Mileage. The form includes the following fields and options:

- Start Date:** 08-Apr-2024
- Template:** SLC Expense Report Template
- Type:** Car Mileage
- End Date:** 08-Apr-2024
- Passengers:** 0
- Reimbursable Amount:** 2.48 GBP
- Description:** Council HQ to Cambuslang for meeting
- Starting Location:** Almada Street Hamilton Lanarkshire M13 0 GB
- Destination:** 27 Main Street Cambuslang Lanarkshire G72 7 GB
- Trip Distance:** 5.5 Miles
- Start Time:** 09:00
- End Time:** 09:20
- VAT Receipt - Report:** Yes (selected)
- Expense report number:** (dropdown menu)

Attachments: Oracle Fusion Test Document.pdf (32.35 KB)

Once you have completed your claim you can either select “create another” or “save and close”. In this case we will “save and close” this expense item.

This screenshot is identical to the previous one, but with a red box highlighting the "Save and Close" button in the top right corner of the form. The "Create Another" and "Cancel" buttons are also visible in the same area.

You can save your expense report for later, to allow you to add other expense items prior to submitting for approval. If you are ready to submit your expense report for approval, ensure you have added all items and ticked the check box confirming your submissions are in line with the travel and expenses policy.

Expense Report: 000414186827

Purpose: Joe Bloggs - July 2024 Expenses

Report Total: 2.48 GBP

I have read and accept the corporate travel and expense policies.

Attachments: None

Status: Saved

\* Approver Name: T017

Expense Items (1)

Date	Type	Amount	Merchant	Location	Description	Attachments
08-Apr-2024	Car Mileage	2.48 GBP			Council HQ to Cambuslang for meeting.	(1)

You can see from below the expense report has been to an expense manager for approval.

### Travel and Expenses

Expense Reports

Create Report

Pending Approval  
000414186827  
**Joe Bloggs - July 2024 Expenses**  
Assigned to manager 1 min ago  
1 item **2.48 GBP**

Available Expense Items

Actions Create Item

### Key points to remember when processing expense claims

- Each of your expense items must have the relevant evidence attached.
- The system will alert you of any violation of policy's which will prevent you from submitting your expense report until all items meet policy standard.
- You can only submit retrospective claims up to 90 days after the date of the claim occurred.
- Some expense types require cash value and others will require further information such as journey details.
- To ensure you can easily locate your expense approver we advise that you search for your expense approver via the advanced search as shown within this guide.

## **Expense Audit**

Claims will be audited prior to payment in the following circumstances: in some instances you may be asked to provide further information or justification and if your claim is not valid it may be rejected:

- The business mileage/trip distance is greater than 80 miles,
- The expense claims in your expense report fall out-with the 90 day timescale,
- The expense claims in your expense report amount to over £250.00.

Please be aware that submitting fraudulent or false expense claims could result in disciplinary action being taken.

**If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk).**