Claiming from the Equality Fund on iExpenses

**NB** These guidelines assume you are familiar with the iExpenses system in general – if you need training in iExpenses please see [https://www.tcd.ie/local/fis/training/training_index.php](https://www.tcd.ie/local/fis/training/training_index.php)

1. Log in to Oracle as normal.
2. On the left-hand side of your screen, click on the folder labelled “TCD iExpenses TTL”
3. Go to “Create Expense Report” as normal.
4. In the next screen, change the cost centre to 1807 and the approver to O’Brien Green, Siobhan. In the Purpose field, write “Equality Fund (Name of Project)” (or similar).
5. Make the Declaration as normal.
6. On the following screen, enter the Date and Receipt Amount as normal. Please note that the Equality Fund only covers Receipt-Based Expenses (not Per Diem or Mileage).
7. Assign your expense types as normal; you may use Miscellaneous where no other appropriate category is available.
8. Under Justification, write “Equality Fund project – (Name of Project)” or similar.

9. On the next screen, click into the Account Allocations tab.

10. To the bottom right of the screen, enter the following:
   Activity: 9031610
   Source of Funds: 3500

11. On the next screen, attach a scanned receipt for every expense as normal. You can either attach one receipt per item or all receipts in one attachment, as preferred.
12. Click Submit, and finally, send the original receipts and Expense Report to FSD as normal.

If you need assistance:

Siobán (Equality Officer), equality@tcd.ie

FIS support, fis-support@tcd.ie, 896 2700