

Approving an Expense Report

The claimant and approver remain fully responsible for an expense claim and therefore must ensure that all items claimed are wholly necessary and exclusively for the business of Trinity.

USING TRINITY EMAIL

Approvers receive a work-flow email with the expense information and the following option buttons:

- Approve
- Reject
- Request More Information

The claim should be reviewed before clicking one of the buttons. If you wish to record a comment, please type it between the inverted commas in the body of the email response.

CODING

- Please ensure you have a signing limit for the cost centre
- Expense allocations are shown in the body of the email
 - Project allocations
 - Research, Capital Projects
 - Research, Training and Conference Travel Scheme
 - Account allocations
 - General Ledger / Discipline Accounts
 - Self-Financing Accounts

ATTACHMENTS

Click on the Notification Details attachment to log into Oracle on the Trinity network, which brings you directly to the claim.

FLEXIBILITY IN APPROVING IEXPENSES

There is flexibility in Oracle to delegate an expense report to another person to approve. Click on the **Notification Details.html** attachment within the workflow email received, which brings you directly to this functionality.

USING WORKLIST IN ORACLE

Approvers can log directly into Oracle <https://fis.tcd.ie> and approve expenses in their worklist (right hand side of page when you log in).



FAQs

WHEN ARE EXPENSES PAID?

All fully approved and audited staff reimbursements are paid as per the payment schedule available at: https://www.tcd.ie/financial-services/acpayable/acp_creditorpay.php

I AM OUT OF THE COUNTRY AND CANNOT ACCESS ORACLE TO CLAIM MY EXPENSES OR RESOLVE AN AUDIT QUERY, WHAT DO I DO?

If you are going abroad or will be out of Trinity for a long period and do not have Virtual Private Network (VPN) access, we recommend that you submit relevant expense reports well in advance to ensure sufficient time is provided for the claim to be audited and processed.

If there is an individual in your School/Discipline/Support Area who can prepare an expense claim on your behalf, please set them up as your preparer before you leave. The Payables team are unable to input claims, pay claims that require re-submission or claims that are not yet approved.

I FORGOT TO GET MY CONFERENCE TRAVEL SCHEME CLAIM APPROVED BY MY HEAD OF SCHOOL, WHAT SHOULD I DO?

If your Conference Travel Scheme claim has not been approved by your Head of School, the claim should be withdrawn and resubmitted appropriately to the correct approver.

I FORGOT TO GET MY H & E CLAIM APPROVED BY MY HEAD OF SCHOOL / SUPPORT AREA, WHAT SHOULD I DO?

If your Hospitality and Entertainment claim has not been approved by your Head of School / Support Area, it should be withdrawn and resubmitted appropriately to the correct approver.

WHY DO I NEED TO SEND ORIGINAL RECEIPTS TO ACCOUNTS PAYABLE, FINANCIAL SERVICES DIVISION?

External Audit requirements mean that we need to have the original receipts on file.

WILL MY VACATION RULES WORK FOR IEXPENSES?

Yes, noting the approver must have a signing limit for the cost centre.

Please contact fis-support@tcd.ie for assistance with your iExpenses.



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

iEXPENSES QUICKGUIDE



Financial Services Division

General Information

ORACLE ACCESS FORMS FOR IEXPENSES

https://www.tcd.ie/financial-services/fis/fis_access_forms.php

Log in to Oracle at:
https://fis.tcd.ie using your normal Trinity network log in



ORACLE IEXPENSES RESPONSIBILITIES

- Claimants can have multiple iExpenses responsibilities; ensure you select the correct one for where the costs are being charged e.g.
 - TCD iExpenses Physics
 - TCD iExpenses Global Relations
 - TCD iExpenses CAOVP (e.g. claiming from Senior Tutor Fund)

Claimants can authorise and set others to prepare and submit expense reports on their behalf. Please see:

https://www.tcd.ie/financial-services/fis/assets/pdf/iExpenses_manual_v_2.pdf for more details.



ASSISTANCE

- Queries in relation to accessing Oracle and the iExpenses module:
 - By email **fis-support@tcd.ie**
 - By phone Extn 2700
- Queries in relation to policies, procedures or specific expense claims:
 - By email **apquery@tcd.ie**
 - By phone Extn 3730
- Training information available at:
 - https://www.tcd.ie/financial-services/fis/training/**
- Further guidelines available at:
 - https://www.tcd.ie/financial-services/acpayable/acp_reimbursements.php**

University Policies

University Policies always apply

The claimant and approver remain fully responsible for an expense claim and therefore must ensure that all items claimed are wholly necessary and exclusively for the business of Trinity.

HOSPITALITY & ENTERTAINMENT POLICY (H&E)

- Policy available at: **https://www.tcd.ie/financial-services/acpayable/acp_financialpols.php**
- H & E expenditure must always be approved by the Head of School/Support Area
- When creating an expense report, claimants should either:
 - change the “approver” to the Head of School/Support area
 - leave the default approver as is and the onus is on the approver to delegate the claim to the Head of School/Support area
- Please follow the local business process preferred by your School/Support Area

TRAVEL POLICY

- Travel Policy available at: **https://www.tcd.ie/financial-services/acpayable/acp_financialpols.php**
- Travel Subsistence rates available at: **https://www.tcd.ie/financial-services/acpayable/acp_financialpols.php**
 - Check the rate for your destination prior to travel, you may be required to keep receipts

RESEARCH, TRAINING AND CONFERENCE TRAVEL SCHEME

- https://www.tcd.ie/hr/assets/pdf/procedure13-conf_travel.pdf**
 - All travel from the Scheme must be pre-approved by the Head of School
 - Claims funded from the Scheme should be approved by the Head of School
- When creating an expense report, claimants should either:
 - change the “approver” to the Head of School
 - leave the default approver as is and the onus is on the approver to delegate the claim to the Head of School

Please follow the local business process preferred by your School/Area

- Project numbers to be used when claiming from this grant:
 - 203183 – Faculty of Engineering, Mathematics & Science
 - 203184 – Faculty of Arts, Humanities & Social Sciences
 - 203185 – Faculty of Health Sciences
- Task number is the claimants staff ID number
- Award numbers are used to identify the year the of the grant

Creating an Expense Report

1. SELECT CORRECT ORACLE RESPONSIBILITY

Each iExpenses responsibility has security rules built in so specific claimants can only charge to specific cost centres and related projects.

2. CLICK ON THE CREATE EXPENSE REPORT BUTTON (RIGHT SIDE OF SCREEN)

3. GENERAL INFORMATION

- The **purpose** should always be a meaningful description i.e. “research trip to Belgium, 20 January 2020 for project X”
- The **cost centre** is auto populated and *should be overwritten when claiming expenses using another iExpenses responsibility*
- Your **approver** can be overwritten, noting they will get an email advising that you have submitted a claim to a different approver. Please make sure the selected approver has a signing limit for the cost centre

4. CASH AND OTHER EXPENSES

Expenses can be **receipt based** however **per-diem and mileage** expenses are pre-set as per the Travel & Subsistence booklet where the exchange rates are available in Oracle.

- A list of supported currencies is available at: **https://www.tcd.ie/financial-services/acpayable/acp_creditorpay.php**
- If the location is not available in the details section of the **per diem expenses tab**, please work out the equivalent allowance using an online currency converter
- Hospitality, per diem and mileage expenses require more information in the **details** button (to the right of the row)
- For international or domestic air travel, please include additional details for “**location from**” and “**to**” (i.e. city) for each flight taken (for the purpose of tracking carbon footprint).

5. EXPENSE ALLOCATIONS

- Project allocations tab, if claiming expenses from :
 - Research, Capital Projects
 - Research, Training and Conference Travel Scheme
- Account allocations tab, if claiming expenses from:
 - General Ledger / Discipline Accounts
 - Self-Financing Accounts

6. REVIEW

It is mandatory to submit imaged receipts, including flyers/ invitations as proof of business purpose for research projects, and click submit.

7. ORIGINAL RECEIPTS

Please print out the confirmation page, attach this to your original receipts and send to Accounts Payable, Financial Services Division, Trinity College, 3 College Green, D2.

Please do not select a Cost Centre beginning with a “9XXX” in any instance.