



Requesting a Non-Grant Funded Travel Advance

Employees can request travel advances for lodging and transportation for travel approved by the district. Advances will be paid out no more than 45 days and no less than 10 days before the start of the event.

Submitting the Advance

Employees must submit an expense report in Oracle to obtain approval of the estimated expenses associated with the travel from their supervisor.

Review

The supervisor will review the documentation submitted and approve the requests accordingly.

Approval

Upon approval, if the supervisor is not the final budget holder, the request will automatically route to the appropriate budget holder. If special revenue funds are being used, the approved request will then route to a Special Revenue Funds Management analyst.

Processing

All approved requests are then forwarded to the Accounts Payable Department for processing. Requests must reach the Accounts Payable Department timely to ensure advance payment is issued prior to the beginning of travel.



Things to know before submitting an Expense Report for an Advance:

- You are required to provide a detailed justification for the official District business conducted during the conference or event.
- Requests must be submitted to the Accounts Payable Department as soon as possible to ensure advance payment is issued prior to the beginning of the trip.
- All expenses paid by the District in advance, including money paid on behalf of the employee, should be accounted for in Oracle no later than 20 District business days from the date the conference or event ends.
- If lodging cannot be found at the GSA Per Diem rate for the destination, a memo explaining the reason for the lodging overage, including the manager or supervisor's signature, must be attached to the iExpense Advance request.
- Failure to reconcile an advance within the 20 District business days will result in a payroll deduction and make the employee ineligible for future advances.

Things to do before submitting an Expense Report for an Advance:

- Review District Policy [DEE Regulation](#).
- Review the Non-Grant Funded Requirements on the following pages.
- Obtain a quote for airfare, hotel, and/or car rental - can use [ARTA](#), the district travel agency, or get quotes directly from merchant.
- Obtain a pre-approval memo from your manager or supervisor for hotel overage (amount over the [GSA Per Diem Rate](#)). *If lodging cannot be reserved at the GSA rate for the destination, a written statement explaining the reason for the overage, including the manager's/supervisor's signature, must be provided.*



Requirements for Non-Grant Funded Advances

The following list details the requirements for non-grant funded advances.

Scan and save the following *required* documents to your OneDrive or Google Drive. These documents must be uploaded into Oracle on the last step when submitting your expense report.

- Quotes for airfare, hotel, and car rental, as needed.
- Official event information, including the name of the conference or event, the dates, and the address, including city and state, such as the **agenda**.
- Conference literature listing the conference hotel and conference hotel rate, if applicable.
- [Hotel Overage Approval Memo](#) from your manager or supervisor for hotel overage (amount over the GSA Per Diem Rate).
- If applicable, a pre-approval memo signed by the Executive Director, or above, if airfare was purchased 21 days or less from the travel date.
- Any additional documentation required by your manager or supervisor for approval.

***Accounts Payable prefers to have all documents scanned and attached as one document.**

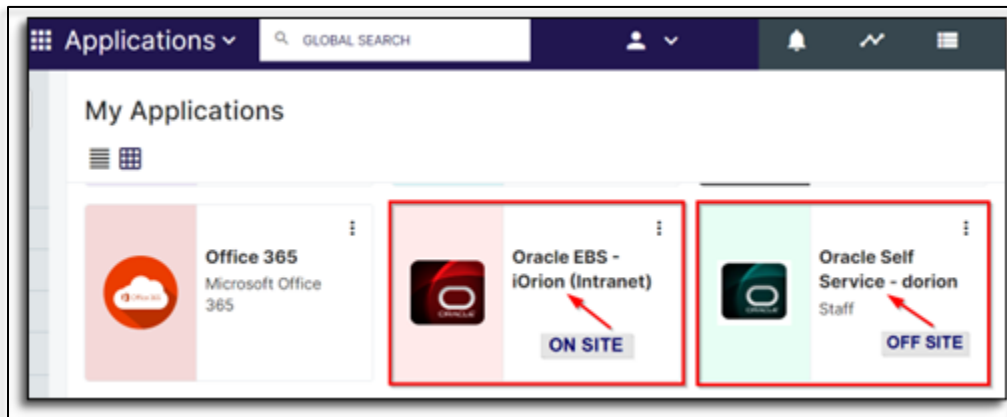
Creating an Expense Report

Complete the following steps to create an expense report.

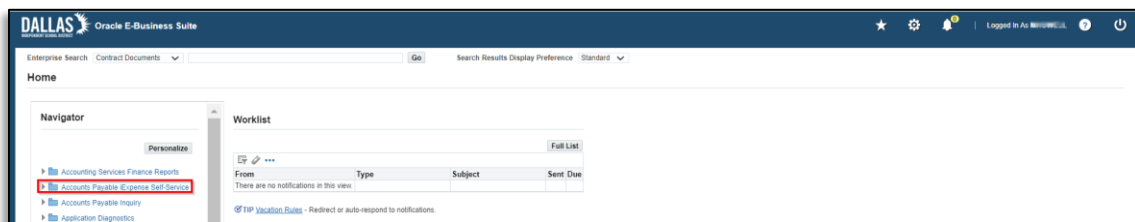
1. Go to portal.dallasisd.org and sign in with your EAD **username** and **password**.



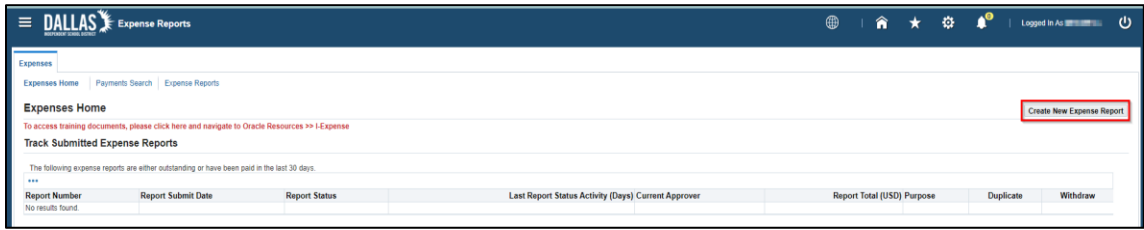
2. Open the **Oracle** application.



3. Select **Accounts Payable iExpense Self-Service**.

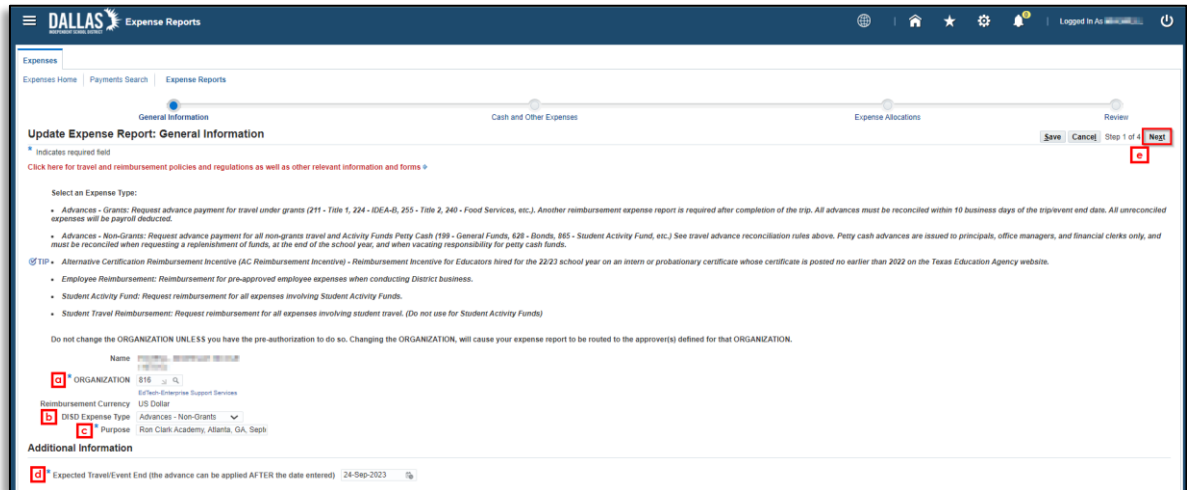


4. Click on **Create New Expense Report**.



General Information (Step 1 of 4)

This is the first step of the expense report in Oracle.



General Information:

- Organization:** This field will default to the Oracle user's organization number. If another department is funding the expense, enter the corresponding organization number.
- DISD Expense Type:** From the drop-down, select **Advances – Non-Grants**.
- Purpose:** Enter the business purpose using the following format: Name of the event or conference, location of the event or conference, dates of the event or conference
For example, Ron Clark Academy, Atlanta, GA, September 23-24, 2023.
- Additional Information:** Enter the date the conference or event will end.
- Select **Next**.

Cash and Other Expenses (Step 2 of 4)

Receipt-Based Expenses:

Only Airfare, Hotel/Lodging, and Car Rental* should be entered on the **Receipt-Based Expenses** page.

*Car rental should be entered on a separate expense report.

Note: Meals are not eligible for advances and will be reimbursed, based on DEE guidelines.

Airfare

To enter your airfare quote,

1. Select the **Details** button on the next available line. A new page will open.

2. On this page, enter all the information as shown below.

- a. **Expense Type:** From the drop-down, select **Prepayment - Airfare**.
- b. **Date:** Always use **today's date** for advances.
- c. **Receipt Amount:** Enter the amount **quoted for airfare**.
- d. **Justification:** Enter a detailed justification for airfare, i.e., Roundtrip Airfare from Dallas, TX to Atlanta, GA.
- e. **Expense Location:** Dallas, TX
- f. **Merchant Name:** Enter the name of airline.
- g. Select **Return**.

Hotel/Lodging

To enter the hotel/lodging information,

1. Select the **Details** button on the next available line. A new page will open.

The screenshot shows the Oracle EBS Expense Reports interface. The breadcrumb trail is: Expenses Home > Payments Search > Expense Reports. The current step is 'Cash and Other Expenses'. The page title is 'Update Expense Report: Cash and Other Expenses'. There are buttons for 'Save', 'Cancel', 'Back', and 'Next'. Below the title, there are two tips: 'TIP Enter all business expenses. Enter one expense per line.' and 'TIP Date Example: 21-AUG-2023.'. A 'Select Expense Lines:' section has 'Duplicate' and 'Remove' buttons. Below is a table with columns: Line, Date, Receipt Amount, Expense Type, Justification, and Reimbursable Amount (USD). Line 2 is selected, and its 'Details' button is highlighted with a red box.

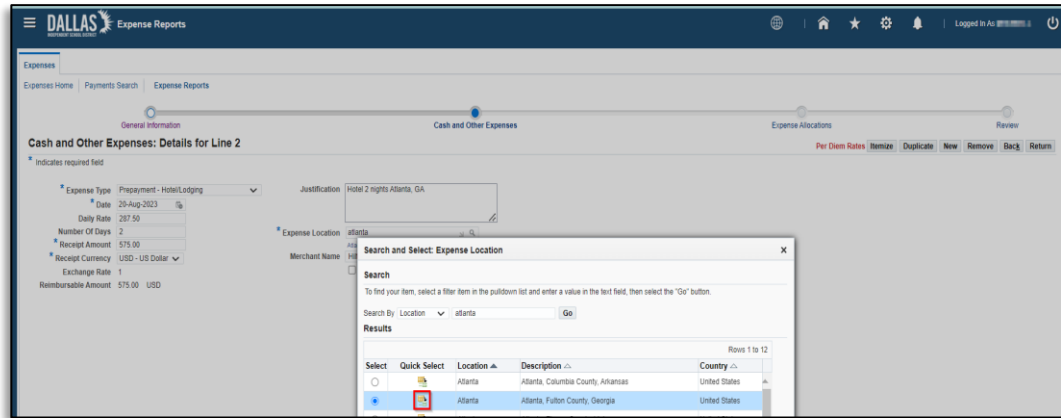
Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
1	21-Aug-2023	300.00	Prepayment - Airfare	Roundtrip airfare from Dallas, TX to Atlanta	300.00	
2						Details

2. On this page, enter all the information as shown below.

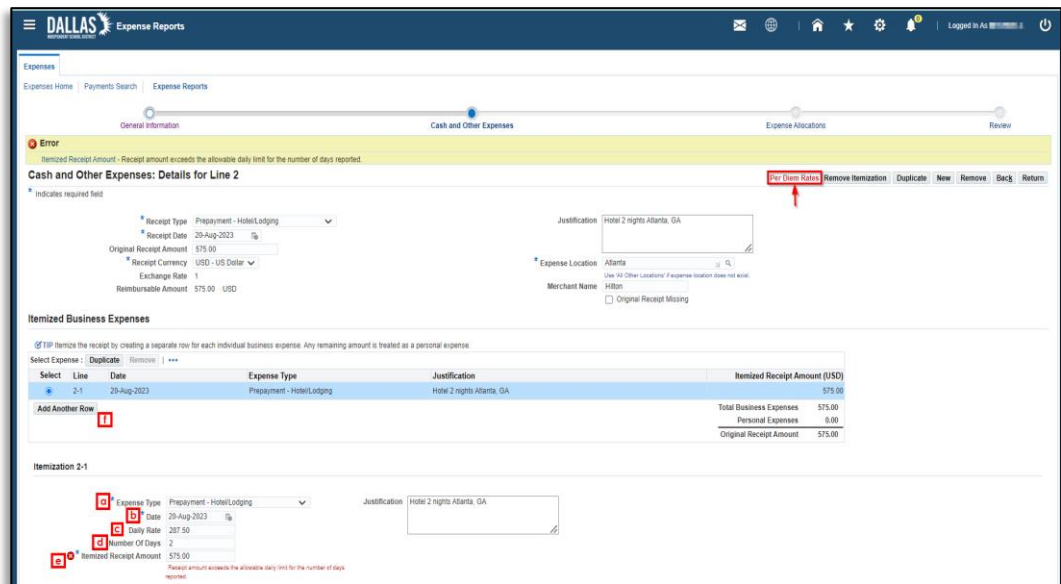
The screenshot shows the Oracle EBS Expense Reports interface for 'Cash and Other Expenses: Details for Line 2'. The breadcrumb trail is: Expenses Home > Payments Search > Expense Reports. The current step is 'Cash and Other Expenses'. The page title is 'Cash and Other Expenses: Details for Line 2'. There are buttons for 'Per Diem Rates', 'Items', 'Duplicate', 'New', 'Remove', 'Back', and 'Return'. Below the title, there are several fields with red boxes indicating required fields: 'Expense Type' (Prepayment - Hotel/Lodging), 'Date' (20-Aug-2023), 'Daily Rate' (287.50), 'Number of Days' (2), 'Receipt Amount' (575.00), 'Expense Location' (Atlanta), and 'Merchant Name' (Hilton). There is also a 'Justification' field with the text 'Hotel 2 nights Atlanta, GA'.

- a. **Expense Type:** From the drop-down, select **Prepayment-Hotel/Lodging**.
- b. **Date:** Always use **today's date** for advances.
- c. **Daily Rate:** Do not enter an amount in Daily Rate. This information will populate once the **Receipt Amount** is entered.
- d. **Number of Days:** Enter number of nights for hotel/lodging stay.
- e. **Receipt Amount:** Enter amount **quoted for the hotel**.
- f. **Justification:** Enter a detailed business justification for Hotel/Lodging, i.e., Conference Hotel 2 nights Atlanta, GA, **or** Hotel 2 nights Atlanta, GA.
- g. **Expense Location:** Enter the city name and press **Tab**. A new window will appear.

Select the correct county for your expenses. (County information can be found on the [Per Diem website](#).)



- h. **Merchant Name:** Enter the name of hotel/lodging accommodation.
- i. Select **Itemize:** A new window will appear.



Itemizing Hotel/Lodging

Hotel/lodging advances must be itemized to account for taxes and any GSA Per Diem Rate overages. After selecting the Itemize button, an error message, highlighted in yellow will appear. Itemizing the receipt will correct the error.

The screenshot displays the Oracle EBS Expense Reports interface. At the top, there is a navigation bar with the Dallas Independent School District logo and the text "Expense Reports". Below this, a breadcrumb trail shows "Expenses Home" > "Payments Search" > "Expense Reports". The main content area is divided into several sections:

- Error:** A yellow banner at the top of the main content area contains the message: "Itemized Receipt Amount - Receipt amount exceeds the allowable daily limit for the number of days reported."
- Cash and Other Expenses: Details for Line 2:** This section contains a form with the following fields:
 - Receipt Type: Prepayment - Hotel/Lodging
 - Receipt Date: 20-Aug-2023
 - Original Receipt Amount: 575.00
 - Receipt Currency: USD - US Dollar
 - Exchange Rate: 1
 - Reimbursable Amount: 575.00 USD
 - Justification: Hotel 2 nights Atlanta, GA
 - Expense Location: Atlanta
 - Merchant Name: Hilton
 - Original Receipt Missing
- Itemized Business Expenses:** This section includes a table with the following data:

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input checked="" type="checkbox"/>	2-1	20-Aug-2023	Prepayment - Hotel/Lodging	Hotel 2 nights Atlanta, GA	575.00
Total Business Expenses					575.00
Personal Expenses					0.00
Original Receipt Amount					575.00
- Itemization 2-1:** This section contains a form for itemizing the expense:
 - Expense Type: Prepayment - Hotel/Lodging
 - Date: 20-Aug-2023
 - Daily Rate: 287.50
 - Number Of Days: 2
 - Itemized Receipt Amount: 575.00
 - Justification: Hotel 2 nights Atlanta, GA

1. Enter the GSA Per Diem lodging rate as shown below.

Cash and Other Expenses: Details for Line 2

Receipt Type: Prepayment - Hotel/Lodging
 Receipt Date: 20-Aug-2023
 Original Receipt Amount: 575.00
 Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 326.00 USD

Justification: Hotel 2 nights Atlanta, GA
 Expense Location: Atlanta
 Merchant Name: Hilton

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
	2-1	20-Aug-2023	Prepayment - Hotel/Lodging	Hotel 2 nights Atlanta, GA	326.00
					Total Business Expenses 326.00
					Personal Expenses 249.00
					Original Receipt Amount 575.00

Itemization 2-1

Expense Type: Prepayment - Hotel/Lodging
 Date: 20-Aug-2023
 Daily Rate: 163.00
 Number Of Days: 2
 Itemized Receipt Amount: 326.00

- Expense Type:** Select **Prepayment – Hotel/Lodging** from the drop-down menu.
- Date:** This field should default to today's date.
- Daily Rate:** Enter the allowable **GSA Per Diem rate** and click **Tab** to go to the next field.
- Number of Days:** If entered correctly before itemizing, this field should default to the number of nights you will be staying at the hotel. Adjust the field if it does not populate correctly.
- Itemized Receipt Amount:** This field should auto-calculate if all previous fields are entered correctly. (Daily rate x Number of nights stayed).

NOTE: Verify that the daily rate and the itemized receipt amount calculated correctly.

- Select **Add Another Row**.

2. To itemize the hotel overage, change the value in the **Number Of Days** field to the correct number of nights you will be staying at the hotel.

Cash and Other Expenses: Details for Line 2

Receipt Type: Prepayment - Hotel/Lodging
 Receipt Date: 20-Aug-2023
 Original Receipt Amount: 575.00
 Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 575.00 USD

Justification: Hotel 2 nights Atlanta, GA
 Expense Location: Atlanta
 Merchant Name: Hilton

Itemized Business Expenses

Select Expense: Duplicate Remove

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input type="radio"/>	2-1	20-Aug-2023	Prepayment - Hotel/Lodging	Hotel 2 nights Atlanta, GA	326.00
<input checked="" type="radio"/>	2-2	20-Aug-2023	Prepayment - Hotel Overage	Hotel 2 nights Atlanta, GA	249.00
					Total Business Expenses 575.00
					Personal Expenses 0.00
					Original Receipt Amount 575.00

Itemization 2-2

Expense Type: Prepayment - Hotel Overage
 Date: 20-Aug-2023
 Daily Rate: 124.50
 Number Of Days: 2
 Itemized Receipt Amount: 249.00

- a. **Expense Type:** Using the drop-down arrow, select **Prepayment – Hotel Overage**.
- b. **Date:** This field should default to today's date.
- c. **Daily Rate:** Do not enter anything here. The Daily rate (Itemized Receipt Amount divided by the number of nights stayed.) will populate once the amount is entered in the Itemized Receipt Amount field.
- d. **Number of Days:** This field will default back to 1. **Enter the number of nights you are staying at the hotel.**
- e. **Itemized Receipt Amount:** This field will auto-populate the remaining balance.
- f. Select **Return**.
- g. Select **Next** to go to the next step.

NOTE: This line accounts for taxes and any amount over the GSA Per Diem rate.

Expense Allocations (Step 3 of 4)

Do not make any changes to the line code for an advance. This will be added when you complete the reconciliation upon returning from your trip.

1. On the Update Expense Report: Expense Allocations screen, select **Next**.

The screenshot displays the 'Update Expense Report: Expense Allocations' interface. At the top, there are navigation tabs for 'General Information', 'Cash and Other Expenses', 'Expense Allocations', and 'Review'. The 'Expense Allocations' tab is active. Below the tabs, there are buttons for 'Save', 'Cancel', 'Back', and 'Next'. The 'Next' button is highlighted with a red box. The main area contains a table of expense lines with the following data:

Focus Line	Payment Method Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Additional Information	FUND	FUNCTION	OBJECT	SUB_OBJECT	ORGANIZATION	FISCAL_YEAR	PROGRAM
				875.00								
<input type="checkbox"/>	1 Cash Receipt	21-Aug-2023 Prepayment - Airfare	300.00 USD	300.00	Roundtrip airfare from Dallas, TX to Atlanta, GA	199	00	1415	00	000	X	00
<input type="checkbox"/>	211 Cash Receipt	20-Aug-2023 Prepayment - Hotel/Lodging	326.00 USD	326.00	Hotel 2 nights Atlanta, GA	199	00	1415	00	000	X	00
<input type="checkbox"/>	22 Cash Receipt	20-Aug-2023 Prepayment - Hotel Overage	249.00 USD	249.00	Hotel 2 nights Atlanta, GA	199	00	1415	00	000	X	00

Review (Step 4 of 4)

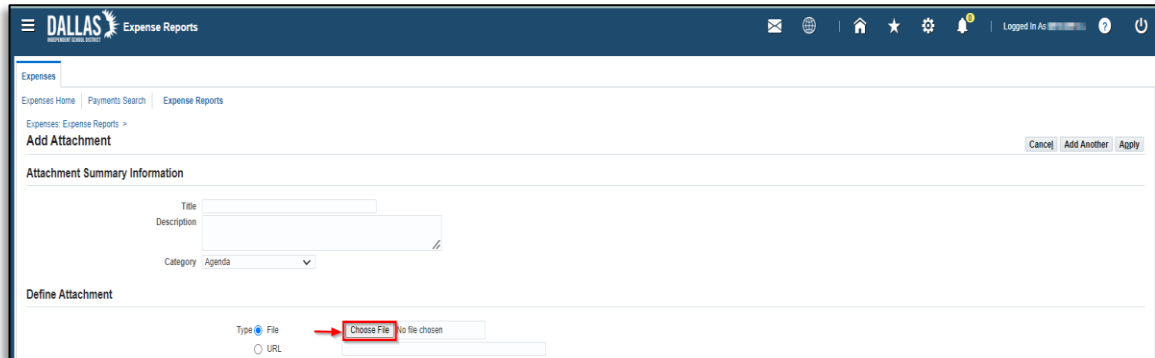
On this step, review all information and add attachments. All required documentation should be scanned as one PDF file and uploaded.

1. Select the **green plus sign** to add all required documentation.

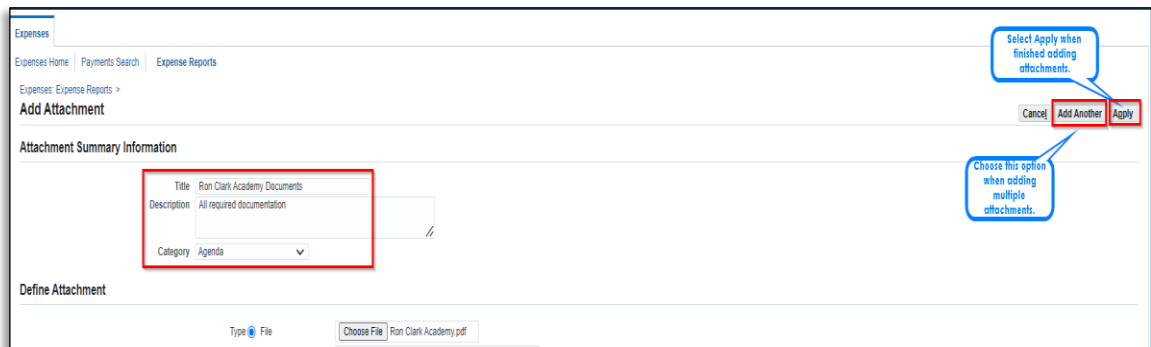
Date	Receipt Amount	Expense Type	Additional Information	Receipt Missing	Reimbursable Amount (USD)
21-Aug-2023	300.00 USD	Prepayment - Airfare	Roundtrip airfare from Dallas, TX to Atlanta, GA		300.00
20-Aug-2023	575.00 USD	Prepayment - Hotel/Lodging	Hotel 2 nights Atlanta, GA		575.00
Total					875.00

2. Select Choose File.

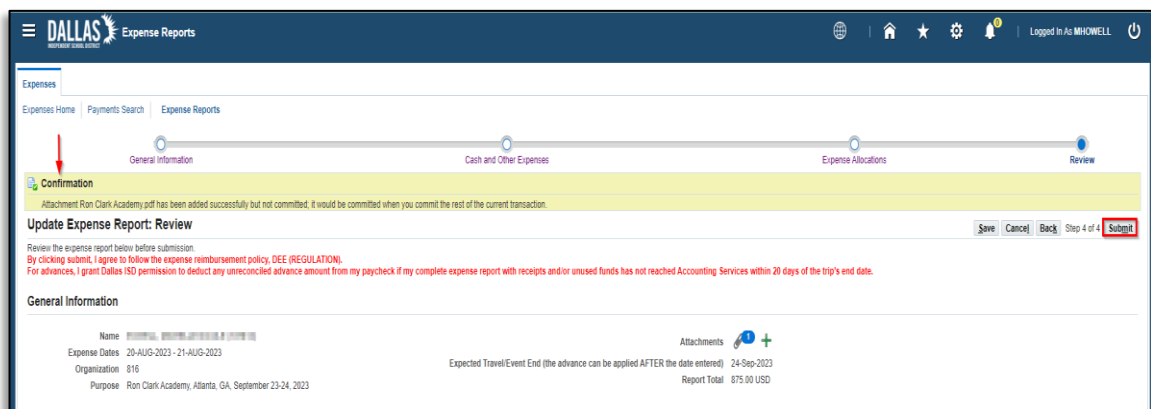
3. Locate your file and double click or click Open to select.



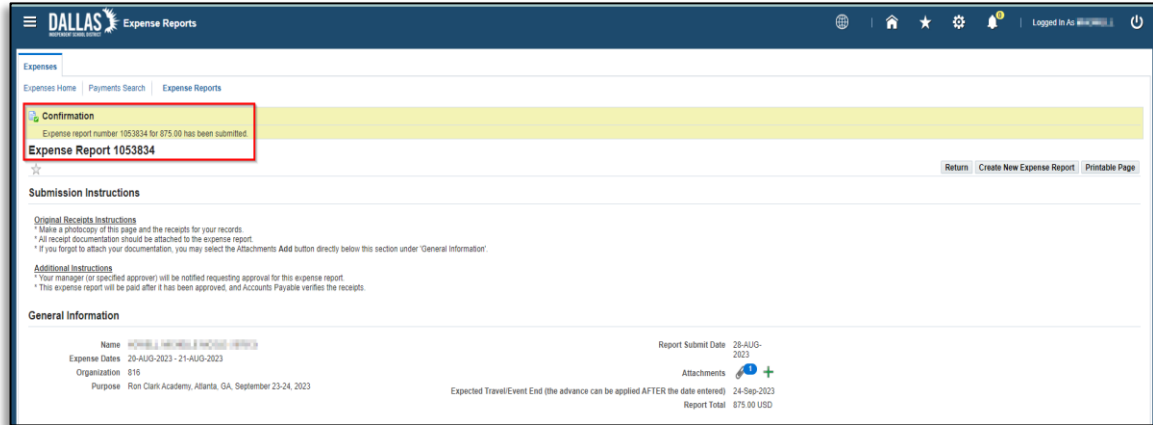
4. Select **Add Another** or **Apply** to upload the file.



5. You will see a confirmation that the attachment(s) were added successfully.

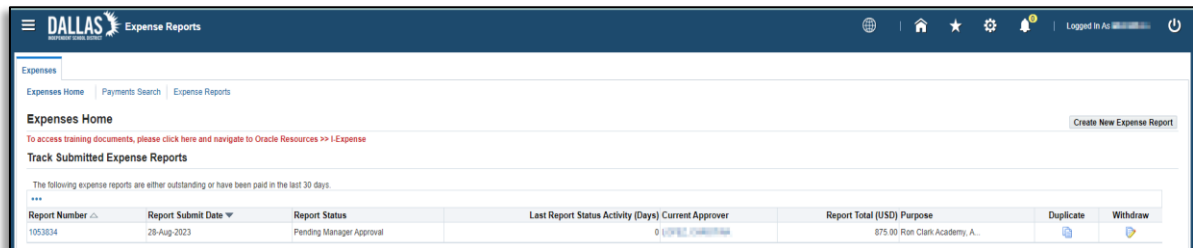


6. Select **Submit**. You will see a confirmation message, including the expense report number.



Reviewing Expense Report Status

Users may review the status of their expense reports in Oracle under the **Accounts Payable iExpense Self-Service** responsibility.



Note: Per District Policy DEE, the Accounts Payable Department has 10 District business days to audit submitted expense reports beginning the date it arrives in Accounts Payable's queue. After the expense report is approved by Accounts Payable, payment will be rendered within five district business days.