

## Requesting a 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 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 Grant-Funded Advances

The following list details the requirements for 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.**

- Official event information, including the name of the conference or event, the dates, and the address, including city and state, such as the agenda.
- Registration Overview or registration information.
- Conference literature listing the conference hotel and conference hotel rate, if applicable.
- [Expense Report Reservation and Reimbursement Form](#)
- Quotes for airfare, hotel, and car rental, as needed.
- [Approved Out-of-State Conferences list](#), with conference circled or marked.
- [Job-Related Training & Travel Justification](#) form, that has been completed and signed.
- Conference Schedule/Travel Itinerary.
- [Hotel Overage Approval Memo](#) from your manager or supervisor for hotel overage (amount over the GSA Per Diem Rate).
- If applicable, [Rental Car Justification](#) form, completed and signed.
- 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.**

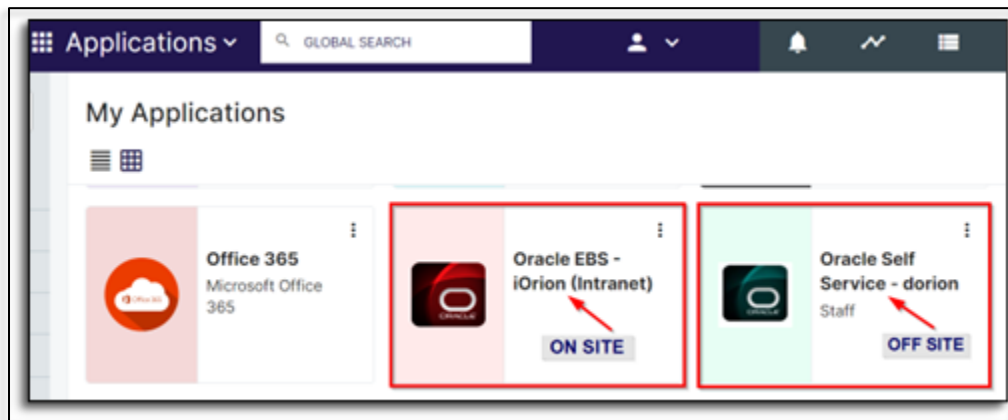
### Creating an Expense Report

Complete the following steps to create an expense report.

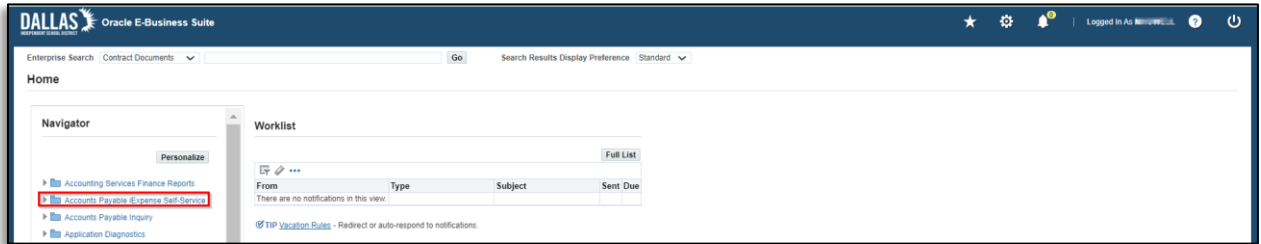
1. Go to [portal.dallasisd.org](https://portal.dallasisd.org) and sign in with your EAD **username** and **password**.



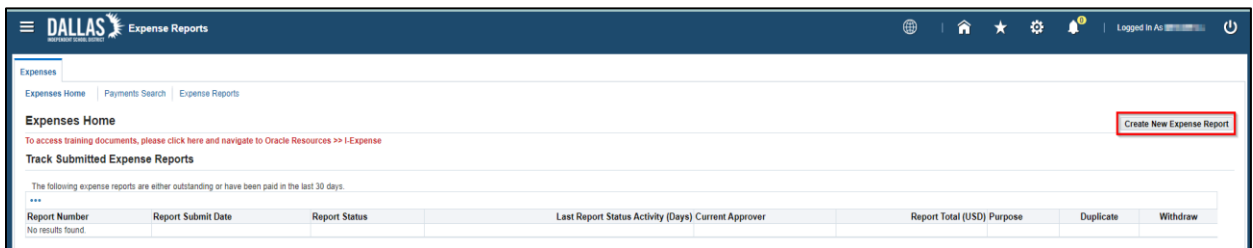
2. Open the **Oracle** application.



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



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



## General Information (Step 1 of 4)

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

The screenshot shows the 'Create Expense Report: General Information' form in Oracle EBS. The form is titled 'Expenses' and has a progress bar with four steps: General Information, Cash and Other Expenses, Expense Allocations, and Review. The 'General Information' step is currently active. The form includes a 'Save' button, a 'Cancel' button, and a 'Next' button (highlighted in red). Below the buttons, there is a link: 'Click here for travel and reimbursement policies and regulations as well as other relevant information and forms'. The form contains several sections: 'Select an Expense Type' with a list of options (Advances - Grants, Advances - Non-Grants, Alternative Certification Reimbursement Incentive, Employee Reimbursement, Student Activity Fund, Student Travel Reimbursement), 'Name' (EdTech-Enterprise Support Services), 'ORGANIZATION' (816), 'Reimbursement Currency' (US Dollar), 'DISD Expense Type' (Advances - Grants), 'Purpose' (Title 1/211 GPS 2.1.1, Ron Clark Academ...), and 'Additional Information' (Expected Travel/Event End: 24-Sep-2023, FUND: 211).

### 1. General Information:

- a. **Organization:** This field will default to the Oracle user's organization number. If another department is funding the expense, enter the corresponding organization number.
- b. **DISD Expense Type:** From the drop-down, select **Advances - Grants**.
- c. **Purpose:** Enter the business purpose using the following format:
  - i. **Campus – CIP# - name of the event or conference, location of the event or conference, dates of the event or conference**  
**For example**, Title 1/211 GPS 2.1.1 - Ron Clark Academy, Atlanta, GA, September 23-24, 2023
  - ii. **Central – Fund# - Workscope name – DIP# - name of the event or conference**
- d. **Additional Information:** Enter the date the conference or event will end and enter the appropriate Fund code.
- e. 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.

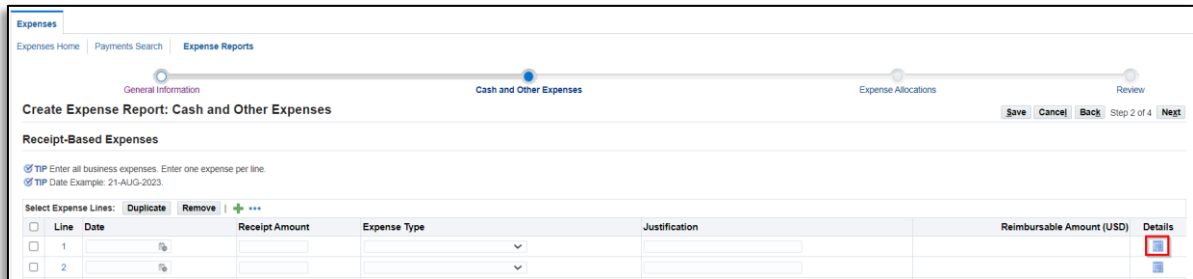
\*Car rental should be entered on a separate expense report.

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

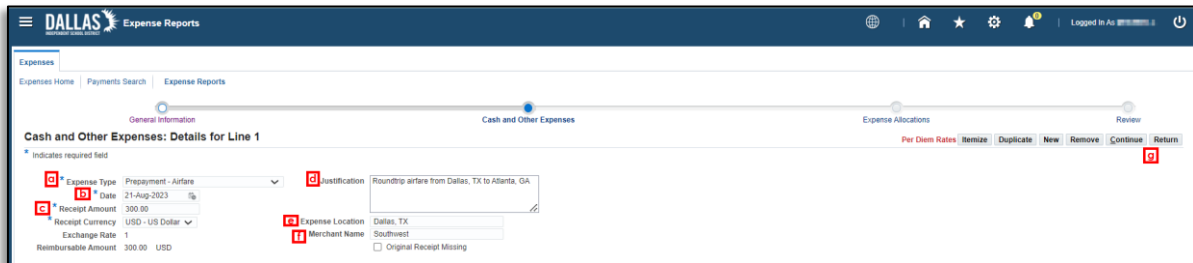
### Airfare

To enter your airfare quote,

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



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



- Expense Type:** From the drop-down, select **Prepayment - Airfare**.
- Date:** Always use **today's date** for advances.
- Receipt Amount:** Enter the amount **quoted for airfare**.
- 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 the 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 'Update Expense Report: Cash and Other Expenses' page. It includes a progress bar with 'Cash and Other Expenses' selected. Below the progress bar, there are instructions for entering expenses. A table of 'Select Expense Lines' is visible, with the following data:

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 Atla	300.00	
2						

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

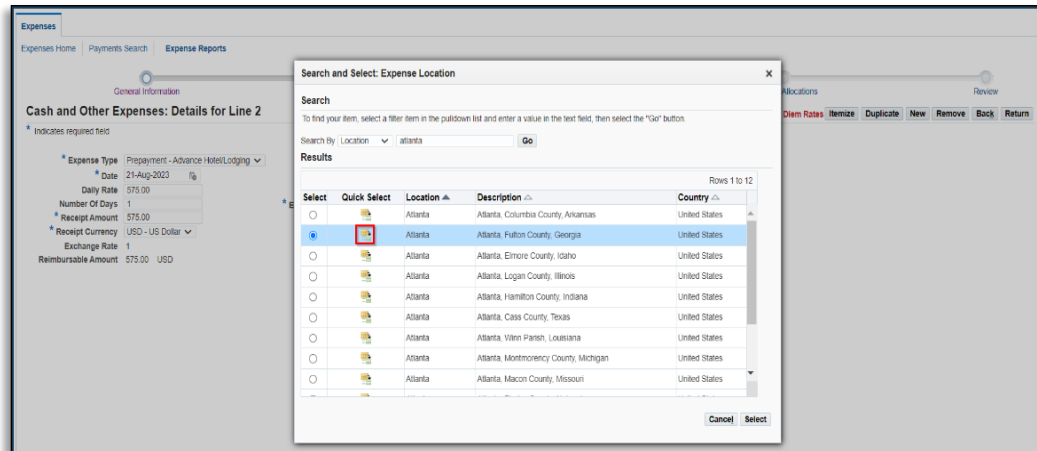
The screenshot shows the 'Cash and Other Expenses: Details for Line 2' page. It includes a progress bar with 'Cash and Other Expenses' selected. Below the progress bar, there are instructions for entering expenses. A form is visible with the following data:

Field	Value
Expense Type	Prepayment - Advance Hotel/Lodging
Date	20-Aug-2023
Daily Rate	287.50
Number of Days	2
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, Fulton County, Georgia
Merchant Name	Hilton

- a. **Expense Type:** From the drop-down, select **Prepayment – Advance Hotel/Lodging**.
- b. **Date:** Always enter **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 the number of nights for your hotel/lodging stay.
- e. **Receipt Amount:** Enter the 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.

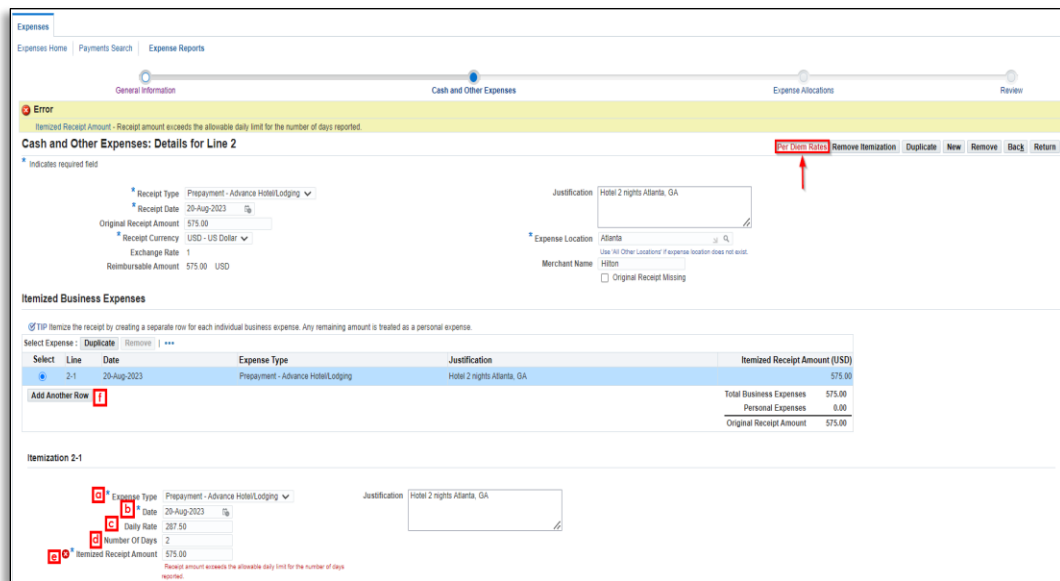
**g. Expense Location:** Enter the city name and press **Tab**. A new window will appear.

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



**h. Merchant Name:** Enter the name of the 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.

**Error**  
Itemized Receipt Amount - Receipt amount exceeds the allowable daily limit for the number of days reported.

**Cash and Other Expenses: Details for Line 2**

Receipt Type: Prepayment - Advance 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	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)	
	2-1	20-Aug-2023	Prepayment - Advance Hotel/Lodging	Hotel 2 nights Atlanta, GA	575.00	
					<b>Total Business Expenses</b>	575.00
					<b>Personal Expenses</b>	0.00
					<b>Original Receipt Amount</b>	575.00

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

**Per Diem Rates** Remove Itemization Duplicate New Remove Back Return

**Cash and Other Expenses: Details for Line 2**

Receipt Type: Prepayment - Advance Hotel/Lodging  
 Receipt Date: 21-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

**Itemized Business Expenses**

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)	
	2-1	21-Aug-2023	Prepayment - Advance Hotel/Lodging	Hotel 2 nights Atlanta, GA	326.00	
					<b>Total Business Expenses</b>	326.00
					<b>Personal Expenses</b>	249.00
					<b>Original Receipt Amount</b>	575.00

**Itemization 2-1**

Expense Type: Prepayment - Advance Hotel/Lodging  
 Date: 21-Aug-2023  
 Daily Rate: 163.00  
 Number Of Days: 2  
 Itemized Receipt Amount: 326.00

- a. **Expense Type:** Select **Prepayment – Advance Hotel/Lodging** from the drop-down menu.
- b. **Date:** This field should default to today's date.
- c. **Daily Rate:** Enter the allowable **GSA Per Diem rate** and click **Tab** to go to the next field.
- d. **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.
- e. **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.

- f. 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 - Advance Hotel/Lodging  
 Receipt Date: 21-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

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input type="radio"/>	2-1	21-Aug-2023	Prepayment - Advance Hotel/Lodging	Hotel 2 nights Atlanta, GA	326.00
<input checked="" type="radio"/>	2-2	21-Aug-2023	Prepayment - Hotel Overage	Hotel 2 nights Atlanta, GA	249.00
<b>Total Business Expenses</b>					<b>575.00</b>
<b>Personal Expenses</b>					<b>0.00</b>
<b>Original Receipt Amount</b>					<b>575.00</b>

**Itemization 2-2**

Expense Type: Prepayment - Hotel Overage  
 Date: 21-Aug-2023  
 Daily Rate: 124.50  
 Number Of Days: 2  
 Reimbursable 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.

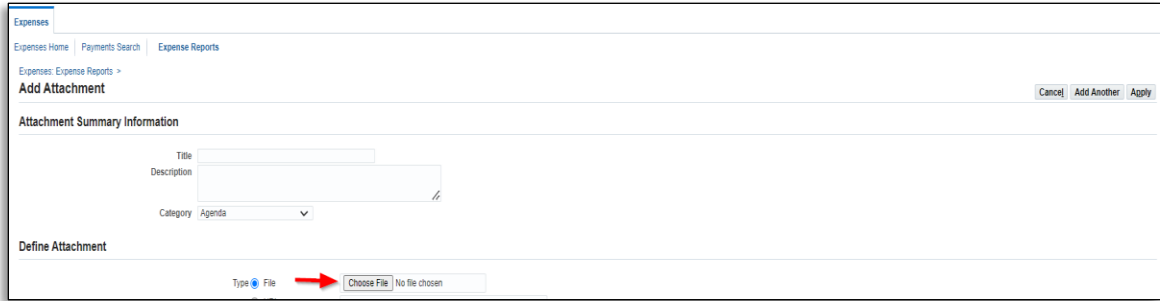
1. On the Update Expense Report: Expense Allocations screen, select **Next**.

## Review (Step 4 of 4)

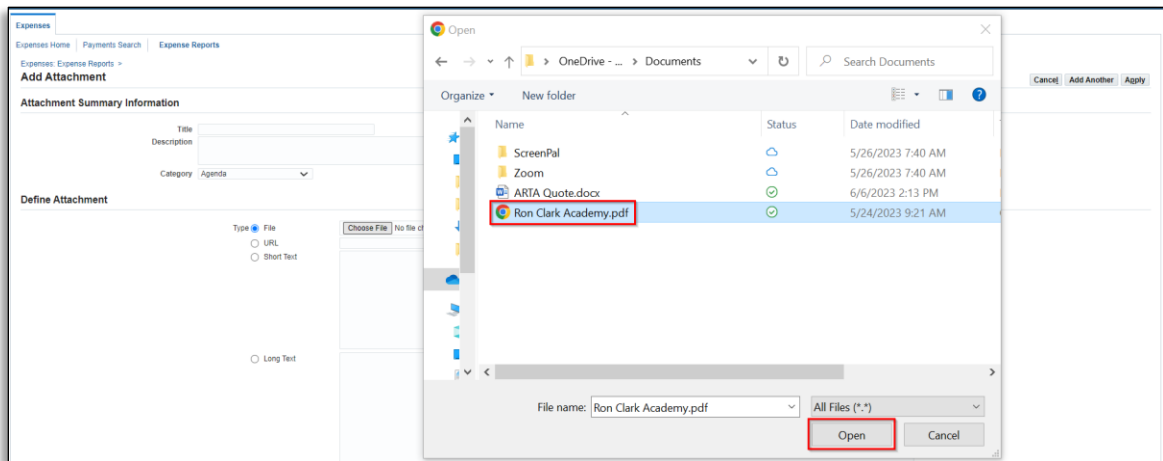
On this step, review all information and add attachments. All required documentation should be scanned as one PDF file and uploaded.

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

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.



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

**Confirmation**  
Attachment from Clark Academy Documents 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.  
By clicking submit, I agree to follow the expense reimbursement policy, DEE (REGULATION).  
For advances, I grant Dallas ISD permission to deduct any unreconciled advance amount from my paycheck if my complete expense report with receipts and/or unused funds has not reached Accounting Services within 20 days of the trip's end date.

**General Information**

Name: HOWELL, MICHELLE NICOLE  
Expense Dates: 21-AUG-2023 - 22-AUG-2023  
Organization: 816  
Purpose: Title 1/211 GPS 2.1.1, Ron Clark Academy, Atlanta, GA, September 23-24, 2023  
Expected Travel/Event End (the advance can be applied AFTER the date entered): 24-Sep-2023  
Attachments: 1  
FUND: 211  
Title: 1  
Report Total: 875.00 USD

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
21-Aug-2023	575.00 USD	Prepayment - Advance Hotel/Lodging	Hotel 2 nights Atlanta, GA		575.00
<b>Total</b>					<b>875.00</b>

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

**Confirmation**  
Expense report number: 1053834 for 875.00 has been submitted.  
**Expense Report 1053834**

[Return](#) [Create New Expense Report](#) [Printable Page](#)

**Submission Instructions**

**Original Receipts Instructions**  
\* Make a photocopy of this page and the receipts for your records.  
\* All receipt documentation should be attached to the expense report.  
\* If you forget to attach your documentation, you may select the Attachments Add button directly below this section under 'General Information'.

**Additional Instructions**  
\* Your manager (or specified approver) will be notified requesting approval for this expense report.  
\* This expense report will be paid after it has been approved, and Accounts Payable verifies the receipts.

**General Information**

Name: HOWELL, MICHELLE NICOLE  
Expense Dates: 21-AUG-2023 - 22-AUG-2023  
Organization: 816  
Purpose: Title 1/211 GPS 2.1.1, Ron Clark Academy, Atlanta, GA, September 23-24, 2023  
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21-Aug-2023	300.00 USD	Prepayment - Airfare	Roundtrip airfare from Dallas, TX to Atlanta, GA		300.00
21-Aug-2023	575.00 USD	Prepayment - Advance Hotel/Lodging	Hotel 2 nights Atlanta, GA		575.00
<b>Total</b>					<b>875.00</b>

## Reviewing Expense Report Status

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

The screenshot shows the Oracle EBS 'Expenses Home' interface. A table titled 'Track Submitted Expense Reports' is highlighted with a red border. The table contains one row of data:

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
1053834	21-Aug-2023	Pending Manager Approval	0	J. SPICE, Controller	\$75.00	Title 12/11 GPS 2.1...		

Below the table, there are sections for 'Update Expense Reports' and 'Notifications'. The 'Update Expense Reports' section shows a table with columns: Report Number, Report Date, Status, Report Total (USD), Purpose, Update, Duplicate, and Delete. The 'Notifications' section shows a table with columns: From, Subject, Sent, and Due.

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.