

Requesting an Employee Reimbursement or Advance Reconciliation

Employees can request reimbursement for eligible travel expenses approved by the district.

If an advance was requested, all expenses paid by the district, including money paid on behalf of the employee, must be reconciled. An employee reimbursement expense report should be submitted in Oracle no later than 20 District business days from the date the conference or event ends.

NOTE: Itemized receipts are required for all allowable out-of-pocket expenses as well as all expenses prepaid by the district.

Submitting the Employee Reimbursement/Reconciliation

Employees must submit an expense report in Oracle to obtain approval of the 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.

Things to know before submitting an Expense Report for an employee reimbursement/advance reconciliation:

- You are required to provide a detailed justification for the official District business conducted during the conference or event.
- If lodging cannot be found at the [GSA Per Diem](#) rate for the destination, a [Hotel Overage Memo](#) explaining the reason for the lodging overage, including the manager or supervisor's signature, must be attached to the expense report in Oracle.
- If your trip is being paid for using grant funds, you will also need a 199 (General Funds) line code to cover any **hotel overage**.

Things to do before submitting an Employee Reimbursement/Reconciliation.

- Review District Policy [DEE Regulation](#).
- Download the [Expense Travel Documentation Organizer](#) from the Accounts Payable Travel website. This will help you organize all documents and receipts for easy upload in Oracle.
- Review the non-grant funded and grant funded reimbursement/reconciliation requirements on the following pages.

Requirements for Non-Grant Funded Reimbursements or Reconciliations

Scan and save the following documents for upload in Oracle:

- 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.
- If applicable, a [Hotel Overage Memo](#) signed by your manager or supervisor for hotel overage (amount over the [GSA Per Diem Rate](#)).
- Proof of attendance, such as a badge or certificate of completion.
- **Itemized receipts** for all reimbursable expenses, including expenses pre-paid on your behalf when booking with ARTA or SWABIZ, as outlined in [District Policy \(DEE Regulation\)](#).
 - **Hotel** – showing employee name, check-in, and check-out dates, with a zero-dollar balance.
 - **Airfare** – showing the employee's name, the amount paid, and how airfare was paid.
 - **Airline Bag Fees**
 - **Ground Transportation**
 - **Uber, Lyft, cab, etc.**
 - **Parking**
 - **Car rental** – must be pre-approved before your trip.
 - **Gas** – only for car rentals.
 - **Meals** – only if meal receipts are required per District Policy or by your supervisor instead of claiming per diem.
 - **Registration Reimbursement** – if not pre-paid by the purchase order process.

Requirements for Grant Funded Reimbursements or Reconciliations

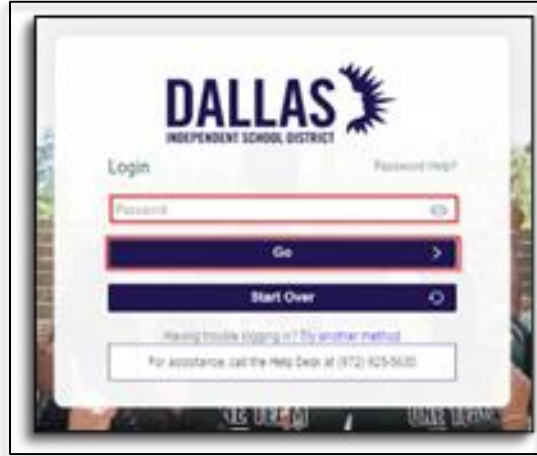
Scan and save the following required documents for upload into last step in Oracle.
Reimbursement

- [Job-Related Training & Travel](#) Justification form, that has been completed and signed.
- [Approved Out-of-State Conferences](#) list, with conference circled or marked.
- Registration Overview or registration information.
- Conference Schedule
- 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.
- If applicable, a [Hotel Overage Memo](#) signed by your manager or supervisor for hotel overage (amount over the [GSA Per Diem Rate](#)).
- [Rental Car Justification](#) form completed and signed, if applicable.
- Itemized receipts** for all reimbursable expenses, including expenses pre-paid on your behalf when booking with ARTA or SWABIZ, as outlined in [District Policy\(DEE Regulation\)](#).
 - **Hotel** – showing employee name, check-in and check-out dates, with a zero-dollar balance.
 - **Airfare** – showing employee name, amount paid, and how airfare was paid.
 - **Airline Bag Fees**
 - **Ground Transportation**
 - **Uber, Lyft, cab, etc.**
 - **Parking**
 - **Car Rental** – must be pre-approved before your trip.
 - **Gas** – only for car rentals.
 - **Meals**
 - **Registration Reimbursement** – if not pre-paid by purchase order process.

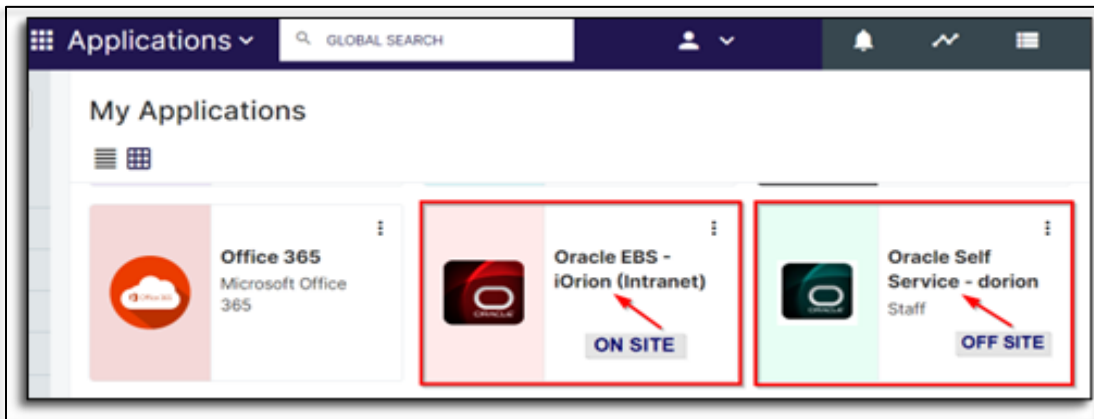
Creating an Expense Report

Complete the following steps to create an expense report.

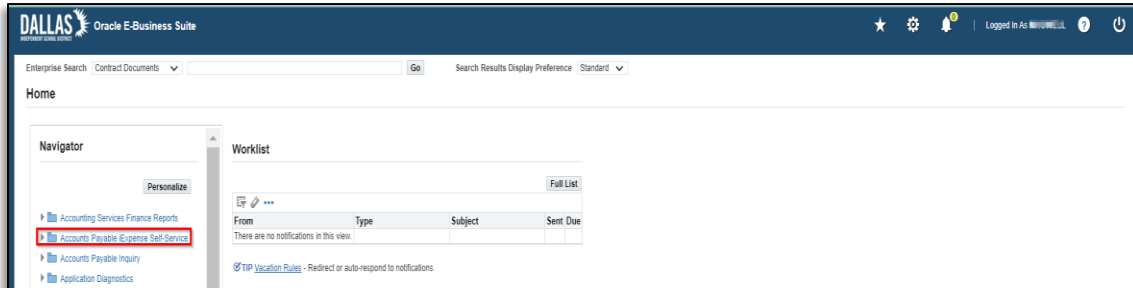
1. Go to portal.dallasisd.org and sign in with your EAD **username** and **password**.



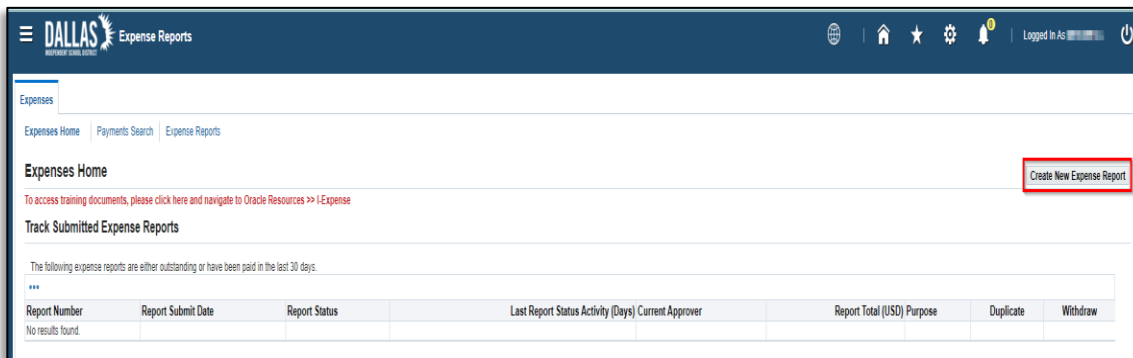
2. Open the **Oracle** application.



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



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



General Information (Step 1 of 4/5)

On the Create Expense Report screen, enter the **General Information**.

The screenshot shows the 'Update Expense Report: General Information' screen in Oracle EBS. The page includes a navigation bar with 'Expenses Home', 'Payments Search', and 'Expense Reports'. A progress bar indicates the current step is 'General Information'. The main content area contains instructions and a list of expense types. The 'ORGANIZATION' field is set to '816', 'DISD Expense Type' is 'Employee Reimbursement', and 'Purpose' is 'Ron Clark Academy, Atlanta, GA, Sept'. A 'Next' button is highlighted with a red box.

General Information:

- a. **Organization:** This field will default to the user's organization number. If another department is funding expense, enter the corresponding organization number.
- b. **DISD Expense Type:** From the Drop down, select **Employee Reimbursement**.
- c. **Purpose:** Enter the business purpose using the following format:
 - **Non-Grant Funded**
 - i. 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
 - **Grant Funded**
 - 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, location of the event or conference, dates of the event or conference
 - **For example**, Title1/211 – Professional Development – GPS 1.5.1 – Ron Clark Academy, Atlanta, GA, September 23-24, 2023
- d. Select **Next**.

Cash and Other Expenses (Step 2 of 4/5)

Receipt-Based Expenses Tab

All reimbursable expenses should be entered on the **Receipt-Based Expenses** tab.

If your manager or supervisor has required receipts for meals, they should be entered on the Receipt-Based Expenses tab.

Grant funded meals must be entered on the Receipt-Based Expenses tab.

NOTE: All dates entered should be the date on the receipt.

Airfare

To enter your airfare receipt,

1. Select the **Details** button on the next available line.

Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD)	Details
1						

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

The screenshot shows the Oracle EBS Expense Reports interface. The main heading is "Cash and Other Expenses: Details for Line 1". The form contains the following fields:

- Expense Type:** Airfare
- Date:** 30-Aug-2023
- Receipt Amount:** 372.42
- Justification:** Roundtrip airfare from Dallas, TX to Atlanta, GA
- Expense Location:** Dallas, TX
- Merchant Name:** Southwest

At the bottom right of the form, there is a "Return" button highlighted in red. Other buttons visible include "Per Diem Rates", "Itemize", "Duplicate", "New", "Remove", and "Return".

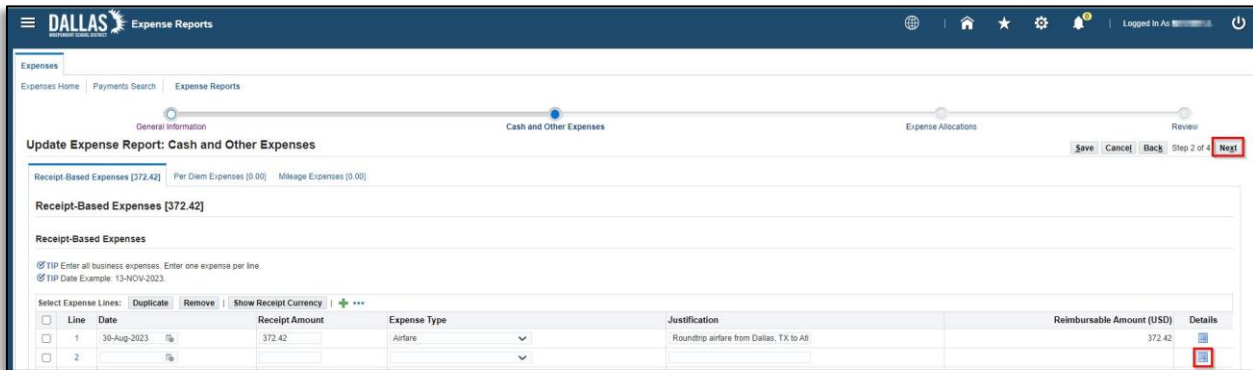
- a. **Expense Type:** From the drop down, select **Airfare**.
- b. **Date:** Click on the calendar icon and select the date of purchase as shown on the merchant receipt or the invoice provided by ARTA.
- c. **Receipt Amount:** Enter the total amount paid for airfare, including taxes and fees.
- d. **Justification:** 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 the airline.
- g. Select **Return**.

Hotel/Lodging

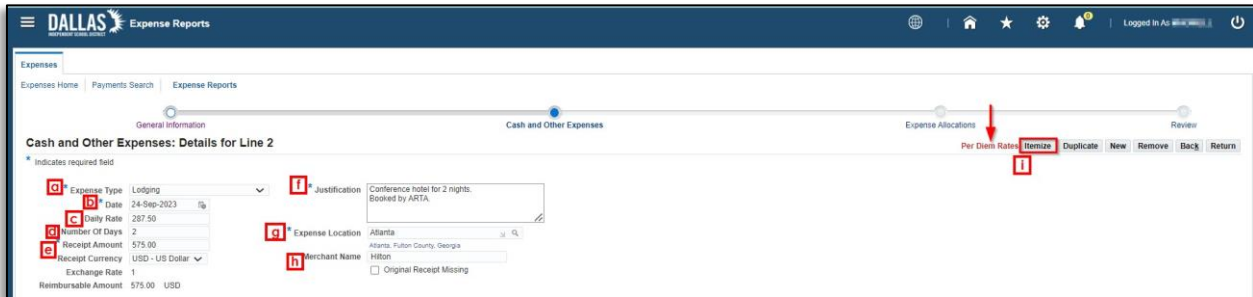
To enter hotel/lodging receipt,

NOTE: Hotel/lodging must be reconciled whether it was paid out of pocket, or funds were advanced to you.

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.

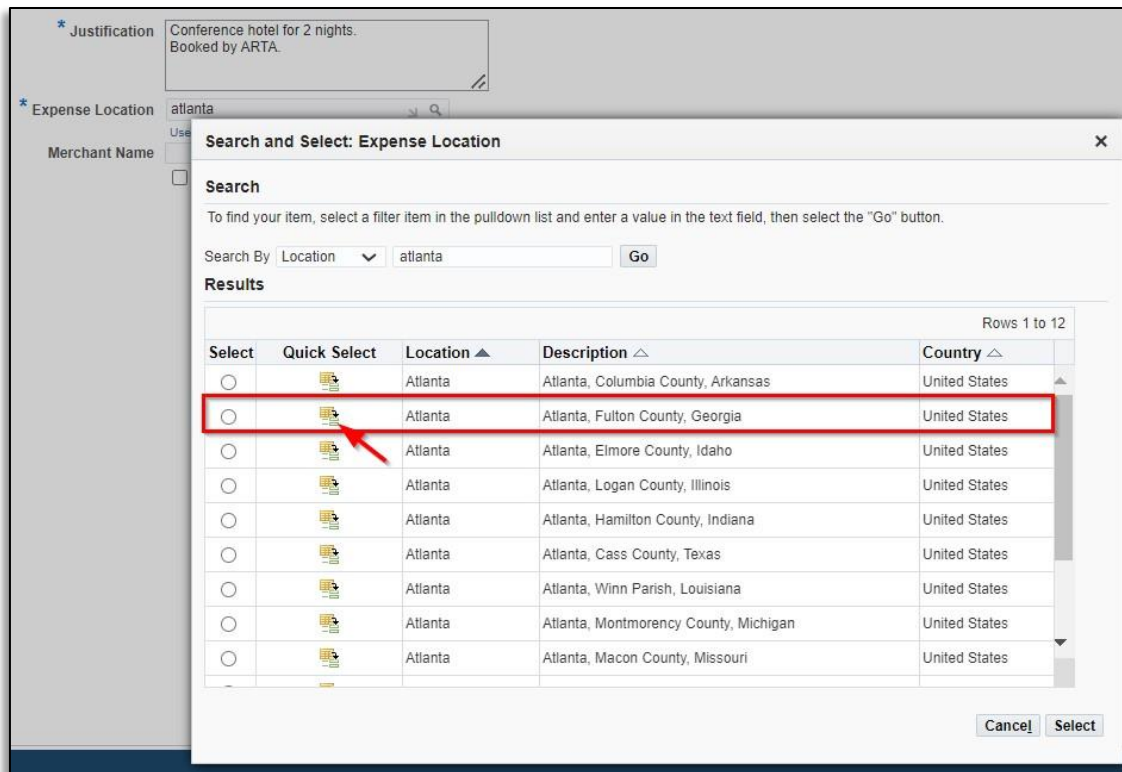


- a. **Expense Type:** From the drop-down, select **Lodging**.
- b. **Date:** Enter the date on the receipt provided at checkout.
- c. **Daily Rate:** Do not enter an amount in the Daily Rate field. This information will populate once the **Receipt Amount** is entered.
- d. **Number of Days:** Enter the number of nights for your hotel/lodging stay.
- e. **Receipt Amount:** Enter the **total** amount from hotel/lodging receipt.

- f. **Justification:** Enter a detailed business justification for Hotel/Lodging.
 - **For example,** Conference Hotel 2 nights Atlanta, Georgia **or** No conference hotels available best price deal found.

NOTE: Use the justification to field to give the auditors a detailed business reason for the expense.

- g. **Expense Location:** Enter the city name and press **Tab**. A new window will appear.
- h. Select the correct county for your expenses. (County information can be found on the [Per Diem website](#).)



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

Itemizing Hotel/Lodging

Hotel/lodging receipts 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 shows the Oracle EBS Expense Reports interface. At the top, there is a navigation bar with 'Expenses Home', 'Payments Search', and 'Expense Reports'. Below this, a yellow error banner reads: 'Error: Itemized Receipt Amount - Receipt amount exceeds the allowable daily limit for the number of days reported.' The main section is titled 'Cash and Other Expenses: Details for Line 2'. It contains several input fields: Receipt Type (Lodging), Receipt Date (24-Sep-2023), Original Receipt Amount (575.00), Receipt Currency (USD - US Dollar), Exchange Rate (1), and Reimbursable Amount (575.00 USD). The Justification field contains 'Conference hotel for 2 nights. Booked by ARTA.' The Expense Location is set to 'Atlanta' and the Merchant Name is 'Hilton'. Below this, there is a table for 'Itemized Business Expenses' with one row: Line 2-1, Date 24-Sep-2023, Expense Type Lodging, Justification 'Conference hotel for 2 nights. Booked by ...', and Itemized Receipt Amount (USD) 575.00. A summary table shows Total Business Expenses of 575.00, Personal Expenses of 0.00, and Original Receipt Amount of 575.00. At the bottom, the 'Itemization 2-1' section shows Expense Type Lodging, Date 24-Sep-2023, Daily Rate 287.50, Number Of Days 2, and Itemized Receipt Amount 575.00. A red error icon is present next to the Itemized Receipt Amount field, with a tooltip that reads: 'Receipt amount exceeds the allowable daily limit for the number of days reported.'

NOTE: The goal of itemizing the receipt is to ensure all District business expenses are accounted for and personal expenses are deducted from the employee reimbursable amount.

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

Cash and Other Expenses: Details for Line 2

Receipt Type: Lodging
 Receipt Date: 24-Sep-2023
 Original Receipt Amount: 575.00
 Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 326.00 USD

Justification: Conference hotel for 2 nights. Booked by ARTA.
 Expense Location: Atlanta
 Merchant Name: Hilton

Itemized Business Expenses

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
+	2-1	24-Sep-2023	Lodging	Conference hotel for 2 nights. Booked by ...	326.00
					Total Business Expenses 326.00
					Personal Expenses 249.00
					Original Receipt Amount 575.00

Itemization 2-1

Expense Type: Lodging
 Date: 24-Sep-2023
 Daily Rate: 163.00
 Number Of Days: 2
 Itemized Receipt Amount: 326.00

- Expense Type:** This field should default to **Lodging**.
- Date:** If entered correctly before itemizing, this field should default to the date on your zero-balance receipt.
- Daily Rate:** Clear the current data in this field and enter either the allowable **GSA Per Diem rate**, or the **daily hotel rate** charged, whichever is less not including any taxes or fees, and click **Tab** to go to the next field.

NOTE: If the daily rate charged is different for each night, enter each amount on a separate itemization line.

- Number of Days:** If entered correctly before itemizing, this field should default to the number of nights stayed 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. **Taxes and Fees:** Itemize the taxes and fees from the hotel receipt as shown below.

Itemized Business Expenses

TIP Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.

Select Expense : Duplicate Remove | ***

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input type="radio"/>	2-1	24-Sep-2023	Lodging	Conference hotel for 2 nights. Booked by ...	326.00
<input checked="" type="radio"/>	2-2	24-Sep-2023	Lodging Taxes	Conference hotel for 2 nights. Booked by ...	175.00
Total Business Expenses					501.00
Personal Expenses					74.00
Original Receipt Amount					575.00

Itemization 2-2

a * Expense Type: Lodging Taxes

b * Date: 24-Sep-2023

c * Daily Rate: 87.50

d * Number Of Days: 2

e * Itemized Receipt Amount: 175.00

* Justification: Conference hotel for 2 nights. Booked by ARTA.

- Expense Type:** Using the drop-down arrow, select **Lodging Taxes**.
- Date:** If entered correctly before itemizing, this field should default to the date on your zero-balance receipt.
- Daily Rate:** Do not enter anything here. The daily rate will populate once the amount is entered in the Itemized Receipt Amount field. (Itemized Receipt Amount divided by Number of nights stayed)
- Number of Days:** This field will default back to 1. **Enter the number of nights stayed.**
- Itemized Receipt Amount:** Enter the total amount of taxes and fees paid for all nights.
- Select **Add Another Row**.

NOTE: Dallas ISD holds a tax-exempt status in the state of Texas. Per District Policy (DEE Regulation), a Texas Occupancy Tax Exemption Form should be presented by the employee when checking into the hotel. If there is a charge for State Occupancy Taxes on the receipt, the amount for State Occupancy Taxes will not be reimbursed to the employee.

3. **Lodging Overage:** If the daily rate charged exceeds the allowed GSA Per Diem Rate, enter the overage as shown below.

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)
<input type="radio"/>	2-1	24-Sep-2023	Lodging	Conference hotel for 2 nights. Booked by ...	326.00
<input type="radio"/>	2-2	24-Sep-2023	Lodging Taxes	Conference hotel for 2 nights. Booked by ...	175.00
<input checked="" type="radio"/>	2-3	24-Sep-2023	Conference Lodging Overage	Conference hotel for 2 nights. Booked by ...	74.00
Total Business Expenses					575.00
Personal Expenses					0.00
Original Receipt Amount					575.00

a Expense Type	Conference Lodging Overage	* Justification	Conference hotel for 2 nights. Booked by ARTA.
b Date	24-Sep-2023		
c Daily Rate	37.00		
d Number Of Days	2		
e Itemized Receipt Amount	74.00		

- Expense Type:** Using the drop-down, select **Conference Lodging Overage** or **Lodging Overage**, whichever is correct for the hotel.
- Date:** If entered correctly before itemizing, this field should default to the date on your zero-balance receipt.
- Daily Rate:** Do not enter anything here. The daily rate will populate once the amount is entered in the Itemized Receipt Amount field. (Itemized Receipt Amount divided by Number of nights stayed)
- Number of Days:** This field will default back to 1. **Enter the number of nights stayed.**
- Itemized Receipt Amount:** If all remaining funds equal the total amount charged for hotel overage, do not make any changes to this field. If the remaining amount shown includes other charges, enter the total amount of the hotel overage for all nights.
- Select **Add Another Row**, if you have more expenses to itemize, or select **Return** to go back to the Cash and Other Expenses screen.

4. **Parking:** If parking fees are included on the hotel/lodging receipt, itemize them with the hotel/lodging expense.

Cash and Other Expenses: Details for Line 2

Receipt Type: Lodging
 Receipt Date: 24-Sep-2023
 Original Receipt Amount: 575.00
 Receipt Currency: USD - US Dollar
 Exchange Rate: 1
 Reimbursable Amount: 575.00 USD

Justification: Conference hotel for 2 nights. Booked by AKTA.
 Expense Location: Atlanta
 Merchant Name: Hilton

Select	Line	Date	Expense Type	Justification	Itemized Receipt Amount (USD)	
<input type="radio"/>	2-1	24-Sep-2023	Lodging	Conference hotel for 2 nights. Booked by ...	326.00	
<input type="radio"/>	2-2	24-Sep-2023	Lodging Taxes	Conference hotel for 2 nights. Booked by ...	135.00	
<input type="radio"/>	2-3	24-Sep-2023	Conference Lodging Coverage	Conference hotel for 2 nights. Booked by ...	74.00	
<input checked="" type="radio"/>	2-4	24-Sep-2023	Ground Transportation	Parking for rental car at the hotel.	40.00	
					Total Business Expenses	575.00
					Personal Expenses	0.00
					Original Receipt Amount	575.00

Itemization 2-4

Expense Type: Ground Transportation
 Date: 24-Sep-2023
 Daily Rate: 20.00
 Number of Days: 2
 Itemized Receipt Amount: 40.00
 Justification: Parking for rental car at the hotel.

- Expense Type:** From the drop-down, select **Ground Transportation**.
- Date:** If entered correctly before itemizing, this field should default to the date on your zero-balance receipt.
- Daily Rate:** Do not enter anything here. The daily rate will populate once the amount is entered in the Itemized Receipt Amount field. (Itemized Receipt Amount divided by Number of nights stayed)
- Number of Days:** This field will default back to 1. **Enter the number of nights that parking fees were charged.**
- Itemized Receipt Amount:** Enter the total amount paid for parking.
- Justification:** Justify the parking fee, i.e., Parking for rental car at the hotel.
- Select **Add Another Row**, if you have more expenses to itemize, or select **Return** to go back to the Cash and Other Expenses screen.

Meal Reimbursement Guidelines

District policy only allows reimbursement for meals during overnight trips.

- Itemized meal receipts are required for all grant funded trips, or if your supervisor/manager is requesting them for a non-grant funded trip.
- Credit card receipts are not acceptable.
- If a meal is provided by the conference or event, a reimbursement may not be requested for those meals.
- District Policy allows for 75% of meal reimbursements for the date of travel to and the date of travel from. To verify allowable per diem meal allowances please visit the [GSA Per Diem Website](#).

NOTE: Itemized receipts must include the date, name of the merchant and items purchased.

The screenshot shows the GSA website's 'Per Diem Rates' section. It includes a navigation bar, a search bar, and a breadcrumb trail: Home > Travel resources > Per Diem Rates > Results. The main heading is 'Meals & Incidentals (M&IE) rates and breakdown'. Below this, there are instructions on how to use the table and definitions for 'M&IE Total', 'Breakfast, lunch, dinner, incidentals', and 'First & last day of travel'. A table is displayed with one row highlighted in red, representing Atlanta, Fulton/DeKalb county.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Atlanta	Fulton / DeKalb	\$74	\$17	\$18	\$34	\$5	\$55.50

Itemizing Meals

1. Select the **Details** icon on the next available line. A new page will open.
2. Enter the meal receipt information as shown below.

- a. **Expense Type:** From the drop-down, select **Meals**.
- b. **Date:** Enter the date shown on the meal receipt.
- c. **Receipt Amount:** Enter the total amount from the meal receipt, including taxes, not to exceed the allowable GSA Per Diem amount for that meal.
- d. **Justification:** Enter the meal type, i.e., Breakfast.
- e. **Expense Location:** Enter the destination city name and press **Tab**. A new window will appear. Select the correct county for your expense. (County information can be found on the GSA Per Diem website.)
- f. **Merchant Name:** Enter the restaurant name from the receipt.
- g. Select **Return**.

NOTE: Each meal receipt should be entered on a separate line. Repeat steps above until all meal receipts have been entered.

Ground Transportation Uber/Lyft/Cab

Employees may request reimbursement for ground transportation in the following scenarios:

- From the employee's home to the airport
- From the airport to the employee's home
- From the airport to the hotel
- From the hotel to the airport
- From the hotel to the conference or event location
- From the conference or event location to the hotel
- To purchase meals, limited to a maximum of 10 miles round trip (**Grant Funded Trips Only**)

A detailed receipt is required for each expense line. The receipt must include the pick-up and drop-off locations, date and time of the ride, and the number of miles.

To enter **Ground Transportation** expenses,

1. Select the **Details** icon on the next available line. A new page will open.
2. Enter the **Ground Transportation** receipts as shown below:

- a. **Expense Type:** From the drop-down, select **Ground Transportation**.
- b. **Date:** Enter the date from the receipt.
- c. **Daily Rate:** Do not enter anything here. The daily rate will populate once the amount is entered in the Receipt Amount field.
- d. **Number Of Days:** Leave this as 1.
- e. **Receipt Amount:** Enter the full amount paid, including the tip.
- f. **Justification:** Enter a detailed business reason for the ride, i.e., Uber from the airport to the hotel, **or** Lyft to get dinner.
- g. **Expense Location:** Enter the city and state where the ride took place.
- h. **Merchant Name:** Enter the name of the company, i.e., Uber.
- i. Select **Return**.

Travel Agency Fee

ARTA, the District's travel agency, charges a \$30.00 booking fee for each booking. If airfare was purchased through ARTA, this fee will be included on the E-invoice you received from ARTA. You will enter the total amount paid for airfare, including the booking fee, on the airfare line on your expense report.

If airfare was not purchased, a separate line must be added to your expense report on the **Receipt-Based Expenses** tab to account for this fee.

1. Select the **Details** icon on the next available line. A new page will open.
2. On this page, enter all the information as shown below.

The screenshot shows the Oracle EBS Expense Reports interface. The main heading is "Cash and Other Expenses: Details for Line 4". The form contains the following fields and values:

- Expense Type: Other
- Date: 22-Sep-2023
- Daily Rate: 30.00
- Number Of Days: 1
- Receipt Amount: 30.00
- Receipt Currency: USD - US Dollar
- Exchange Rate: 1
- Reimbursable Amount: 30.00 USD
- Justification: ARTA booking fee
- Expense Location: Dallas, TX
- Merchant Name: ARTA
- Original Receipt Missing:

A "Return" button is highlighted in red in the top right corner of the form.

- a. **Expense Type:** From the drop-down, select **Other**.
- b. **Date:** Enter the first date of travel.
- c. **Daily Rate:** Do not enter an amount in this field. This information will auto-populate once the Receipt Amount is entered.
- d. **Number of Days:** This will default to 1. There is no need to change this field.
- e. **Receipt Amount:** Enter **30.00**.
- f. **Justification:** Enter **ARTA Booking Fee**.
- g. **Expense Location:** Enter **Dallas, TX**.
- h. **Merchant Name:** Enter **ARTA**
- i. Select **Return**.

Per Diem Expenses

The Per Diem Expenses section will be used for meals when itemized receipts are not required per District Policy, or when a supervisor has not required meal receipts.

**Grant funded expenses must be entered on the Receipt-Based Expenses tab and itemized receipts must be attached to the expense report.*

To enter Per Diem for meals,

1. Select the **Per Diem Expenses** tab.
2. On Line 1, select the **Details** icon. A new window will open.

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

- a. **Expense Type:** Should default to **Per Diem**.
- b. **Start Date:** Enter the first date of travel.
- c. **Number of Days:** Enter total number of travel days.
- d. **Justification:** Enter a detailed business reason for the expense, i.e., Meals not provided by conference.
- e. **Destination:** Enter city name and press Tab. A new window will appear. Select the correct **county** in which the expense occurred. (County information can be found on the GSA Per Diem website.)
- f. Select the **Generate Per Diem** button. New fields will appear.

- In the **Per Diem Calculation** section, select all meals that were provided by the conference or event, as noted on the agenda.

Date	Breakfast	Lunch	Dinner	Total
22-Sep-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23-Sep-2023	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
24-Sep-2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total				

Date	Per Diem Amount (USD)	Meals Deductions (USD)	Reimbursable Amount (USD)
22-Sep-2023	55.50	0.00	55.50
23-Sep-2023	74.00	0.00	74.00
24-Sep-2023	55.50	0.00	55.50
Total	185.00	0.00	185.00

- Select **Recalculate**. Deductions for the provided meals can be seen in the **Reimbursement Summary**.
- Select **Return**.

Mileage Expenses

Mileage reimbursement may be requested when a personal vehicle is driven to a conference within the state of Texas.

To enter mileage,

- Select the **Mileage Expenses** tab.
- On Line 1, select **City-To-City Mileage** from the drop-down, then select the **Details** icon. A new window will open.
- On this page, enter all the information as shown below.

- Start Date:** Enter the first date of travel.
- Start Location:** Must be Dallas, TX. Type in Dallas and press the Tab key. Oracle will auto-populate the state.

ORACLE EBS

Employee Reimbursement/Advance Reconciliation

- c. **End Location:** Type in the city name and press the Tab key. Oracle will auto-populate the state.
- d. **Round Trip:** Type a "y" and press the Tab key. Oracle will auto-populate "Yes".
- e. **Justification:** Enter a detailed business reason for the mileage, i.e., Drove personal vehicle to the Ron Clark Academy in Austin, TX. *Do not use abbreviations, acronyms or one-word phrases like meeting or training.*
- f. Select **Return**.

After all expenses have been added to all tabs in step 2 of 4, select **Next**.

Expense Allocations (Step 3 of 4/5)

The **Expense Allocations** screen allows you to enter to line codes you are using to fund your trip.

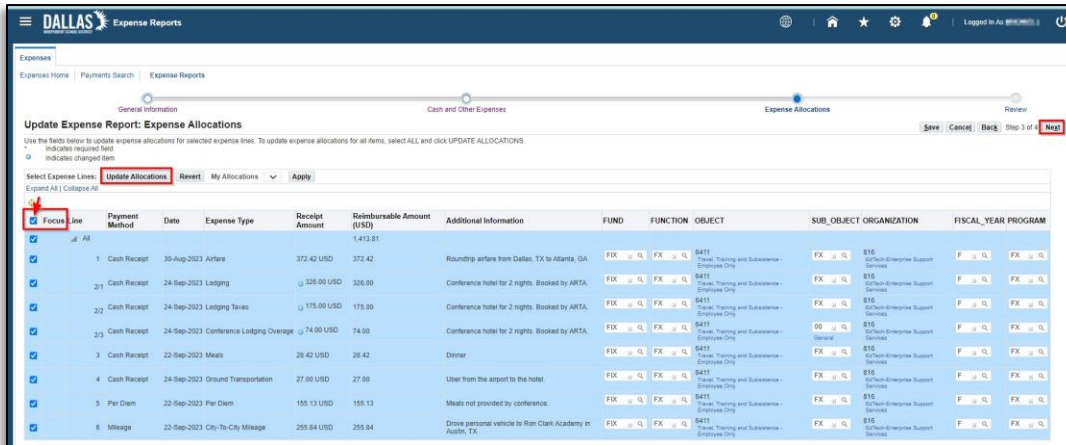
Focus Line	Payment Method	Date	Expense Type	Receipt Amount	Reimbursable Amount (USD)	Additional Information	FUND	FUNCTION	OBJECT	SUB_OBJECT	ORGANIZATION	FISCAL_YEAR	PROGRAM
	All				1,413.61								
1	Cash Receipt	30-Aug-2023	Airfare	372.42 USD	372.42	Roundtrip airfare from Dallas, TX to Atlanta, GA	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services
21	Cash Receipt	24-Sep-2023	Lodging	326.00 USD	326.00	Conference hotel for 2 nights. Booked by ARTA.	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services
22	Cash Receipt	24-Sep-2023	Lodging Taxes	175.00 USD	175.00	Conference hotel for 2 nights. Booked by ARTA.	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services
23	Cash Receipt	24-Sep-2023	Conference Lodging Overage	74.00 USD	74.00	Conference hotel for 2 nights. Booked by ARTA.	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	00	816	EdTech-Enterprise Support Services
3	Cash Receipt	22-Sep-2023	Meals	28.42 USD	28.42	Dinner	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services
4	Cash Receipt	24-Sep-2023	Ground Transportation	27.00 USD	27.00	Uber from the airport to the hotel.	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services
5	Per Diem	22-Sep-2023	Per Diem	155.13 USD	155.13	Meals not provided by conference.	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services
6	Mileage	22-Sep-2023	City-To-City Mileage	255.84 USD	255.84	Drove personal vehicle to Ron Clark Academy in Austin, TX.	FIX	FX	6411	Travel, Training and Subsidance - Employee Only	FX	816	EdTech-Enterprise Support Services

Obtain the correct line code from Administrative Assistant or Office Manager.

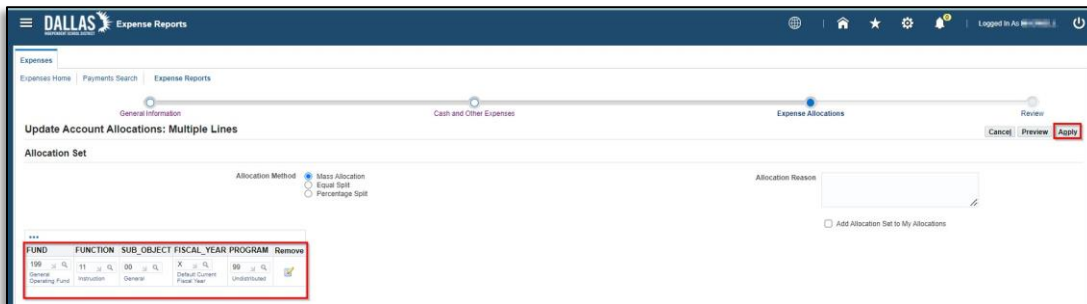
NOTE: Most grants do not allow hotel overage expenses. You must request a 199 (General Funds) line code from the Office Manager or Administrative Assistant for the hotel overage expenses when completing a reimbursement/reconciliation for a grant funded Trip.

To enter the same line code for all lines, follow instructions below. Each line may also be entered one by one by clicking in each individual field and entering the required data.

1. Tick the checkbox next to **Focus**. This will select all lines within the expense report.



2. Click on **Update Allocations**. A new window will open.



3. Only enter the required sections of the line code. *The Object and Organization fields will prepopulate based on the template chosen. If the object code is incorrect, verify you chose the correct template on Step 1 of your expense report.*
4. Select **Apply**.
5. Select **Next**.

Applying an Advance (Step 4 of 5)

If you have an unreconciled advance in Oracle, this step will be added automatically to your expense report. This step will connect the unreconciled advance to your reimbursement expense report.

If this expense report is not reconciling an advance, a note must be entered in the Unapplied Advance Reason box and the Advance Number field should be left blank.

NOTE: If this step does not appear, and you received an advance, go back to step 2 and add a note referencing the advance in the justification for the airfare and hotel.

To apply an advance,

1. Enter a % sign in the **Advance Number** field, then press the Tab key.

The screenshot shows the 'Create Expense Report: Advances' screen. The 'Advances Application' section contains a search field for 'Advance Number' with a '%' sign entered and highlighted by a red box. Below it are fields for 'Advance Amount', 'Advance Balance', and 'Advance Amount Applied'. To the right is an 'Unapplied Advance Reason' text area. At the top right, there are buttons for 'Save', 'Cancel', 'Back', and 'Next', with 'Next' highlighted in red.

2. The unreconciled advance information will auto-populate.

The screenshot shows the same 'Create Expense Report: Advances' screen, but now the fields are auto-populated. The 'Advance Number' field contains '1021879', 'Advance Amount' is '579.03 USD', 'Advance Balance' is '579.03 USD', and 'Advance Amount Applied' is '579.03'. The 'Next' button at the top right is still highlighted in red.

When completing a reconciliation, any funds listed next to **Updated Advance Balance** must be returned to the Treasury Department in the form of a money order or a cashier's check. Accounts Payable will provide a receipt. The returned funds should be entered on a line under the Receipt-Based Expenses tab and the signed deposit slip provided by Accounts Payable should be uploaded to the expense report.

3. Select **Next**.

Review (Step 4/4 or 5/5)



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.

Update Expense Report: Review

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.

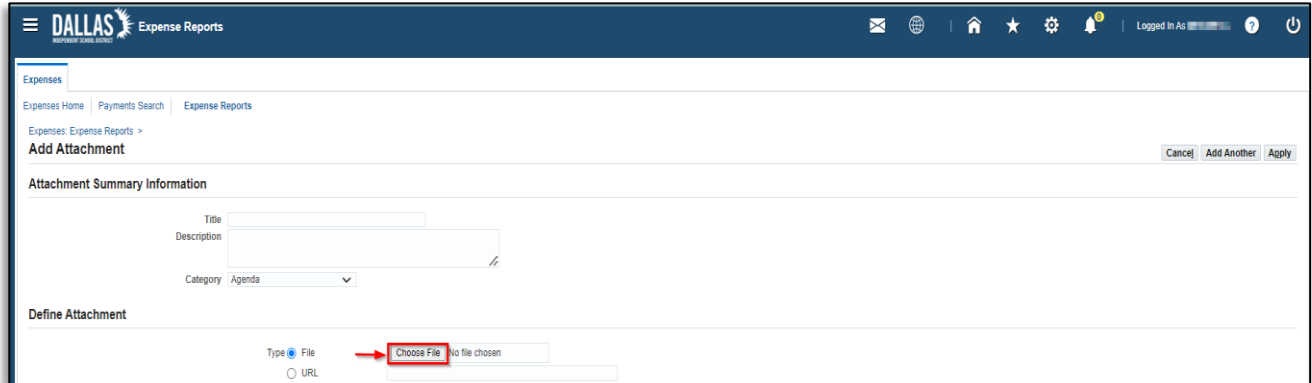
General Information

Name: [Redacted] Purpose: Ron Clark Academy, Atlanta, GA, September 23-24, 2023
 Expense Dates: 30-AUG-2023 - 25-SEP-2023
 Organization: 816
 Attachments:  
 Report Total: 1,413.81 USD

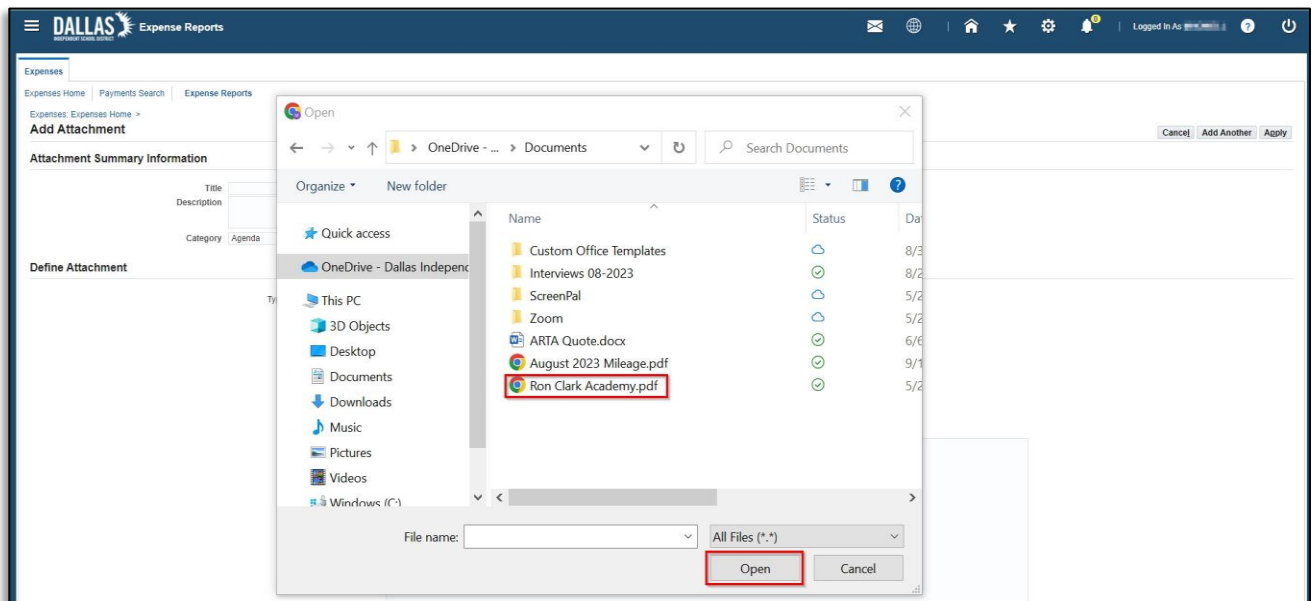
Expense Lines

Date	Receipt Amount	Expense Type	Additional Information	Receipt Missing	Reimbursable Amount (USD)
30-Aug-2023	372.42 USD	Airfare	Roundtrip airfare from Dallas, TX to Atlanta, GA.		372.42
24-Sep-2023	575.00 USD	Lodging	Conference hotel for 2 nights. Booked by ARTA.		575.00
22-Sep-2023	28.42 USD	Meals	Dinner		28.42
24-Sep-2023	27.00 USD	Ground Transportation	Uber from the airport to the hotel.		27.00
Total					1,002.84

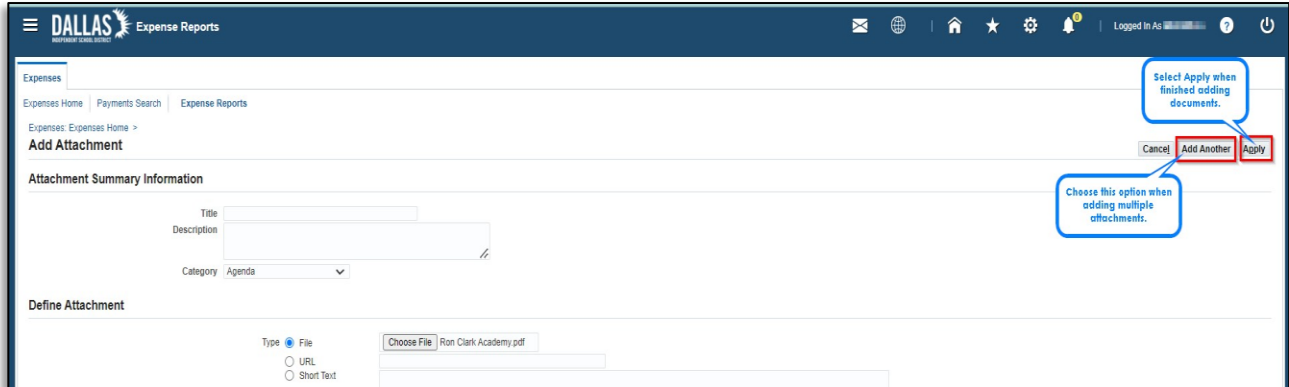
2. Select **Choose File**.



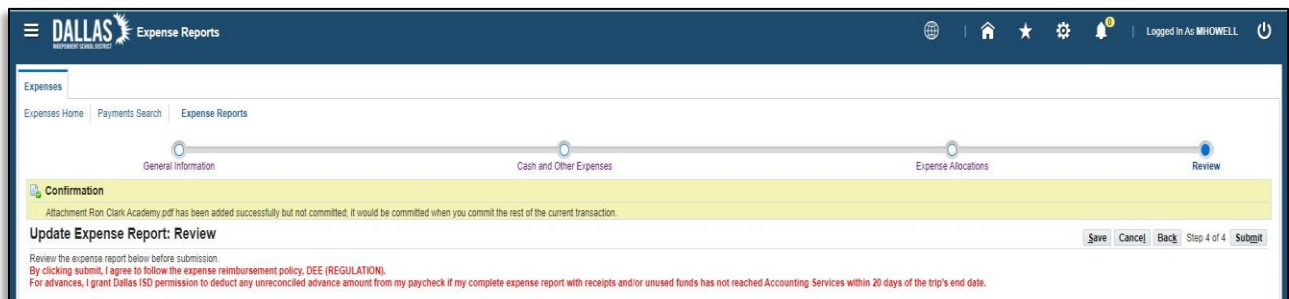
3. Locate your file and double click or click **Open** to select.



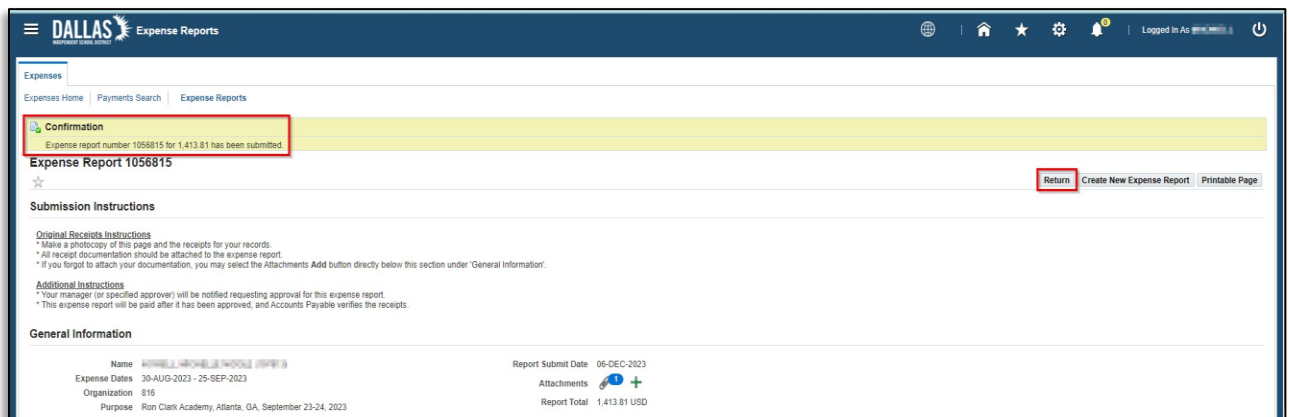
- Select **Add Another** or **Apply** to upload the file.



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



- 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.

Report Number	Report Submit Date	Report Status	Last Report Status Activity (Days)	Current Approver	Report Total (USD)	Purpose	Duplicate	Withdraw
1056815	06-Dec-2023	Pending Manager Approval			1,413.81	Ron Clark Academy, A...		

NOTE: Per District Policy, 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.