# Travel Expense Report Step-by-Step Instructions, Version 9

## Table of Contents

<table>
<thead>
<tr>
<th>Step</th>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to Oracle</td>
<td>Page 1</td>
</tr>
<tr>
<td>2 – 5</td>
<td>Access the Reimbursement for Travel Section</td>
<td>Page 1</td>
</tr>
</tbody>
</table>

### Travel Expense Report Sections:

#### Step 1 of 6: Expenses Home Screen

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Purpose of Trip</td>
</tr>
<tr>
<td>7</td>
<td>Additional Travel Information: Traveled With, Pro Card Expenses, Description of Pro Card Expenses</td>
</tr>
<tr>
<td>8</td>
<td>Travel Destination, International Travel, Fly America Act, Currency</td>
</tr>
<tr>
<td>9</td>
<td>TIP – business related expenses</td>
</tr>
</tbody>
</table>

#### Step 2 of 6: Reconciliation of Pre-Paid Expenses

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 11</td>
<td>Pre-Paid Expenses-Reconciliation: RIT travel agency airline/rail ticket, trip expenses (meals, parking, entrance fees, etc.) charged to your RIT Travel &amp; Entertainment (T&amp;E) credit card</td>
</tr>
</tbody>
</table>

#### Step 3 of 6: Credit Card Expenses

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Personal Expenses-Reconciliation: meal purchase is personal if claiming Per Diem; fee charged for seat with extra leg room</td>
</tr>
<tr>
<td>13 – 14</td>
<td>Hospitality</td>
</tr>
</tbody>
</table>

#### Step 4 of 6: Cash and Other Expenses

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 – 17</td>
<td>Business Expenses-Manually enter all other trip-related expenses for reimbursement (paid cash; charged to a personal credit card)</td>
</tr>
<tr>
<td>17a – i</td>
<td>Business Expenses-Itemized Expense: hotel bill includes other expenses (meals, movies, parking, etc.)-these expenses need to be broken out-specific billing category or personal vs. business</td>
</tr>
<tr>
<td>18</td>
<td>Per Diem Expenses</td>
</tr>
</tbody>
</table>

#### Step 5 of 6: Update Expense Allocations

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>19a – e</td>
<td>Billing Account Number-How to change for NPD, grant, etc.</td>
</tr>
</tbody>
</table>

#### Step 6 of 6: Review

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Upload Supporting Documentation</td>
</tr>
</tbody>
</table>
Travel Expense Report Step-by-Step Instructions, Version 9

1. Login to Oracle – Mac users must use Safari. Windows users should use Internet Explorer.  
   https://myinfo.rit.edu/

2. [Click here for Employee Self-Service and Approvals]

3. Enter your RIT username and password to access the multi-factor authentication screen:

4. Select, RIT REIMBURSEMENT FOR TRAVEL:

5. Select, REQUEST EXPENSE REIMBURSEMENT:

[REMINDERS:

1. ORACLE WILL TIMEOUT AFTER A FEW MINUTES OF INACTIVITY. TO AVOID THE LOSS OF DATA ENTERED, PLEASE ‘SAVE’ YOUR WORK OFTEN.

2. When your expense report is complete, EMAIL A COPY OF YOUR SUMMARY PAGE TO YOUR SR STAFF ASSISTANT, and save a copy for yourself, along with your receipts, in case Accounting has questions.]
**You are on Step 1 of 4 in the Travel Expense Report. Some General Information on the EXPENSES HOME screen will pre-populate for you based on your RIT login:**

- **Your name here**
  - The 5-digit department number to be charged
  - The name of that same department, i.e. School of Art
  - The individual with dept. budgetary approval

**Welcome to RIT’s Travel expense reimbursement process.**

Before you begin please make sure you know the department number that this reimbursement should be charged to and you have your receipts and any other pertinent information that you may need to complete the entry.

**6. ACTION:** Begin entering information – **ALL FIELDS WITH AN ASTERISK (*) ARE REQUIRED:**

   a) **PURPOSE OF TRIP** – Acceptable – “National Portfolio Day (NPD) at School of the Art Institute (SAIC) in Chicago, Oct. 13-14, 2018 to review prospective students’ portfolios.” Not Acceptable: “Professional Development”.

   b) **Traveled With** – include the names of all RIT travelers, not only CAD (as space allows)

c) **Pro Card Expenses** (enter “0” if none) – this is the total amount of all expenses pre-paid to a pro card (not to be confused with a RIT corporate travel card)

d) **Description of Pro Card Expenses** – only required if PRO CARD EXPENSES field has an amount other than zero, i.e. conference registration fee; FedEx cost to ship materials.

   **NOTE:** THIS IS THE ONLY FIELD WHERE YOU ACCOUNT FOR A PREPAID EXPENSE CHARGED TO A DEPARTMENT PRO CARD. YOU DO NOT LIST THE EXPENSE(S) ANYWHERE ELSE ON THE TRAVEL EXPENSE REPORT; HOWEVER, YOU MUST INCLUDE A COPY OF THE RECEIPT(S) WITH THE REST OF YOUR DOCUMENTATION.]
8. Details below:

![Image](image1.png)

**e)** *Travel Destination* – include all cities and states/countries where you incurred expenses

**f)** *International Travel (Y/N)* – type ‘Yes’ or ‘No’

**g)** Fly America Act (Y/N) – only required if you flew internationally; if ‘yes’ in the field above, indicate whether or not you flew on a U.S. carrier – for safety reasons, it is recommended you do so whenever possible.

**h)** Currency – leave this field blank, even if you have some receipts with expenses listed in another currency.

[NOTE: IF YOU HAVE A RECEIPT WITH A DIFFERENT CURRENCY AND YOU:

  • CHARGED THE EXPENSE, INCLUDE A COPY OF THE CREDIT CARD STATEMENT THAT LISTS THE AMOUNT IN U.S. DOLLARS (USD) TO ACCURATELY ACCOUNT FOR THE EXPENSE.

  • NEED TO CALCULATE THE EXCHANGE RATE, RIT REQUIRES WE USE THE WEBSITE, OANDA.COM, FOR THE CALCULATION. PRINT A COPY OF THE CURRENCY CONVERSION CALCULATION TO INCLUDE WITH YOUR DOCUMENTATION.]

9. Either at the top or bottom right corner of the screen, select SAVE and then select NEXT (if you can’t see these buttons, scroll to the far right):

![Image](image2.png)

**TIP** All business related expenditures must have a clear business purpose and are expected to comply with the following guidelines. They must be:

- Reasonable and necessary;
- Authorized by appropriate individuals with budget authority;
- Consistent with RIT’s mission; and,
- When applicable, in compliance with restrictions and other conditions specified by external funding sources.

[NOTE: If you do not have any of the following types of expenses, Oracle will jump to Step 4 of 6:

  • Air/Rail Ticket issued by one of RIT’s designated travel agencies

  • Travel costs charged to your personal RIT Travel Card

  • You entered “0” in the Pro Card Expenses field in Step 7.c) on Page 2 above.]

If Oracle takes you to Step 4, continue with the directions beginning at the top of Page 6 at #15.
10. **Oracle reconciliation of pre-paid expenses** – below is an example of an airline ticket and agent ticketing fee purchased (pre-paid) from one of RIT’s designated travel agencies and assigned to the traveler’s RIT University ID Number (UID):

a) **PNC “CTA”** – signifies Corporate Travel Agency

b) **Transaction Date** – the date the ticket was purchased; not the date of departure

c) **Date of Departure**

d) **ACTION:** Check the box in the far left column, under the heading ‘SELECT’, for all prepaid expenses (ticket(s) (air/rail) bought through a RIT designated travel agency, and/or purchases made on your RIT Travel Credit Card, i.e. lodging, car rental, fuel, parking) related to this trip. The expenses selected will automatically populate into your list of travel expenses.

[**NOTE 1:** If you have expenses appearing from more than one trip, ensure you are choosing only the expenses related to this particular trip. You are required to submit a separate TER for each trip.]

[**NOTE 2:** If tickets purchased through a RIT designated travel agency do not appear in your list of Credit Card Transactions, call the travel agency and ask them to investigate. You must include all pre-paid expenses in the TER.]

- **Details Below:**

  ![Expense Report](image)

  **R.I.T. Expense Reports**

  Global Policy | Discretionary Expenditures | Sales Tax Exemption Forms | Contact Us | Home | Logout | Preferences

  Credit Card Transactions | Access Authorizations | Projects and Tasks | Payments Search | Expenses Search

  Create Expense Reimbursement: Credit Card Transactions

  **Select each transaction to add to the expense report.**

  - **Select Account**
    - **PNC CTA**
      - **Transaction Date:** 28 Apr 2015
      - **Amount:** $30.00
      - **Location:** Arlington, VA
      - **Billed Amount:** $30.00
      - **Your Name**

  - **Select Account**
    - **PNC CTA**
      - **Transaction Date:** 28 Apr 2015
      - **Amount:** $475.20
      - **Location:** 806-833-2732, TX
      - **Billed Amount:** $475.20
      - **Your Name**

11. **ACTION:** select **SAVE** and **NEXT:**

- As mentioned in 10a) above, an account expense appearing as **PNC CTA** = a RIT-designated travel agency ticket purchase.

- An account expense appearing as **PNC T&E** = your RIT Travel & Entertainment Credit Card purchase.

- All purchases appearing on this screen that were incurred for this trip **MUST BE CHECKED**, even if they are personal expenses. Instructions begin at #12 on the next page to categorize as a personal expense.
Step 3 of 6: Credit Card Expenses

12. Categorize as a Personal Expense:
   a. If any portion of an expense selected in Step 2 is personal (non-reimbursable), complete Steps a – d on the next page.
   b. If you are going to claim meal per diem reimbursement, any meal charged to your personal RIT Travel Card must be checked and categorized as a personal expense. Taking these steps will reconcile the charges and remove them from future reimbursement consideration.

Examples of RIT Travel Credit Card expenses that need to be marked as personal:
   • You purchased an airline ticket and were charged a fee for a seat with extra leg room. The extra fee is personal.
   • You charged a meal during the trip, and are claiming Meal Per Diem reimbursement.
   c. Check the box to the left of the Line number.
   d. Choose the Tab, CATEGORIZE AS PERSONAL
   e. Click on the DETAILS icon for that expense. You will need to itemize the expense to designate which portion is not reimbursable. Instructions for itemizing are included below on Page 6, #17b).
   f. Repeat if necessary.

13. Hospitality – purchasing food and/or beverages for a non-RIT business associate while discussing business:
   a. Check the box to the left of the Line number
   b. Click on the DETAILS icon at the end of the row:
      i. Enter the names of all Persons Attended
      ii. Indicate what was discussed as ADDITIONAL DETAILS

14. ACTION: select SAVE and NEXT
Step 4 of 6: Cash and Other Expenses

15. Manually enter all other business expenses:

Instructions:
Enter all business expenses.
* For expenses with receipts click on the Receipt-Based Expenses tab.

* Be sure to enter only one expense per line.

16. Details below – Line 1:

Select Expense Lines: Duplicate Remove | Show Receipt Currency

<table>
<thead>
<tr>
<th>Select Line</th>
<th>Date</th>
<th>Receipt Amount</th>
<th>Expense Type</th>
<th>* Merchant Name</th>
<th>Reimbursable Amount (USD)</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>a)</td>
<td>b)</td>
<td>e)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- a) Enter the date, 10-SEP-2018, or click on the Calendar icon
- b) Enter the amount for one expense – TIP: If Tax was charged, enter the amount without the sales tax, or include a note if the vendor would not honor the Tax Exemption Certificate.
- c) From the drop-down list, choose the appropriate type of expense
- d) Enter the vendor’s name that appears on the receipt
- e) Click on the Details icon at the end of the row
17. Cash and Other Expenses: Details for each expense:
   a) Enter any remaining pertinent information to complete the details for this expense:

   Instructions:
   If a portion of the expense is non-reimbursable, please click on the "Itemize" button to designate the amount to be reimbursed.

   Additional Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
<td>Lodging</td>
</tr>
<tr>
<td>Start Date</td>
<td>10-Sep-2018</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>123.10</td>
</tr>
<tr>
<td>Number Of Days</td>
<td>1</td>
</tr>
<tr>
<td>Receipt Amount</td>
<td>123.10</td>
</tr>
<tr>
<td>Receipt Currency</td>
<td>USD - US Dollar</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>1</td>
</tr>
<tr>
<td>Reimbursable Amount</td>
<td>123.10 USD</td>
</tr>
</tbody>
</table>

   If a portion of the expense is non-reimbursable (personal):

   Instructions:
   If a portion of the expense is non-reimbursable, please click on the "Itemize" button to designate the amount to be reimbursed.

   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.

   b) Adjust the ITEMIZED RECEIPT AMOUNT to reflect the requested reimbursement amount
   c) Change the $ amount of the 1st portion of the itemized receipt:

   Itemization 1-1

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
<td>Lodging</td>
</tr>
<tr>
<td>Start Date</td>
<td>10-Sep-2018</td>
</tr>
<tr>
<td>Daily Rate</td>
<td>97.00</td>
</tr>
<tr>
<td>Number Of Days</td>
<td>1</td>
</tr>
<tr>
<td>Itemized Receipt Amount</td>
<td>97.00</td>
</tr>
</tbody>
</table>
d) Click on ADD ANOTHER ROW:

- **Itemized Business Expenses**
  - **Select Date**: 1-1 10-Sep-2018
  - **Expense Type**: Lodging
  - **Justification**: 1 night lodging expense
  - **Itemized Receipt Amount (USD)**: 123.10

- **Total Business Expenses**: 123.10
- **Personal Expenses**: 0.00
- **Original Receipt Amount**: 123.10

**NOTE**: Any discrepancy in itemized expenses and the total receipt = personal expenses and is not reimbursed.


e) Enter the details for the 2nd itemized expense:

- **Itemization 1-2**
  - **Expense Type**: Parking and Tolls
  - **Start Date**: 10-Sep-2018
  - **Daily Rate**: 15.00
  - **Number Of Days**: 1
  - **Itemized Receipt Amount**: 15.00

- **Justification**: Hotel parking

- **Total Business Expenses**: 112.00
- **Personal Expenses**: 11.10
- **Original Receipt Amount**: 123.10
g. SAVE
h. Repeat Steps 17. a – f as necessary, until all of your paper-receipt expenses are entered
i. SAVE

18. Per Diem Expenses

a) To claim a per diem meal expense, click on the Tab, PER DIEM EXPENSES

b) If any of your meals are provided by others (complementary hotel breakfast, conference meal(s) included, or you were home for one or more meals on a given day), click on the DETAILS icon at the end of the row to deduct the appropriate meals
c) On the next screen, click on the Tab, GENERATE PER DIEM TO DESELECT MEALS:
d) For each meal already covered, click in the appropriate MEALS DEDUCTIONS box. The meal is deducted from the total reimbursable amount.

e) Click RETURN

f) Click SAVE and NEXT

MILEAGE REIMBURSEMENT INSTRUCTIONS TO BE ADDED HERE
Step 5 of 6: Update Expense Allocations

19. HOW TO CHANGE THE BILLING ACCOUNT NUMBER FOR THIS TRIP, OR FOR CERTAIN EXPENSES

- Below is an example showing the two itemized expenses that were included on a single lodging receipt are on two separate lines.

- Also shown in Step 5 is the account number to be expensed. All of your travel expenses will automatically default to your School or Department budget number.

  a) If any changes are needed to the account number being charged, i.e. FEAD, PLIG, NPD/GPD, funding from another (or several) department(s), make the change(s) now by clicking on UPDATE ALLOCATIONS:

  b) At this time, you can make changes to any part of the account number, except for Program.

  To change to the same account number on more than one line, details are below and on the next page:

  c) Click on SELECT ALL to change every line to the same account, or click in the box to the left of each line you want to change. In most cases, the fields you may need to change are: department, expense category (FEC), and project.
d) Enter the field(s) that need to be changed

Create Expense Reimbursement: Expense Allocations
Use the fields below to update expense allocations for selected expense lines. Apply an amount split to a single expense line.
* Indicates a required field

Note:
EXPENSE CATEGORY (FEC) 00 is only valid on Project Ranges 90000-99999. Please use a Valid Account Combination.

**Tip:** You can only update expense lines that are not charged to projects and tasks.

Select Expense Lines: Update Allocations | Revert | My Allocations | Apply

<table>
<thead>
<tr>
<th>Select Focus Line</th>
<th>Payment Method</th>
<th>Date</th>
<th>Expense Type</th>
<th>Receipt Amount (USD)</th>
<th>Merchant</th>
<th>Location</th>
<th>Justification</th>
<th>ENTITY</th>
<th>DEPARTMENT</th>
<th>OBJECT</th>
<th>EXPENSE CATEGORY</th>
<th>PROJECT</th>
<th>PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>1/2 Cash Receipt</td>
<td>10-Sep-2018 Lodging</td>
<td>97.00 USD</td>
<td>97.00</td>
<td>Marriott</td>
<td>All Other US Locations</td>
<td>01 01</td>
<td>RET</td>
<td>DEPS-ECONS</td>
<td>OFFICE</td>
<td>78250</td>
<td>TRAVEL-PARKING AND TAILS</td>
<td>25</td>
</tr>
<tr>
<td>☐</td>
<td>1/2 Cash Receipt</td>
<td>10-Sep-2018 Parking and Tolls</td>
<td>15.00 USD</td>
<td>15.00</td>
<td>Marriott</td>
<td>All Other US Locations</td>
<td>01 01</td>
<td>RET</td>
<td>DEPS-ECONS</td>
<td>OFFICE</td>
<td>78250</td>
<td>TRAVEL-PARKING AND TAILS</td>
<td>25</td>
</tr>
</tbody>
</table>

- Expense Account for NPD/GPD: Department: 66025 FEC: 25

- For grants and other departments providing funding, please consult with those Department Chairs for appropriate accounts numbers.

e) Once your changes are made, click APPLY, SAVE, and NEXT
20. Upload pdf file of Receipts and Important Documentation, and then Review

The general information you entered on the 1st screen will appear below, as well as the total cost of the trip, and the amount to be reimbursed:

**20. Upload Receipts:**

a) Scan your documents into a pdf file  
b) Click ADD to attach a file  
c) Give the attachment a Title, choose the file from your computer, and click OPEN. The attachments’ status will change from ‘None’ to ‘View’ when your file is uploaded successfully.  
d) Click SUBMIT  
e) At the bottom, click RECEIPTS FORM for a Summary Page.  
f) Email a copy of your Summary Page to your Sr. Staff Assistant, and save a copy for yourself, along with your receipts, in case Accounting has questions.