NEO (ORACLE APPLICATIONS)
UTS INTERNET EXPENSES
USER GUIDE
Contents

UTS Corporate Credit Card Application Process ................................................................. 3
Reimbursement of Out-of-Pocket Expenses ................................................................. 3
Neo (Oracle Applications) UTS Internet Expenses – Overview ....................................... 4
  How to customise preferences .................................................................................. 6
Creating a New Expense Report ...................................................................................... 7
  General Information .................................................................................................... 8
  Credit Card Transactions .............................................................................................. 9
  Credit Card Expenses .................................................................................................. 9
  Cash and Other Expenses ........................................................................................... 10
  Itemization .................................................................................................................... 11
  Expense Allocations ..................................................................................................... 12
  Review .......................................................................................................................... 13
Withdraw, Update or Delete Expense Report .................................................................... 15
Report Status .................................................................................................................. 16
Supporting Documentation ............................................................................................. 17
Business Expenditure Guidelines ..................................................................................... 18
UTS Corporate Credit Card Application Process

A UTS corporate credit card may be issued to staff who are employed on a continuing or fixed term basis to purchase goods or services for legitimate business purposes.

Eligible staff may apply for a UTS corporate credit card by completing these steps.

- Read and understand the UTS Corporate Credit Card and Staff Reimbursements Vice-Chancellor’s Directive
- Complete the corporate credit card request and agreement
  - Credit limits greater than $2,000.00 must establish a legitimate business requirement and endorsed by the relevant Dean, Director or Senior Executive
- Obtain access to Neo UTS Internet Expenses by enrolling into ‘Getting Started with iExpenses’
- Arrange a suitable time with Maria Calas or Audrey Bjazevich to have your identification verified and hand the corporate credit card request and agreement

Please allow 5-10 working days for the National Australia Bank (NAB) to issue a UTS corporate credit card.

Reimbursement of Out-of-Pocket Expenses

Staff who purchases goods or services for legitimate UTS business using their own cash or other resources can be reimbursed through Neo UTS Internet Expenses (iExpenses).

Staff may only use personal funds to purchase goods or services for UTS for low value items, and where there are no other means available. Example, when a UTS corporate credit card fails to work or if the staff is located in an area where credit card facilities are not available and an advance was not organised prior to travelling. These situations should be ‘one off’ in nature and will be monitored by FSU.

Any reimbursements submitted more than 3 months after the receipt/invoice date requires written justification signed by the relevant Dean, Director or Senior Executive and attached to the expense report.
Neo (Oracle Applications) UTS Internet Expenses – Overview

Log into Neo (Oracle Applications)

Select UTS Internet Expenses
Expenses Home page

- **Track Submitted Expense Reports** – Provides you with a status of each submitted report number
- **Update Expense Reports** – Allows you to update or delete report numbers that have been saved, rejected or returned
- **Notifications** – System generated messages alerting you of possible policy violations and the status changes of your report submission

An expense report details the expenses incurred by staff. It may include corporate credit card transactions and/or out-of-pocket expense claims.
How to customise preferences

From Expenses Home, select Preferences

Select General (option to specify default details for expense reports)

Search for your Approver by selecting

Select Apply
Select **My Allocations** (option to create multiple organisation unit and activity combinations that are repetitive)

Select **Add Another Row**

Enter **Allocation Name** (eg. ABC Grant)

Enter **Organisation Unit** (eg. 512630)

Enter **Activity** (eg. 2035691)

Select **Apply**

**Creating a New Expense Report**

Select **Create Expense Report**
General Information

Enter Purpose

Search for your Approver by selecting

A pop-up window will appear

Enter A few letters of your approver’s surname followed by the wildcard symbol (eg. One%)

Select Go

Select Quick Select

Select Next

Note: Corporate cardholders will proceed to Credit Card Transactions (Step 2 of 6) and other staff will proceed to Cash and Other Expenses (Step 2 of 4)
Credit Card Transactions

Select Checkboxes

Note: You may Select Next 10 to view/select additional corporate credit card transactions

Select Next

Credit Card Expenses

Check Date (matches invoice date)

Select Expense Type (drop-down list)

Enter Justification of the expense

Select Next
Cash and Other Expenses

**Note:** Select *Show Receipt Currency* if you are entering foreign currency receipts

Enter **Date** (invoice date)

Enter **Receipt Amount** (total invoice amount including GST)

Select **Receipt Currency** if required (drop-down list)

Select **Expense Type** (drop-down list)

Enter **Justification** of the expense

**Note:** By Selecting *Update*, Neo will calculate the *Reimbursable Amount* in AUD

If the exchange rate is not available, you will receive the following error message:

Staff may enter the receipt amount in AUD and support the expense with a supplier’s invoice and a personal bank statement highlighting the relevant transaction.

Otherwise, staff are requested to use the currency converter [OANDA](https://www.oanda.com) and attach the screenshots of the calculation together with the supplier’s invoice to substantiate the expense.
Itemization

If you are claiming less than the total invoice amount,

Select **Details** alongside the relevant line

Select **Itemize**

**Itemization 1-1**

Enter **Daily Rate** (claim amount)

**Note:** The balance (total invoice amount minus claim amount) will be categorised to **Personal Expenses**

Select **Return**

Select **Next**
Expense Allocations

**Note:** Payment Method Credit Card (corporate credit card transactions) and Cash Receipt (out-of-pocket expense claims)

**Note:** Select the relevant checkboxes and **Apply** a predefined allocation (**My Allocations**) from the drop-down list

**OR**

Enter **Activity** if required (eg. 2035461)
Review

Note: Verify any corrections by using the Back button to navigate the expense details page.

Enter Add (supporting documentation)

Select Browse

Locate file (scan of supplier’s invoices, travel approval forms, meal entertainment forms etc)

Select Apply

Select Submit

Note: Report Total differs from Reimbursement Amount as it contains UTS corporate credit card transactions. Staff do not receive a reimbursement for corporate credit card purchases.
Confirmation

Expense report number UTS3759194 for $1,220.81 has been submitted to ONE, TRAINER for approval.

Expense Report UTS3759194

Print Expense Report to attach original supporting documentation and file in accordance with the Records Management Vice-Chancellor’s Directive for a period of seven (7) years after the financial year audit has been completed.
Withdraw, Update or Delete Expense Report

Select Withdraw alongside the relevant Report Number

Select Yes (to confirm action)

Select Update alongside the relevant Report Number

OR

Select Delete alongside the relevant Report Number (if required)

To Update

Note: Verify any corrections by using the Next button to navigate the expense details page
## Report Status

<table>
<thead>
<tr>
<th>Report Status</th>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Individual’s Approval</td>
<td>Staff</td>
<td>• Only applicable to alternate delegates</td>
</tr>
<tr>
<td>Pending Manager Approval</td>
<td>Approver</td>
<td>• May not be the staff’s direct line manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Neo approver must have financial delegation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the Neo approver does not respond to the approval notification within a set timeframe (5 days), the approval notification will escalate up the approval chain until a response is given (note, the FSU Expense Management team cannot intercept the workflow) or the staff withdraws the expense report to resubmit it to the original approver</td>
</tr>
<tr>
<td>Pending Payables Approval</td>
<td>FSU Expense Management team</td>
<td>• The FSU Expense Management team will complete an audit process by verifying the attachments against each transaction line detailed in the expense report</td>
</tr>
<tr>
<td>Ready for Payment</td>
<td>FSU Expense Management team</td>
<td>• Staff reimbursements are not included in the fortnightly pay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Corporate cardholders do not receive money for their corporate card acquittals</td>
</tr>
<tr>
<td>Pending System Administrator Action</td>
<td>SYSADMIN</td>
<td>• Requires action by the system administrator before an expense report can proceed through the workflow</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reasons may include a terminated approver, invalid accounting combination or an approver has not provided a response which has timed out more than 3 times</td>
</tr>
<tr>
<td>Pending Your Resolution</td>
<td>Staff</td>
<td>• Staff are required to withdraw the expense report, make the necessary updates and resubmit it to their approver</td>
</tr>
<tr>
<td>Rejected</td>
<td>Staff</td>
<td>• A notification informs the staff that the expense report has been rejected and what is required to rectify the matter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• After the relevant updates, the staff can resubmit the expense report for approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If the expense report is not resubmitted within a set timeframe (4 weeks), the system will delete it</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reasons may include missing tax invoices/receipts or non-compliance</td>
</tr>
<tr>
<td>Returned</td>
<td>Staff</td>
<td>• If the nominated approver does not have financial delegation for the specified org unit and the system cannot find another approver, SYSADMIN will return the expense report to the staff for the relevant updates before it can be resubmitted</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>Staff</td>
<td>• Staff are required to finalize the expense report (update or delete)</td>
</tr>
</tbody>
</table>
# Supporting Documentation

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Documentation and/or Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All expense types</td>
<td>• All expenses must be substantiated with a valid tax invoice, receipt (overseas) or some other form of documentation (substitute receipt, personal bank statement) irrespective of amount</td>
</tr>
</tbody>
</table>
| CBA – Mastercard Bank Charges | • Merchant name: CBA MasterCard  
  • Bank fee associated with foreign currency transactions  
  • No supporting documentation required |
| Eligible Seminar/Retreat – Food & Drink | • Valid tax invoice  
  • A seminar is any training session, including conference, lecture, speech and so on of at least four hours duration (excluding breaks)  
  • Valid agenda detailing start time, end time, purpose, location of the event etc |
| Gifts – Staff | • Valid tax invoice  
  • Gift value greater than $300.00 (GST inclusive)  
  • Gift declaration form |
| Meal – Entertainment Customer  
Meal Entertainment Overseas – Customer | • Valid tax invoice  
  • Meal entertainment form |
| Morning Tea/Light Lunches-Staff Events  
Morning Tea/Light Lunches-Student Events | • Valid tax invoice  
  • The meal must be consumed on UTS premises |
| Travel Domestic (Air Fare, Accommodation, Meals etc)  
Travel Overseas | • Valid tax invoice  
  • Travel must be overnight  
  • Travel approval form with relevant management approvals  
  • Travel diary for all domestic and overseas travel for more than five consecutive nights |
## Business Expenditure Guidelines

<table>
<thead>
<tr>
<th>Item</th>
<th>Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home office expenses –</td>
<td>No</td>
</tr>
</tbody>
</table>
| Including home internet, computers, computer parts, printers        | - Unless a special case has been documented and received written pre-approval signed by both the supervisor and relevant Dean or DVC. This includes return-to-work staff.  
- The applicable terms must be clearly stated and should not exceed a 12 month period. |
| Home phone                                                           | No         |
| - Unless a special case has been documented and received written pre-approval signed by both the supervisor and relevant Dean or DVC. This includes return-to-work staff.  
- The applicable terms must be clearly stated and should not exceed a 12 month period. |
| Non-work related travel (includes travelling between your home and work) – parking fees, tolls | No         |
| - Unless a special case has been documented and received written pre-approval signed by both the supervisor and relevant Dean or DVC. This includes return-to-work staff.  
- The applicable terms must be clearly stated and should not exceed a 12 month period. |
| Airfares for accompanying family                                    | No         |
| - Unless a special case has been documented and received written pre-approval signed by both the supervisor and relevant Dean or DVC. This includes return-to-work staff.  
- The applicable terms must be clearly stated and should not exceed a 12 month period. |
| Petrol used for work-related travel (not travel to and from work)    | Yes        |
| - However clearly document the justification.  
- Submit a [Kilometre Reimbursement](#) form to the FSU Payroll team (not via iExpenses). |
| Anti-virus software                                                  | No         |
| - UTS will provide any employee with anti-virus software free of charge. |
| International transaction fees incurred while on UTS-related travel  | Yes        |
| - However clearly document the justification.  