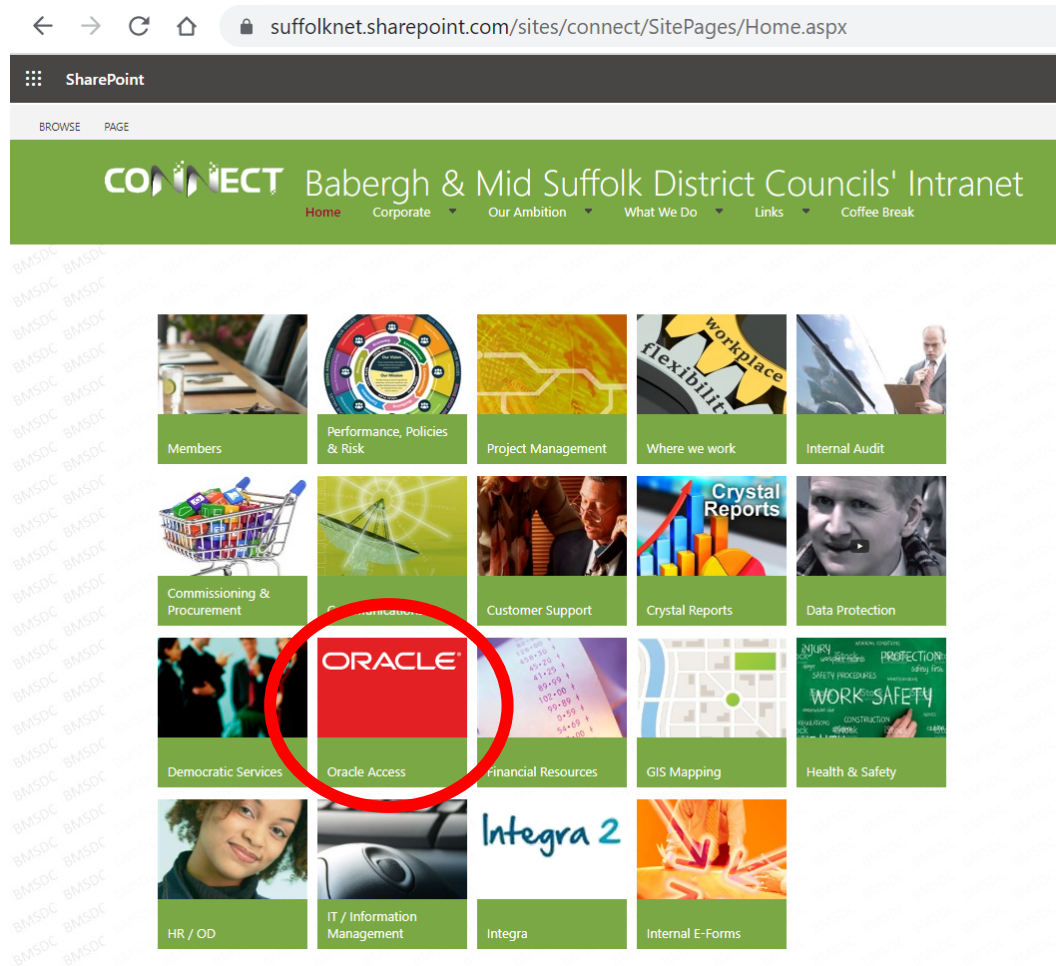


CLAIMING EXPENSES ON ORACLE

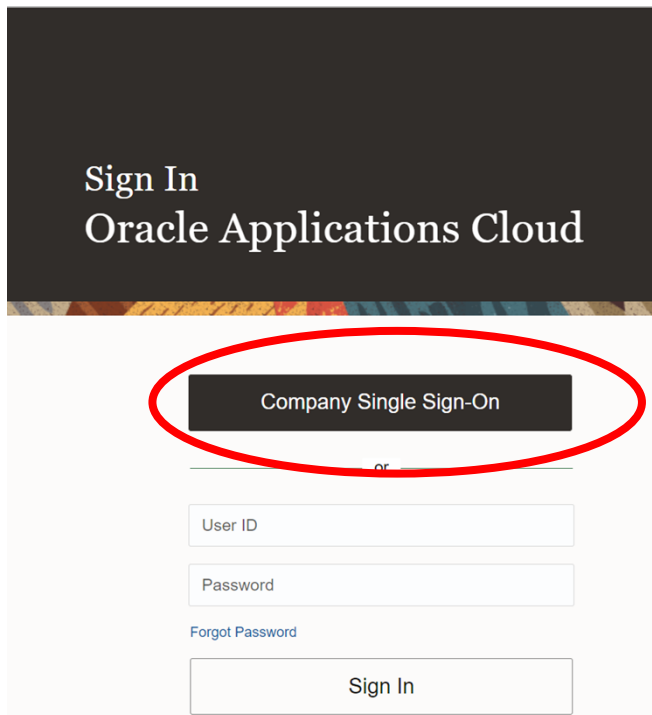
You can access the Oracle system via the Connect page on your internet browser or via the link below:-



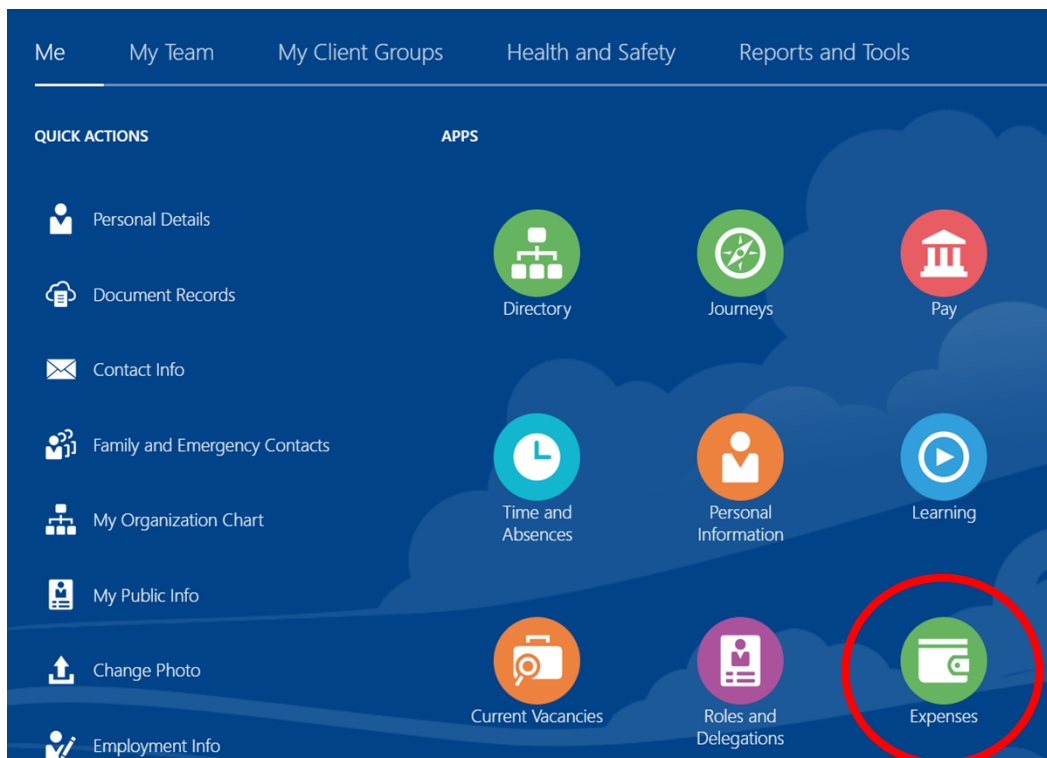
[LINK TO ACCESS CONNECT - BABERGH AND MID SUFFOLK DISTRICT COUNCIL'S INTRANET](#)

[LINK TO ACCESS ORACLE](#)

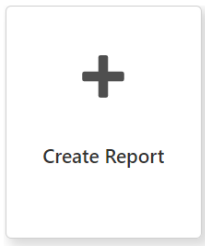
Once you have clicked on the Oracle link it will take you to the sign in page below, click on the 'Company single sign on' button and it should automatically sign you in.



Once you have logged in you need to select the expenses button

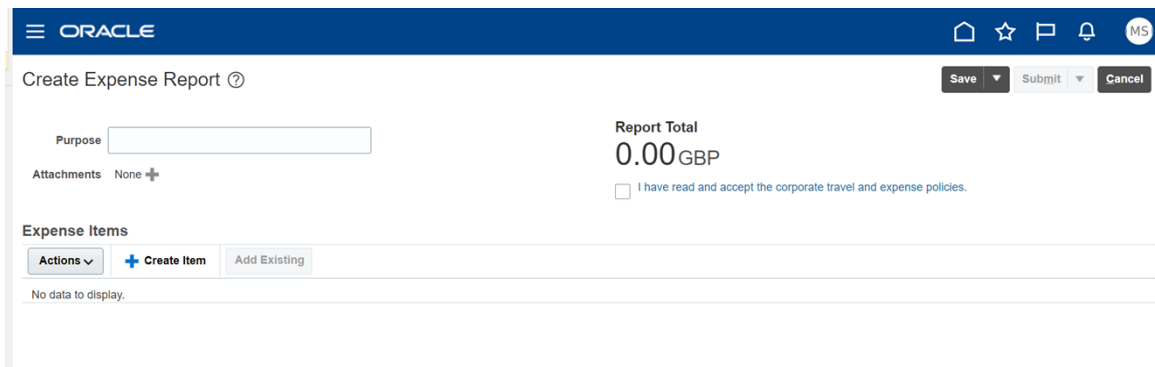


Then Create report



If you want to create and submit several expenses items at once you can create a name for the report in the 'Purpose' box (for example Expenses – May 2023)

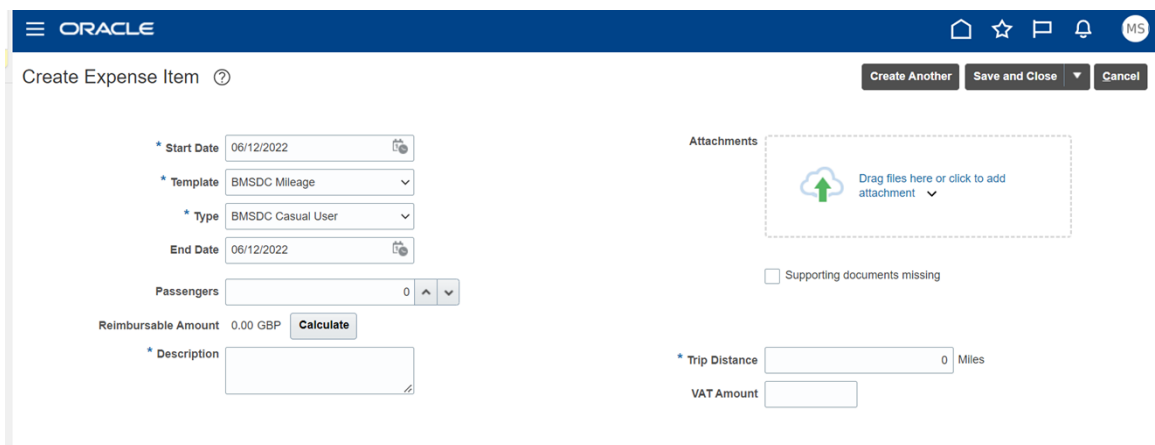
To add an expenses item select 'Create Item'



The screenshot shows the Oracle 'Create Expense Report' page. At the top, there is a navigation bar with the Oracle logo and user profile 'MS'. Below the navigation bar, the page title is 'Create Expense Report'. On the right side, there are buttons for 'Save', 'Submit', and 'Cancel'. The main content area includes a 'Purpose' text input field, an 'Attachments' section with 'None' and a plus icon, and a 'Report Total' section showing '0.00 GBP'. Below this, there is a checkbox for 'I have read and accept the corporate travel and expense policies.' The 'Expense Items' section has a table with a header row containing 'Actions', '+ Create Item', and 'Add Existing'. Below the table, it says 'No data to display.'

On the next screen, enter the date of the expenses item, select the template to use (expenses or mileage), the select type (for mileage select BMSDC Casual User), Then enter the following information:-

- Add any passengers using the arrows,
- Enter the Description
- Enter the Milage in the Trip Distance Box,
- Then select Save and Close or Create Another if you have more than one expenses item to enter



The screenshot shows the Oracle 'Create Expense Item' page. At the top, there is a navigation bar with the Oracle logo and user profile 'MS'. Below the navigation bar, the page title is 'Create Expense Item'. On the right side, there are buttons for 'Create Another', 'Save and Close', and 'Cancel'. The main content area includes several input fields: 'Start Date' (06/12/2022), 'Template' (BMSDC Mileage), 'Type' (BMSDC Casual User), 'End Date' (06/12/2022), 'Passengers' (0), 'Reimbursable Amount' (0.00 GBP) with a 'Calculate' button, and 'Description'. On the right side, there is an 'Attachments' section with a dashed box and a plus icon, and a checkbox for 'Supporting documents missing'. At the bottom, there are 'Trip Distance' (0 Miles) and 'VAT Amount' input fields.

Once you have entered all expenses items put a tick in the box next to the statement 'I have read and accepted the corporate travel and expenses policies', then the submit button will become active.

Expense Report: BMSDC001388333408

Save Submit Cancel

Purpose

Report Total
0.00 GBP

I have read and accept the corporate travel and expense policies.

Attachments None

Status Saved