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Create and Submit Expense Report

In this section we will go over creating and submitting an online expense report. We will cover the three types of charges you could have on your expense report: Corporate Credit Card charges (if applicable), out of pocket expenses and mileage.

You will need to navigate to the Internet Expenses responsibility located under Navigator in Oracle.

1. Click on the Internet Expenses folder
2. Click on the button on the right hand side titled “Create Expense Report”

There are four steps to submitting your expense report if you do not have a corporate card. If you have a corporate American Express Card, please skip to page 9.

**Step 1. General Information**

1. This is the header of your report, which will list who the report is for and the purpose of the expense report.
   - If you are a delegate for another employee there will be an arrow at the end of your name. From there you can click on the arrow and choose from the drop down whose report you would like to create.
   - If you have a corporate credit card attached it will list above your name the number of transactions in your queue. Below is an example:

   ![Image](image)

   You have 22 corporate credit card transactions in the selected reimbursement currency.

2. The Justification is a required field and you should list the title of your expense report in this field.
3. Click the next button to continue to the next step of your report.
**Step 2. Cash and Other Expenses**

In this section you will list all your receipt based expenses and any mileage expenses.

With Receipt Based Expenses you will need to enter the date of the expense, the Receipt Amount, choose the Expense Type and list the Justification for the expense.

<table>
<thead>
<tr>
<th>Receipt-Based Expenses [0.00]</th>
<th>Mileage Expenses [0.00]</th>
</tr>
</thead>
</table>

With Receipt Based Expenses you will need to enter one expense per line. If the expense needs to be allocated to more than one cost center, please enter a line for each cost center. Click on the Detail button to the right of each charge.

TIP: Enter information specific to an expense, such as the Merchant Name. (This applies to Meals, Rental Cars and Airfare) If your receipt includes more than one expense type, click on the Detail button to the right of each charge.

<table>
<thead>
<tr>
<th>Select Line</th>
<th>Date</th>
<th>Receipt Amount</th>
<th>Expense Type</th>
<th>Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Some expense types require more detailed information or itemizations. These types are Meals, Hotel, Gift Cards, Airfare and Filing Fees. To do this you will need to click on the Detail button to the right of each charge.

**Meals**

You have three meal types:

- **Meals - Employee Related** – All meals that took place in your city with other Fidelity Employees
- **Meals - Employee Travel** – All meals that took place while traveling.
- **Meals - Client Related** – All meals that a client attended regardless of traveling or not.

In the Detail section you will need to list all attendees for that meal. If they are Fidelity employees you will list them under Employee Information. You can type in the last name and click on the flash light to look up the employee’s name.
You can click on the “Add Another Row” to add additional attendees. Once you’ve reached 5 employee’s you will need to click on Next to see Row 6

If you have Non Fidelity employees that attend the meal such as clients or other guests you will need to list their name, title, and Employer under the Non-Employee Information. You will need to start this by clicking on the “Add Another Row”

Hotel

Hotel charges require itemization which is done under the Details tab. You need to enter the daily rate and the number of days you stayed. If you have any additional charges from the hotel such as parking, meals, internet service, etc., you will need to click on “Add Another Row” button and list out each charge and the number of times you were charged. Your data will automatically update when you tab to the next field. Below is an example of an itemized hotel charge:
Gift Cards

Gift cards require itemization much like a hotel charge. You will need to list out each gift card along with the amount and list the recipient of the gift card in the Justification sections.

Airfare

Airfare requires the Class of Ticket and location to and from. You can also itemize this charge if the cost is split between two airlines.
Filing/Licensing Fees

Filing/Licensing Fees need to be broken out per state. If you have a charge that covers multiple states you will need to “Add Another Row” for each state. In the Expense Type you have a drop down to chose the state from a list, the date of the charge, the rate (dollar amount of the fee), the Number of Day will always be one; the Justification will be the fee type.
Mileage Expenses

With Mileage Expenses you will need to enter the date of travel, Expense Type (you have two choices for Expense Type – Travel – Mileage and Travel – Mileage for Car Allowance), Justification, and distance. The database will calculate your reimbursement based on the current rate. In the Detail section you can list the travel to and from.

**Step 3. Expense Allocations**

In this section you have the option to change the cost center that a particular charge goes to or you can allocate out your charges either by Mass Allocation, Equal Split, or Percentage Split.

1. Click on the charges that you would like to allocate or you can click on Select all.
2. By selecting Mass Allocation you can enter the cost center you will to allocate all the charges to.
3. By selecting Equal Split it will allow you to split all your charges 50/50 between two cost centers. If you need to split it between multiple cost centers you can click on “Add Another Row”
4. By selecting Percentage Split it will allow you to split your charges between cost centers based on the percentage you list. If you need to split between multiple cost centers you can click on “Add Another Row”.

When you are done, click Apply.

**Step 4. Review**

The Final step is to review your report before submitting. Once this is completed, you can click the Submit button in the top right corner. Once you have submitted your report, it will refresh and a bar code will appear in the top right corner. Please click on the Printable Page button and print. This will be your cover page for faxing your receipts; do not use any other cover page or coversheet when you fax the receipt package. The unique bar code will direct your faxed receipt package to your report in the database. Your report will reflect a status of “Waiting On The Receipts To Be Attached” until the receipts attach. When the receipts attach, the report status will change to “Pending Manager Approval” and your approving manager will receive an email advising that your report is ready for his/her review.
Step 1. General Information

1. This is the header of your report, which will list who the report is for and the purpose of the expense report.
   - If you are a delegate for another employee there will be an arrow at the end of your name. From there you can click on the arrow and chose from the drop down whose report you would like to create.
   - If you have a corporate credit card attached it will list above your name the number of transactions in your queue. Below is an example:

   ![Information]
   You have 22 corporate credit card transactions in the selected reimbursement currency.

2. The Justification is a required field and you should list the title of your expense report in this field.
3. Click the next button to continue to the next step of your report.

Step 2. Credit Card Transactions

If you have a Corporate American Express Card tied to your I-Expense profile you will see a list of your charge(s) in this section.

1. Check the box next to each charge you would like to include on your expense report.
   - If you have charges that are over 180 days old you will be required to attach them or it will not allow you to progress. If these are charges have already been expensed you can contact the FNF I-Expense team and they can remove them for you.
2. Click next.

Step 3. Credit Card Expenses

In this section you will give detailed information on your credit card charge(s). If you have more than 10 transactions selected you will see a drop down to the right of your charges where you can tab to the next ten transactions and so on.

1. Click on the drop down next to each charge(s) in the Expense Type column and select the expense type for each of your transactions.
2. In the justification section you will need to list the nature of the expense. This is a required field.

Some expense types require more detailed information or itemizations. These types are Meals, Hotel, Gift Cards, Airfare and Filing Fees. To do this you will need to click on the Detail button to the right of each charge.
Meals

You have three meal types:

Meals- Employee Related – All meals that took place in your city with other Fidelity Employees

Meals – Employee Travel – All meals that took place while traveling.

Meals – Client Related – All meals that a client attended regardless of traveling or not.

In the Detail section you will need to list all attendees for that meal. If they are Fidelity employees you will list them under Employee information. You can type in the last name and click on the flash light to look up the employee’s name.

You can click on the “Add Another Row” to add additional attendees.

If you have Non Fidelity employees that attend the meal such as clients or other guest you will need to list their name, title, and Employer under the Non-Employee Information. You will need to start this by clicking on the “Add Another Row”
Hotel charges require itemization which is done under the Detail tab. You need to enter the daily rate and the number of days you stayed. If you have any additional charges from the hotel such as parking, meals, internet service, etc., you will need to click on “Add Another Row” button and list out each charge and the number of times you were charged. Below is an example of an itemized hotel charge:

### 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.

<table>
<thead>
<tr>
<th>Select Line</th>
<th>Date</th>
<th>Expense Type</th>
<th>Justification</th>
<th>Itemized Receipt Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-1</td>
<td>09.30.2010</td>
<td>TRAVEL - HOTEL</td>
<td>test</td>
<td>30.00</td>
</tr>
<tr>
<td>8-2</td>
<td>09.30.2010</td>
<td>INTERNET SERVICE</td>
<td>test</td>
<td>9.00</td>
</tr>
<tr>
<td>8-3</td>
<td>09.30.2010</td>
<td>TRAVEL - PARKING FEES</td>
<td>test</td>
<td>12.02</td>
</tr>
</tbody>
</table>

**Total Business Expenses**: 51.02 USD
**Personal Expenses**: 0.00 USD

**Original Receipt Amount**: 51.02 USD

---

Itemization 8-3

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>JUSTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRAVEL - PARKING FEES</td>
<td>test</td>
</tr>
</tbody>
</table>

**Start Date**: 09.30.2010
**Daily Rate**: 12.02
**Number Of Days**: 1

**Itemized Receipt Amount**: 12.02
Gift Cards

Gift cards require itemization much like a hotel charge. You will need to list out each gift card along with the amount and list the recipient of the gift card in the Justification sections.

<table>
<thead>
<tr>
<th>Select Line Date</th>
<th>Expense Type</th>
<th>Justification</th>
<th>Itemized Receipt Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-1 10.11.2010</td>
<td>GIFT CARDS</td>
<td>Jack Johnson</td>
<td>5.00</td>
</tr>
<tr>
<td>17-2 10.11.2010</td>
<td>GIFT CARDS</td>
<td>Anthony Kiodis</td>
<td>6.00</td>
</tr>
<tr>
<td>17-3 10.11.2010</td>
<td>GIFT CARDS</td>
<td>Jared Watson</td>
<td>5.00</td>
</tr>
<tr>
<td>17-4 10.11.2010</td>
<td>GIFT CARDS</td>
<td>Eddie Vudder</td>
<td>6.00</td>
</tr>
<tr>
<td>17-5 10.11.2010</td>
<td>GIFT CARDS</td>
<td>Miles Doughty</td>
<td>9.00</td>
</tr>
</tbody>
</table>

**Total Business Expenses**: 29.00
**Personal Expenses**: 0.00
**Original Receipt Amount**: 29.00
Airfare

Airfare requires the Class of Ticket and location to and from. You can also itemize this charge if the cost is split between two airlines.

Filing/Licensing Fees

Filing/Licensing Fees need to be broken out per state. If you have a charge that covers multiple states you will need to “Add Another Row” for each state. In the Expense Type you have a drop down to choose the state from a list, the date of the charge, the rate (dollar amount of the fee), the Number of Days will always be one; the Justification will be the fee type.
**Step 4. Cash and Other Expenses**

In this section you will list all of your receipt based expenses and any mileage expenses.

**Receipt Based Expense**

With Receipt Based Expenses you will need to enter the date of the expense, the Receipt Amount, choose the Expense Type and list the Justification for the expense. This is done exactly like Credit card transaction, the only difference is you will need to enter the vendor.

**Mileage Expenses**

With Mileage Expenses you will need to enter the date of travel, Expense Type (you have two choices for Expense Type Travel – Mileage and Travel-Mileage for Car Allowance), Justification, and distance. The database will calculate your reimbursement base on the current rate. In the Detail section you can list the travel to and from.

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2. By selecting Percentage Split it will allow you to split your charges between cost centers based on the percentage you list. If you need to split between multiple cost centers you can click on “Add Another Row”

When you done click Apply

**Step 6. Review**

The Final step is to review your report before submitting. Once this is completed, you can click the Submit button in the top right corner. Once you have submitted your report, it will refresh and a bar code will appear in the top right corner. Please click on the Printable Page button and print. This will be your cover page for faxing your receipts; do not use any other cover page or coversheet when you fax the receipt package. The unique bar code will direct your faxed receipt package to your report in the database. Your report will reflect a status of “Waiting On The Receipts To Be Attached” until the receipts attach. When the receipts attach, the report status will change to “Pending Manager Approval” and your approving manager will receive an email advising that your report is ready for his/her review.