How to code Flight Expenses

Prerequisite: Log into iCMS.

Prerequisite: Search for a statement if not displayed.

1. Select the GO button on the statement required.

2. Select the Go button on the specific Transaction you want to code.

3. Select Travel and Accommodation Expense from the Expense Type drop down menu and Click the Apply button.

FURTHER INFORMATION  Email iCMS@ecu.edu.au or visit http://www.fbsc.ecu.edu.au/sys/html/iCMS_Expense_Management_System.cfm
4. Select Tax Status of either **GST Inclusive** or **Free**.

5. Enter the purpose of the expense.

6. Enter the coding (eg project, cost centre, account (not automatically selected) activity and location).

**Please Note**
Most people will have default codes (your usual project/cost centre etc) whereas others will have multiple codes if they deal with multiple staff members credit cards.

**I IMPORTANT !**
The account code will be chosen by the on-submit coding wizard. The on-submit coding wizard automatically chooses the account code for you after you answer a series of questions relating to the expense.

7. Click the **Submit** button.

8. This will result in the Wizard Question **“Do you have Tax Documentation of any kind for this expense?”** Select the **Next** button.

**FURTHER INFORMATION**
9. Choose what best describes this expense? For this expense it will be Airfare. Click the **Next** button.

10. If more than one person relates to the expense you will need to list their names in the box (one person on each line) and make sure you select ☑ “Split the total equally between these participants”. Select the **Next** button.
11. Identify which best describes the participant. Click the Next button.

12. You will be prompted to select whether the expense relates to overseas travel? Select the appropriate response then Select the Next button.
13. Identify whether the duration of the trip was under 6 nights or 6 nights and over. Select the **Next** button

- If Under 6 nights the wizard will be completed and the audit trail will be displayed for you.

Click the **Next** button.

Click the **Finish** button.
- If 6 nights and over, you must enter the last date of the business trip relating to this expense. For example 12-AUG-06.

You will then be prompted to ensure you forward your travel diary with your credit card statement to Shared Services. Click OK and you will be taken to the Wizard Finish screen.

If you cannot complete a travel diary please click the “I cannot complete travel diary” button.
This will take you to a screen advising you that reimbursement maybe sought from the employee.

Click **OK** and the wizard will be completed and the audit trail will be displayed for you.
Click the Finish button to return to the coding screen.

14. Click the Close button to return to the Statement List Screen OR the Next button to code the next expense.