HONG KONG BAPTIST UNIVERSITY
FINANCE OFFICE
MEMO

To: All Staff

From: Edmund Li, Director of Finance (Ext. 7914)

Ref: A/FO

Date: 20 March 2023

Reminder of timely submission of claims in i-Expense Module

With reference to the memo on "Rollout of Oracle Expense Reimbursements (i-Expense) Module" dated 7 January 2021, all staff expense claims and payment requisitions to vendors (PRV) should be submitted via the Oracle i-Expense Module within 180 calendar days from the date of the invoice or date of receipt of the invoice, if date of the invoice is not specified.

We would like to emphasize the importance of submitting claims/PRV in a timely manner as significant delay in submission of claims/PRV will affect the accuracy of financial data and records of the University. Unless there is justifiable/valid reasons, **any late submission beyond 180 calendar days from the date of invoice / receipt of invoice will NOT be accepted**.

If you foresee any difficulties in submitting your claims/PRV within 180 days, please contact Finance Office.   Thank you for your attention.

Warm regards,

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Mr. Edmund Li

To : All Staff
From : Edmund Li, Director of Finance (Ext. 7914)
Date : 7 January 2021

Rollout of Oracle Expense Reimbursements (i-Expense) Module

We are pleased to announce that **the new i-Expense module will be launched on 29 January 2021**. The module will streamline the existing expense reimbursement processes based on paper-based RR form, resulting in higher efficiency, quicker reimbursements and better information for users.

The scope of i-Expense module covers:
i) Reimbursement of Staff Expense Claims; and
ii) Payment Requisitions to Vendors (PRV) for purchases with value at or below $12,000.

There are certain items, such as medical claim, petty cash expense, cash advance, payment to students, etc., that are outside the scope of i-Expense (details in **Annex I**) and the existing procedures shall apply.

To facilitate a smooth rollout of the i-Expense module, we would like to advise you on the following cut-over arrangements:

1. Cut-over arrangements

   Paper RR form will not be supported except for the items listed in Annex I. As some claimants may have completed the RR forms and sent to their superiors for approval during transition, a grace period of one month will be allowed. **All approved paper RR forms should reach the Finance Office (FO) on or before 28 February 2021. RR forms will be returned to the claimants after that date.**

2. One-level up approval and self-consumed expenditures

   Upon the launch of the i-Expense module, one-level up approval from supervisor will be required for all staff expense claims and PRV (including self-consumed expenditures) regardless of fund sources and amount.

3. Timely submission of staff expense claims and reimbursement requests

   All staff expense claims and PRV should be submitted via the i-Expense module within 180 calendar days from the date of receipts/invoices. To facilitate a smooth

transition, **late submission beyond 180 calendar days is allowed until 30 June 2021. Thereafter, late submissions will not be accepted.**

4. Sample checking of original receipts/invoices

The system has built-in a random sampling function. **If a claim is sampled at the time of submission, the claimant will be requested to submit the original receipts/invoices to FO within 30 calendar days, failing which the claim will be declined and returned to the claimant.** Please note that payment will only be made upon receipt and checking of the original receipts / invoices.

5. Oracle FIS user accounts for i-Expense module

i) Staff Expense Claims - All full-time staff will have a user license to access the Oracle FIS for submission of his/her own expense claims;
ii) Payment Requisition to Vendors - The new PRV module requires the same user license as the existing Purchase Requisition (PR) module. **Additional PR user licenses will be allocated to faculties and administrative offices** based on the number of budget controllers / project investigators and the number of RR in past two financial years. Details on user license allocation will be sent to faculty deans and office heads separately.

6. Delegation of approval authority

The i-Expense module only allows for simple and standardized delegation in three authorisation thresholds, i.e. $6,000, $12,000 and $25,000 by cost centre (i.e. department/faculty level only). The existing delegations under paper RR forms will cease. Details on delegation settings for the i-Expense module will be sent to faculty deans and office heads separately.

7. User training

A series of on-line user training sessions for the i-Expense module will be arranged in late January 2021 to help users understand and get familiar with the new workflow, system features and user-interfaces. Details on user training will be announced separately. Additional e-learning materials will be available on FO website.

8. Payment to students under Student Account Module (SAM) enhancement

The existing arrangements for making payments to students under SAM will be retained. Requests for payments to students (including scholarship, bursary, reimbursement, refund of course/miscellaneous fees) may be submitted to FO by completing the paper RR form or using the standard template file uploaded in FO website. The completed RR form and supporting documents, such as original receipts/invoices/memo, can be sent to FO via campus mail.

9. Enquiries

For enquiries and special assistance, please feel free to contact the following FO colleagues:

Questions related to	Name	Extension
(i) Payment processing (except student payments)	Noel Cheung	7917
(ii)Payment to students	Janice Chung	7911
(iii)Purchasing	Peggy Wong	7909
(iv)Accounting and budgeting	Respective account manager	
(v) Oracle FIS and others	William Wong	5957

Warm regards,

Mr. Edmund Li

Items not covered by the i-Expense module while the existing procedures to handle them remain unchanged:

Staff expense claims

- Medical claims
- Staff remuneration including honorarium, services for outside practice, consultancy fees, etc.
- Petty cash
- Cash advance

Payment requisitions to vendors

Payment at $12,000 or below

The Budget Controller may approve purchase of goods or services for single purchase estimated at a cost of $12,000 or below provided that the price is considered reasonable and certified by the Budget Controller concerned, with the exception of the following, which will have an approval list to purchase from:

- all sorts of chemicals;
- office furniture such as office desk, chairs, etc.;
- office equipment including but not limited to fax machine, photocopier, audio-visual equipment and security access system;
- standard stationery and business cards that carry HKBU logo/emblem;
- information technology software and hardware including but not limited to desktop computer, laptop computer, monitor, server and printer;
- public utilities that are paid using bank auto-pay; and
- cloud, and hosting services and subscription.

Other items for payment to vendors which are handled by existing procedures:
- Purchase through Library System; and
- Rental and management fees with lease agreements signed, utilities, consultancy and professional services relating to capital projects (without PO).

Payment to students
- The existing payment under SAM will be retained. Please submit your claims using paper RR form.