

Screen 1

ORACLE Expense Reports - For assistance call CFA Crediteuren (11965)

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General Information Expenses Cost allocation Review

Create Expense Report: General Information

* Indicates required field

Name: * Explanation of claim: [Claims procedure](#)

Reimbursement Currency: Euro Choose a category: Onkostendeclaratie

TIP Pick 'Extended travel' when you want to claim an overnight business trip. Pick 'Expense claim' if not.

Additional Information

Cost category (6 pos.): Project (8 pos.):

Specification (7 pos.): Task:

* Assignment: Corporate Communicatie Centraal - U.Communicatiemedewerker 1.9

TIP Select a cost center, specification or project and task, if this applies to all provisions of the declaration and differs from the employment cost center.

Save Cancel Step 1 of 4 **Next**

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Screen 2

Expenses Home | **Expense Reports** | Search

General Information Expenses Cost allocation Review

Create Expense Report: Expenses

Other Expenses [0,00] Mileage Expenses

Other Expenses [0,00]

Other Expenses

TIP Date Example: 14-10-2020.

Select Expense Lines: Duplicate

Select All | Select None

Select Regel Date **Huiswerkplekvergadering** Receipt Amount Reason / Nature of business Expense Location Reimbursable Amount (EUR)

Select	Regel	Date	Receipt Amount	Reason / Nature of business	Expense Location	Reimbursable Amount (EUR)
<input type="checkbox"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	3	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	6	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	7	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	8	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	
<input type="checkbox"/>	10	<input type="text"/>	<input type="text"/>	<input type="text"/>	Netherlands, All cities	

Save Cancel Back Step 2 of 4 Next

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