

POWERFUL

eExpense is a web-enabled Expense Form entry system that is a companion to the GCAS Government Cost Accounting System software used by companies that do business with the Federal Government. **eExpense** allow staff employees and consultants to enter travel and other expenses into a secure entry form on the company website using a standard web browser.

INTEGRATED

When saved by the user, the entered data automatically creates a voucher in the GCAS accounting system that can later be edited as necessary by accounting personnel. The final approved voucher is then entered into the GCAS General Ledger as expenses to the appropriate jobs to produce an Accounts Payable back to staff member who originated the **eExpense** entries. Cash Advances and Company Credit Cards are automatically deducted from the Expense Form total and a separate Voucher for these expenses is created in GCAS for entry into the General Ledger.

SECURE

Entry into the **eExpense** web link is password/PIN protected and all data transactions are encrypted for added security. User data entry is controlled by strict validation checks and dropdown lists that are linked back to the GCAS accounting system.

FLEXIBLE

A supervisor can view, edit and approve any subordinate employee's Expense Form. This can be done either on a line-by-line basis (or all lines at once) in each individual Expense Form, or in a batch mode where the supervisor can approve groups of staff after reviewing a Expense Form report.

EASY TO USE

After a successful login, the Expense Form subsystem presents the user with the ability to view or enter Expense Forms.



Expense Date	Expense Source	Expense Type	Project	Task	Description	On Behalf Of	Miles / Receipt / Location	Amount
11/11/2004	Local Mileage	Travel	2805	Tasks	Drive White Plains-Cambridge		405	65.90
11/11/2004	Receipt	Meals	2805	Tasks	Lunch		C:Documents and Settings\chcr\I	51.17
11/11/2004	Local Mileage	Travel	2805	Tasks	Drive Cambridge-White Plains		405	65.90

Cash Advances: 20.00

Prepaid: 30.00
Credit Card: 6.68
Employee Paid: 152.17
Total Due: 221.17

The eExpense Module

Each line of the Expense Form contains:

- The Date of the Expense
- Dropdown selection of Expense Source (1. Local Mileage, 2. Per Diem, 3. Receipt, 4. No Receipt)
 - ✓ Local Mileage uses the IRS mileage rate for dollars
 - ✓ Per-Diem automatically calculates the dollars taken from the DOD published per diem rates
 - ✓ Receipt provides the option of attaching a receipts file
 - ✓ No Receipt constrains the dollar amount entered to the IRS limit
- Dropdown selection of the expense type (1. Travel, 2. Entertainment, 3. Lodging, 4. Meals, 5. Material, 6. Service, 7. Other)
 - ✓ Lodging results in a display of the maximum dollar amount allowed from the DOD lodging values (with over ride)
- Project ID (From list of valid "non-fringe" projects found in GCAS)
- Project task (dependent on the selected project)
- Description of the purpose of the expense
- Who consumed the expense ("On Behalf Of" is used to identify features associated with the expense such as other participants in business meals, etc.)
- Dropdown selection of the Expense Payee (1. Employee Paid, 2. Prepaid, 3. Company Credit Card)
- Miles/ Receipt /Location
- Expense Amount
- A supervisor approval check box by line if the user is a supervisor