



# Expense Reporting Employee Training

Version 1.0  
January 31, 2004

JAHQ, May 2003



## Welcome to the new Jet Aviation Online Expense Reporting Solution!

- Introduction to Expense Reporting
- Demonstration and “Hands-On”
- Some Important Policies and Procedures
- Your Questions Answered
- Time for trying it yourself (if you want)



## What is it?

- ✈️ Replace existing paper expense report completely with an easy, always and from everywhere accessible online solution
- ✈️ Employees will submit all their expenses online
- ✈️ Managers approve all expense reports of their employees online
- ✈️ Data gets fed directly to AP for immediate review and payments

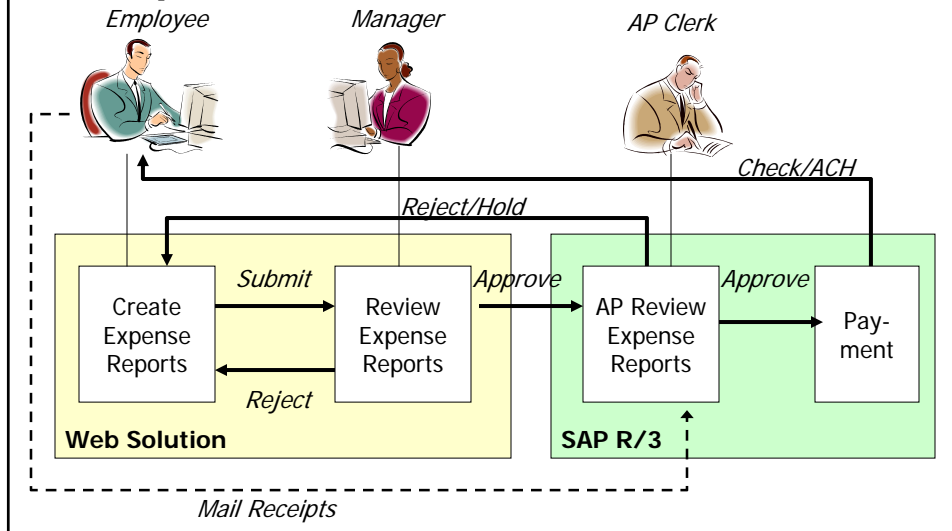


## So why should I bother?

- ✈️ New system will become **mandatory** from **Feb. 16, 2004** for ALL Jet Aviation employees
- ✈️ Your flexibility to submit expense reports at any time will increase
- ✈️ Your payments will be directly linked to you submittal and will be processed quicker than before
- ✈️ You can review and retrieve all your previous reports



## The process in overview



## Help, I need more information!

- ✈ Check out <http://expenses.jetaviation.com>
  - Updated Information on the project
  - New functionality, corrections and updates
  - Manuals and Guides
  - Instructions on how to access the test system
- ✈ For general inquires, suggestions and questions prior to Feb. 16, call 201 462 4083
- ✈ For problems while doing the reports after Feb. 16, please call the IT Helpdesk at 201 462 4090



## Creating an expense report

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## Welcome to our world!

- Online Expense reporting can be accessed at <http://expenses.jetaviation.com>
- Press "Submit Expense Report"\*
- Login to Application with email address and password
- Welcome to a new way of submitting expenses!

*\* Currently under construction*



## Basic Functions Explained

[Inbox](#) | [Create Expense Report](#) | [Query Expenses](#) | [Edit Profile](#) | [Logout](#) | [Help](#)

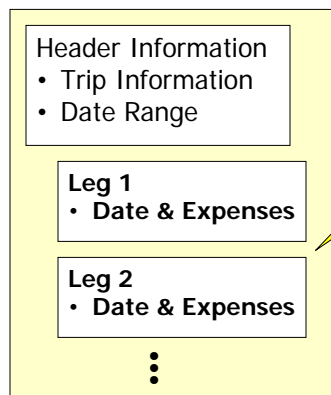
Welcome **TEST USERTEN**

- ✈ **Inbox:** see any recent updates on your expense reports like approvals, rejects etc.
- ✈ **Create Expense Report:** create and submit a new expense report
- ✈ **Query Expenses:** Look up all of your previous reports, check status, read comments...
- ✈ **Edit Profile:** Change Password, Set email



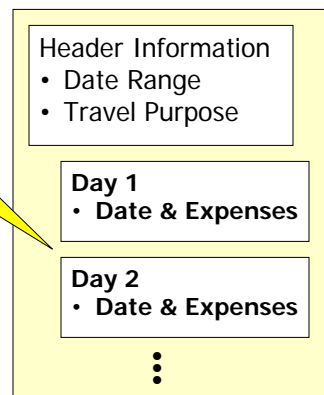
## Structure of Expense Reports

### Trip Related



Use "Add Expenses" for every leg/day of trip

### Non-Trip Related



## Status and Rejections

### Expense Report Status

- ✈ Saved, not submitted
- ✈ Submitted for Approval
- ✈ Manager Approved
- ✈ Manager Rejected
- ✈ SAP Trip Error
- ✈ SAP On Hold
- ✈ SAP Rejected
- ✈ SAP Paid (nice!)

### Reasons for Rejections

- ✈ Your Manager disagrees with some aspect of the reports (check comments)
- ✈ Your trip information could not be matched in SAP
- ✈ Accounts Payable hasn't received your receipts yet
- ✈ Accounts Payable has found an error while reviewing your report

## Policies and Procedures

Following them will make all our lives  
much easier ...





## Receipts, Receipts, Receipts ...

- ✈ You will still be required to submit receipts!
- ✈ Failure to do so will get you into trouble ...
- ✈ All receipts have to be sent to your local AP department within 48 hours of online submittal
- ✈ Jet Aviation provides envelopes specially designed for this purpose



## Submitting your Receipts

- ✈ Use provided blue envelopes
- ✈ Submit by internal mail or USPS
- ✈ Required Front Side Information:
  - Address of your local AP Department (TEB, PBI, DAL)
  - Sender Information (if sent by mail)
- ✈ Required Back Side Information:
  - File Number of Expense Report from Web
  - Your Name clearly printed
  - Your Signature





## That darn File Number!

- ✦ When you submit an expense report, you will receive a confirmation with File Number
  - Format: WE... and 10 Numbers
  - Please write number on envelope. Very important for filing and retrieving your reports!
  - Sending in envelopes without the file number could delay reimbursement
- ✦ You don't have at the number hand? No problem, just use the **“Query Expenses”** function on the web solution!



## Being exact will pay off, literally...

- ✦ Managers and Finance have no way of correcting errors such as typos, wrong expense types, incorrect trip# etc.
- ✦ All incorrectly submitted expense reports will have to be rejected for correction
- ✦ Therefore being precise in the first place is in your own favor!



## A word about email addresses

- ✦ Your Jet Aviation email address (like [yourname@jetaviation.com](#)) will be your login-name
- ✦ If you have not been assigned an e-mail address, the IT Help Desk will provide you with one. Please contact your manager to obtain a Jet Aviation email address and information on how to access
- ✦ Please contact HR to get your personal file updated with the alternate email address