

Cook County iExpense User Guide: Tuition Reimbursement

Cook County Bureau of Human Resources Official User Guide



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Introduction

Cook County ("County") values County employees and is invested in their professional and personal development. The County encourages a culture of continuous learning and is committed to providing employees opportunities to enhance their skillsets and increase the scientific, technical, professional, and management abilities of our employees to meet both the present and future employment needs of the County. To support employee development and to attract and retain employees with superior ability and potential for advancement, the County has established the Tuition Reimbursement Program ("Program").

Employees who have successfully completed at least 12 months of service with the County are eligible to participate in the Program unless other terms are provided according to an applicable Collective Bargaining Agreement.

Before requesting reimbursement through iExpense, employees must ensure that they obtain all necessary pre-approvals from the Cook County Bureau of Human Resources ("BHR") in advance of beginning the planned course(s). Only after the successful completion of the approved course(s), can employees request reimbursement through iExpense. Refer to the Cook County Tuition Reimbursement Program Policy for additional guidance and details.



Accessing iExpense

In this section, you will learn basic functions of iExpense including how to access the module, read the home screen, generate an Expense Report, delegate Expense Report creation to another County employee(s) and check a payment status.

To access the iExpense module, use the iExpense User responsibility in Oracle EBS. Access options vary depending on your location:



1. Log in to Oracle EBS using your Single Sign On.

Please make a choice below	
EMPLOYEE	
NON-EMPLOYEE	Forgot password?
EBS and ESS are available.	

2. Select CCP iExpense User from your list of available responsibilities.

terprise Search Contract Documents			Go	Search	Results Display Preference	e Standa
Navigator	Worklist					
Personalize						Full List
	🔓 i 🖙 🧷 🚥					
CCG Employee Self Service, Cook County BG	From	Туре	Subject		Sent	Due
CCP iExpense User	There are no notifications in this view.					
./	CTIP Vacation	<u>Rules</u> - Redired	t or auto-respond to notific	ations.		



Navigating iExpense

Once logged in under **CCP iExpense User,** you will land on **Expenses Home** page, which consists of five tabs:

Expenses Expenses Home Expense Reports Access Authorizations Projects and Tasks Payments Search	
Expenses Home	

- 1. Expenses Home: View, update, or delete unsubmitted Expense Reports.
 - Under Expenses Home screen, you can see the Expense Reports you submitted and its status.

ľ	Expenses									
	Expenses Home Exper	nse Reports Access Authorizations	Projects and Tasks P	ayments Search						
	Expenses Home							Create Expe	ise Report Im	port Spreadsheet
	Track Submitted Exp	pense Reports								
	The following expense repo	orts are either outstanding or have be	en paid in the last 30 days.							
П	Report Number 🛆	Report Submit Date 🕶	Report Status	Last Report Status Activity (Days	s) Current Approver	Original Receipts Status	Imaged Receipts Status	Report Total (USD) Purpose	Duplicate	Withdraw
	CCP10252	27-Feb-2025	Ready for Payment	3	38	Not Required	Received	160.00 test		0

You are also able to make updates to unsubmitted Expense Reports or delete Expense Reports.

Gr @							Rows 1 to
Name 🗠	Report Number 🗠	Report Date 🐨	Status	Report Total (USD) Purpose	Update	Duplicate	Delete
Mei, Aula	CCP10304	06-Mar-2025	In Progress	0.00 test	1	0	8
Dabizljevic, Ivana	CCP10251	02-Feb-2025	Withdrawn	220:00 test delegation	1	۵	0
Mei, Julia	CCP10289	02-Nov-2024	Saved	1,200.00 CCP Tution Expenses	1	0	8
Mei, Julia	CCP10303	04-Oct-2024	In Progress	200.00 test Merchant field	1	0	8
Dabiztievic Ivana	COPIA356	04-0:3-2024	Sayed	120.00		ið	

- 2. Expense Reports: Search your reports by number or status.
 - Within this tab, you can run reports using different parameters such as '*Report Number*' (i.e., Expense Report Number), '*Report Status*'.







3. Access Authorizations: Delegate report creation to another employee.

Expenses Home Expense Reports Access Authorizations Projects and Tasks Payments Search			
Access Authorizations			
Expenses Entry Delegations		Expenses Entry Permissions	
The people in this list can enter expense reports for you. They can also view all of your previously submitted expense	reports.	You can enter expense reports for the people in this list. You can also view all of their previously submitted expens	e reports.
Name	Remove	Name	Remove
No results found.		No results found.	

• Click on plus sign '+' to add the name of the employee whom you delegate Expense Report creation on your behalf.

kpenses				
penses Home	Expense Reports	Access Authorizations	Projects and Tasks	Payments Search
Access Au	Ithorizations			
xpenses E		S	also view all of your pro	viewely submitted expanse reports
The people in th	this list can enter expen	S nse reports for you. They can	also view all of your pre	viously submitted expense reports.
The people in •••• Name	Intry Delegation	s	also view all of your pre	viously submitted expense reports.

• Click Search icon to search 'Full Name' or 'Employee Number'.

no people in	n this list can enter expense re	ports for you. Th	ey can also view all of your pre	viously submi	tted expense repo	orts. You	can
						•••	
ame					Rem	nove Nam	e
	y Q]				No re	sult
Search a	nd Select: Name						×
Search							
	r item coloct a filter item in the	e pulldown list an	nd enter a value in the text field	then select the	he "Go" button.		
To find you	i item, select a litter item in the						
To find you Search By	Full Name	2	Go				
To find you Search By Results	Full Name Full Name	\$	Go				
To find you Search By Results	Full Name Full Name Employee Number	mployee	Go Contingent Worker	User	Email	Organization	
To find you Search By Results Select	Full Name Full Name Employee Number Contingent Worker Number	mployee umber	Go Contingent Worker Number	User Name	Email Address	Organization Name	
Search By Results Select	Full Name Full Name Employee Number Contingent Worker Number No search conducted.	imployee umber	Go Contingent Worker Number	User Name	Email Address	Organization Name	
Search By Results Select	Full Name Full Name Employee Number Contingent Worker Number No search conducted.	mployee umber	Go Contingent Worker Number	User Name	Email Address	Organization Name	

• Once an employee you wish to delegate the Expense Report creation to is selected, Click 'Save'.

Expenses				
Expenses Home Expense Reports Acces	ss Authorizations Projects and Tasks Payments Search			
Access Authorizations			Reven	t <u>S</u> ave
Expenses Entry Delegations		Expenses Entry Permissions		
The people in this list can enter expense repo	rts for you. They can also view all of your previously submitted expense reports.	You can enter expense reports for the people in this list. You can also view all of their previously submitted expense	reports.	
÷		•••		
Name	Remove	Namo	Remove	
Musselwhite, Kanako 🔄 🧃 Q,	3	No results found.		

• If someone designated you to enter Expense Reports on their behalf, you would see their name(s) in 'Expenses Entry Permissions' sections on the screen.

NOTE: While a designated employee can enter the Expense Report on your behalf, once those reports are created, they will be routed to you for your review and approval before they can be routed to your designated Department approver.



- 4. Payment Search: Track your Expense Reports using filters.
 - Enter the desired criteria and click on 'Go' to perform the search.

Expenses Home Expense Re	eports Access Auth	orizations Projects and	Tasks Payments S	earch			
Expenses: Expense Reports >							
Expense Reports					Create New Expense Report	Import Spreadsheet Expenses	Save Search
Advanced Search						S	Simple Search
Coacify parameters and values t	a filter the data that is di	aniqued in your results set					
Specily parameters and values t	o niter the data that is di	splayed in your results set.					
Match All Any							
Name	is	✓ Mei, julia					
Report Number	ls	~					
Report Date	is	✓ (23-Mar-2025)	6				
Report Submitted Date	is	✓ (23-Mar-2025)	60				
	Go Clear	Add Another Imaged	Receipts Status 🗸	Add			

• Results will display at the bottom of the page.

xpenses													
xpenses Home	Expense Re	ports	Access Authori	zation	s Projects and Ta	sks Pa	ments Se	arch					
Expenses: Expense F	Reports >												
Expense Rep	orts									Create New Expense Repo	rt Import Spre	adsheet Expenses	Save Sear
Advanced Sear	rch											S	imple Searc
Specify parameters a	ind values to	filter	the data that is displa	ayed ir	n your results set.								
Match 🖲 All 🔾	Any												
	Name	is	~	Mei,	julia								
Report	t Number	is	~										
Re	port Date	is	~	(23-	Mar-2025) 🖞	ò							
Report Submi	itted Date	IS	~	(23-	Mar-2025) 6	ò							
		GO	Clear	Add	Another Imaged H	eceipts St	atus 🗸	Add					
Export													Rows 1 to 1
Report Number	Report Date	-	Report Submit Date		Report Status △	Original Status	Receipts	8	Imaged Receipts Status	Report Tota (USD)	Purpose	Payments	Duplicate
CCP10366	03-Mar-202	25	21-Mar-2025		Approval Timed Out	Not Requ	ired		Received	120.00		pα	D
CCP10245	06-Feb-202	25	19-Feb-2025		Pald	Not Requ	ired		Received	2,036.00	test	202	D
CCP10375	06-Feb-202	25	27-Mar-2025		Approval Timed Out	Not Requ	ired		Not Required	65.25	Conference	201	D
CCP10371	06-Jan-202	5	04-Apr-2025		Approval Timed Out	Not Requ	ired		Received	76.80	Conference	1001	D
CCP10380	03-Jan-202	5	31-Mar-2025		Approval Timed Out	Not Requ	ired		Received	500.00	MBA degree	1007	

• Click 'Report Number' to see more details of the Expense Report.

•						•	•			
Expenses										
Expenses Home	Expense Re	eports	Access Au	thorization	Projects and T	asks Payments	Search			
Expenses: Expense	Reports >									
Expense Rep	oorts							С	eate New Expense Repor	t Import Spreadsheet
Advanced Sea	rch									
Specify parameters	and values t	o filter	the data that is o	lisplaved i	n vour results set					
Match				lopiajou i	in your rooute oot.					
	Ally									
	Name	is		→ Mei	i, julia					
Repo	rt Number	is		~						
Re	eport Date	is		(23-	-Mar-2025)	ũ.				
Report Subm	itted Date	is		✓ (23-	-Mar-2025)	10				
		Go	Clear	Add	Another Imaged	Receipts Status 🗸	Add			
Export										
Report	Report Date	•	Report Subm Date	it 🛆	Report Status ∠	Original Receip Status	ots 🗠	Imaged Receipts Status	Report Total (USD)	Purpose
CCP10366	03-Mar-20	25	21-Mar-2025		Approval Timed Out	Not Required		Received	120.00	
CCP10245	06-Feb-20	25	19-Feb-2025		Paid	Not Required		Received	2,036.00	test
CCP10375	06-Feb-20	25	27-Mar-2025		Approval Timed Out	Not Required		Not Required	65.25	Conference
CCP10371	06-Jan-20	25	04-Apr-2025		Approval Timed Out	Not Required		Received	76.80	Conference
CCP10380	03-Jan-20	25	31-Mar-2025		Approval Timed Out	Not Required		Received	500.00	MBA degree



Creating a Tuition Expense Report

Step 1: Select Expense Template 'CCP Tuition Expenses' as the Expense Template from the dropdown menu, then click 'Next'.

Expenses			
Expenses Home Expense Reports Access Authorizations Projects and Tasks Payments Search			
General Information	Cash and Other Expenses	Expense Allocations	Review
Create Expense Report: General Information			Save Cancel Step 1 of 4 Negt
Indicate repared fiel Move: Beatley, LeTawon (455/922) Office: 1514 Office: 1514 Reindoursement Currency: US Dutler	Expense Template CCP Tution Expenses Perpose		_

Step 2: Add Expense details by clicking 'Details'.

Crea	te Exp	ense Report: Cash and Oth	ner Expenses			Save Cancel Back Step 2 of 4 Negt
Templa	ate Name	CCP Tuition Expenses				
Create Enter a	Expense Il tuition ex	Report Instructions: spenses one expense item per each line.				
Rece	ipt-Bas	ed Expenses				
CTIP	Date Exan	nple: 07-APR-2025(DD-MON-YYYY).				
Select	Expense	Lines: Duplicate Remove Show	w Receipt Currency			
	Line	Date	Receipt Amount	Expense Type	Justification	Reimbursable Amount (USD) Details
	1	03-Mar-2025 %	1000	Tuition 🗸	College ABC	
	2	154		~		

- Add each course expense for each reimbursement you are seeking with date, amount, justification, and grade details.
- **Step 3:** Upload required documents (receipt, grade report, etc.) in accordance with the Tuition Reimbursement Program Policy by selecting the '+' on the '*Details*' page.

Expenses											
Expenses Home Expense	Reports Credit Ca	rd Transactions Access Authorizations Projects and	nd Tasks Payments Search								
	General Information		Cash and	Other Expenses		Expense Allocations				Review	
Error											
The following required fie	lds do not have values:	Grade, Completion Date (DD-MON-YYYY)									
Cash and Other Ex	penses: Detail	s for Line 1					Itemiz	Duplicate	New	Remove	Return
* Indicates required field Expense Type * Expense Date	Tuition	* Justification College ABC									
Daily Rate	1,000.00		li li								
Number Of Days Receipt Amount	1	Expense Location Merchant Name									
* Receipt Currency Exchange Rate Reimbursable Amount	USD - US Dollar 🕶 1 1,000.00 USD	Maximum Dally Meal Allowance	ceipt Missing								
		This is for Meals E	spense Type.								

• Click on '*Choose File*' to select a file you want to upload then click '*Apply*'.

Indicates required field					
Expense Type	Tuition		* Justification	College ABC	
* Expense Date	03-Mar-2025	56			
Daily Rate	1,000.00				
Number Of Days	1		Expense Location		
Receipt Amount	1,000.00		Merchant Name		
Receipt Currency	USD - US Dollar	~	B	Original Receipt Missi	ng
Exchange Rate	1			+	
Reimbursable Amount	1,000.00 USD	Add Attachmer	nt		×
Additional Informatio	on	Attachment Type	File ¥		
		Title	2025-04-07 21:18:40	Agenda (2).pdf	
* Completion Date (DD-M	Grade ON-YYYY)	Description	2025-04-07 09:03:16	Agenda (2).pdf (Size :3095	109)
* Grant Funding	(Yes/No) No	*Category	Miscellaneous	~	
		*File	Choose File Ager	ida (2).pdf	
				Cancel Add Another	Apply

• Fill out 'Additional Information' and click 'Return'. Note 'Grant Funding' should default to No.

NOTE: County does not reimburse you for tuition unless your grade is C or better (or pass).

Indicates required field					
Expense Type * Expense Date Daily Rate	Tution 03-Mar-2025 1,000.00	Sø	* Justification	College ABC	
* Receipt Amount * Receipt Currency Exchange Rate Reimbursable Amount	1 1,000.00 USD - US Dollar • 1 1,000.00 USD	~ N	Expense Location Merchant Name Iaximum Daily Meal Allowance	Original Receipt Missing	
Additional Information	on]		
* Completion Date (DD-M	* Grade ION-YYYY) a (Yes/ No) No	V 9.			



• Click 'Next.'

reat	te Exp	Corard Internation tense Report: Cash and Oth	her Expenses	Cash ar	d Other Experimen	Expense Alexators	Tantes Step 2 of 4
eşlet	le Norse	COP Tutton Expenses					
e.	Expense I	Report Instructions:					
rcel	of-Bes	ed Expenses					
РC	June Exam	nple: 07-4998-2925(DD-8808-YYYY).					
lect I	Caperne	Lines: Duplicate Ramove Store	w Receipt Currency				
	Line	Date	Receipt Amount	Expense Type	Justification	Reinburnable Amount (USD)	Details
	1	43 Mar 2029 Ta	1,000.00	Tutton v	Callege ABC	1,090.00	8
				v			
	2						
	2			× .			
	2			* *			
	2 2 4 4 5			* *			- 1
	2 3 4 5 5 5	-		*			8
	2 3 4 5 7	0 0 0 0		* * *			- 8
	2 4 5 7 8	6 6 6 6 6		* * * * * * * * * * *			
	2 3 4 5 7 8 9	5 5 5 5 5 5 5					8

Step 4: GL Allocation is defaulted to the Bureau of Human Resources designated account. Users are not to edit the GL. Select '*Next*.'

Expenses																		
Expenses H	lome	Expen	se Reports Ac	cess Authorizat	ions Proje	cts and Tasks Payme	ents Search											
			General Informa	ton				Cash and Oth) er Expens	es			Expense A	locations			Review	
Create	Expe	ense l	Report: Expe	nse Alloc	ations											Save Cancel	Back Step 3	of 4 Negt
Use the field indicates	elds belo is require	rw to upd rd field	ate expense allocat	ions for selecte	d expense lin	is. Apply an amount spli	t to a single expense line.											
Template	Name	CCP Tu	tion Expenses															
Project /	Allocation	ns Ac	count Allocations															
STIP	You can i	only upd	ate expense lines th	at are not charg	ged to project	and tasks.												
Select	Expense	e Lines:	Update Allocati	ons Revert	My Alloca	tions 👻 Apply												
Expans	d All Co	illapse Al									JK.							
	Focus L	ine	Payment Metho	d Date	Expense T	pe Receipt Amount	Reimbursable Amount (US	D) Merchant	Location	Justification	Fund	Office	Program	Object Account	Interfund	Future		
		a Al					1,000.00											
			1 Cash Receipt	03-Mar-2025	Tuition	1,000.00 USD	1,000.00			College ABC	11100 N Q. Public Safety	1499 J. Q. Fixed Charges and Special Purpose Approxiations	33910 SI Q	501760 J Q Shared Tullen	00000 M Q Default Fund	00000 N Q		

Step 5: Review, confirm compliance, and submit.

• Once you have reviewed select the check box, then click 'Submit.'

	General Information		Cash and Other E	topanses	Expense Allocati	ors	Review
Create Expense R	eport: Review					34	we Cancel Back Ship 4 of 4
Review the expense report	below before submission.						
Implate Name CCP Tull	on Expenses						
By Submitting this expension	nce report, I affirm that the expenses submitted are in	ompliance with Corporate Trave	and Expenses policies				
maged Submission	Instructions						
Extense Da	Ann. (23.4448-2020 - 02.65487-2020		«raged necepts s				
Na Extension Da	me Beakley, Lathavn (4057982)		Imaged Receipts 5	Ratus Required			
Cost Cer	ther 1014			T			
Cost Cer Parp	iter 1014		Report Deimburgement Am	Total 1,000.00 USD			
Cost Car Parp Original Receipts Sta	tar 1014 Jan Not Required		Raport Reimbursement Am	Total 1,000.00 USD			
Cost Cer Purp Original Receipts Sta	tes Not Required	7 Automati	Report Reimbursement Am	Total 1,000.00 USD exumt 1,000.00 USD			
Cost Car Purp Original Receipts Sta Expense Lines Expen	se Africations Weekly Summary Approval Notes	0) Approvers	Report Reimbursement Am	Total 1,000.00 USD			
Cost Cer Purp Original Receipts Sta Expense Lines Expense Business Expense	ter 1934 1956 See Not Required Se Adocations Weekly Summary Approval Notes (0) Approvers	Roport Reimbursement Am	Total 1,000.00 USD			
Cost Cer Purp Original Receipts Sta Expense Lines Expense Business Expense	ene oprovodnogo oprovodnogo 1997 – Ostanov Ostanov, okop 1998 – Josephend 200 Allocations – Weekly Summary Approval Notice (20	0) Approvers	Report Reimburseeneri Am	Total 1,000 80 USD			
Cost Car Parp Original Receipts Sta Expense Lines Expense Business Expense Cash Expenses	ers operative sour operative cop set 1954 se Ins Net Required se Allocations Weakly Surmary Approval Hotes (195	0) Approvers	Report Reimbursement Am	Total 1,000.00 USD			
Cost Car Purp Original Receipts Sta Expense Lines Business Expense Cash Expenses	ers of one of the state of the	0) Approvers	Raport Reimbursenert An	Total 1,600 Bo USD			
Cost Car Purp Original Receipts Sis Expense Lines Business Expense Cash Expenses	Nar motor Nar Marke Same Les Nachflegund Geldens Weekly Durmany Agenouel Nahas (0) Approvies	Raport Reinbursenent An	Total 1,500 59 USD		•	
Cost Car Purp Original Receipts Sta Expense Lines Business Expense Cash Expenses	ter 1944 - Star Volmer Leon Reg Is Roll Regard Is Altachers Theory Approximates Is	0) Approvers	Rapot Reindurseneet An Morchant Name	Tear 1.900.80.000 www. 1.900.80.000	insert Brokit Resilted	e Becriot Minsing	Reinbursble Amount fetale Amo
Cost Car Purp Original Receipts Sta Expenses Lines Business Expenses Cash Expenses	ter 1944 - Anno Vanner Leon 1946 Leo Rat Regard Leo Rate Regard Bereigt Amount Expense Type	0) Appress	Report Reinburveneet An Morchant Name	Total 1,000 BUIDD Hennett HENNETT HENNETH HENNET HENNETH HENNET	imaged Receipt Required	Beceipt Missing	Reinbursable Amount (betals, Affact (USD)

What Happens Next

The system will display confirmation of Expense Report submittal. Your submission is now routed to BHR for final review and approval. The expenses will be paid only after BHR completes its approval steps.

