



# Quick Reference Guide



## Topic : P Card Process

Step-by-Step Instructions to create a Spend Authorization

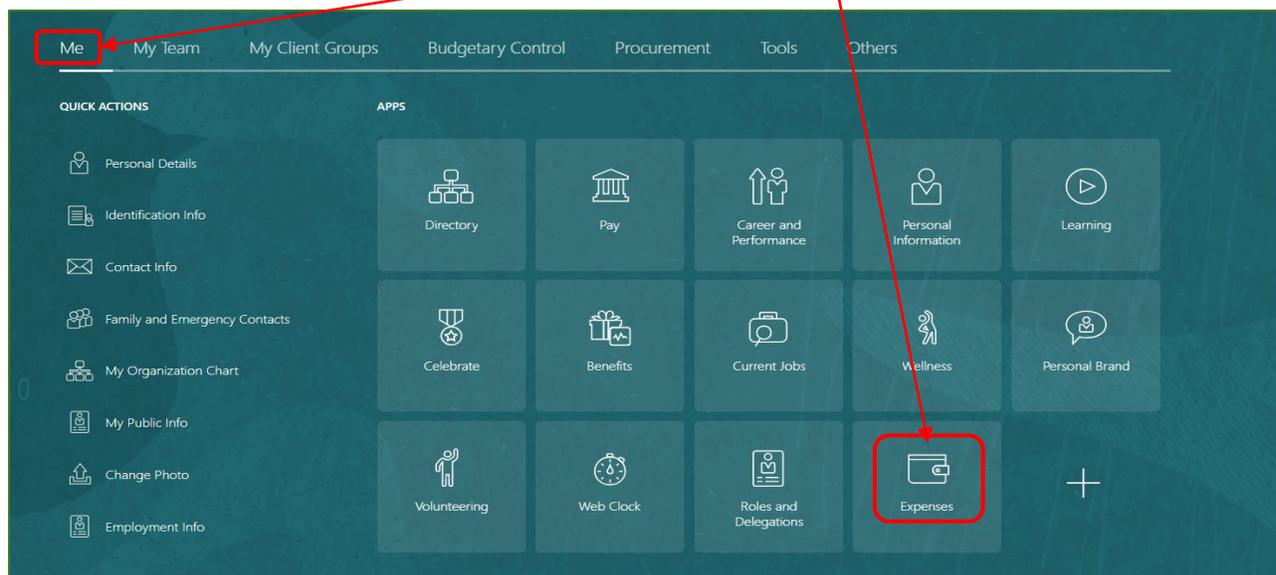
### Introduction

Oracle Fusion Expense Module allows you to submit a **P card expenses** associated with business related activities. Employees are required to obtain spend authorization approval prior to incurring expenses using the P-Card:

- Employee submits a **spend authorization request**
- Manager approves the **spend authorization request**
- The employee submits an expense report for the P-Card transactions

### Steps to Create and Submit a Spend Authorization Request

1. Log in to **One Connect**.
2. **From the landing (Home) page** – navigate to **Me > Expenses > Travel and Expenses** work area.

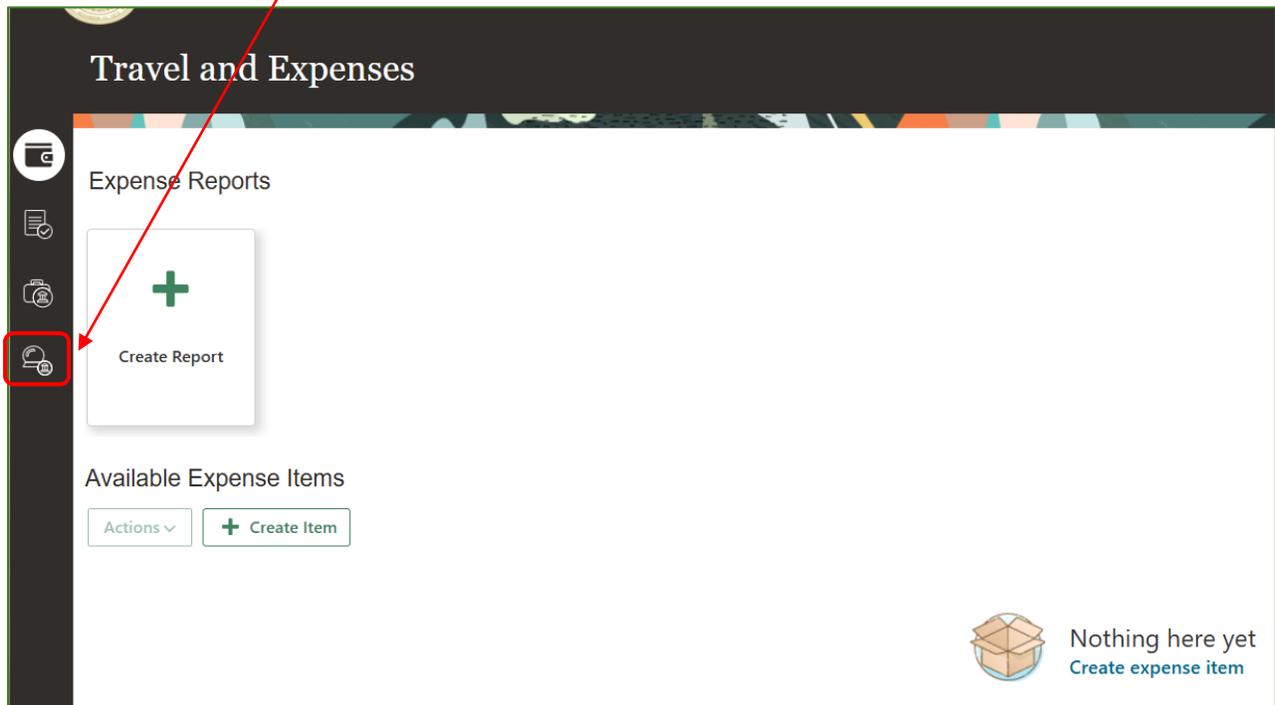




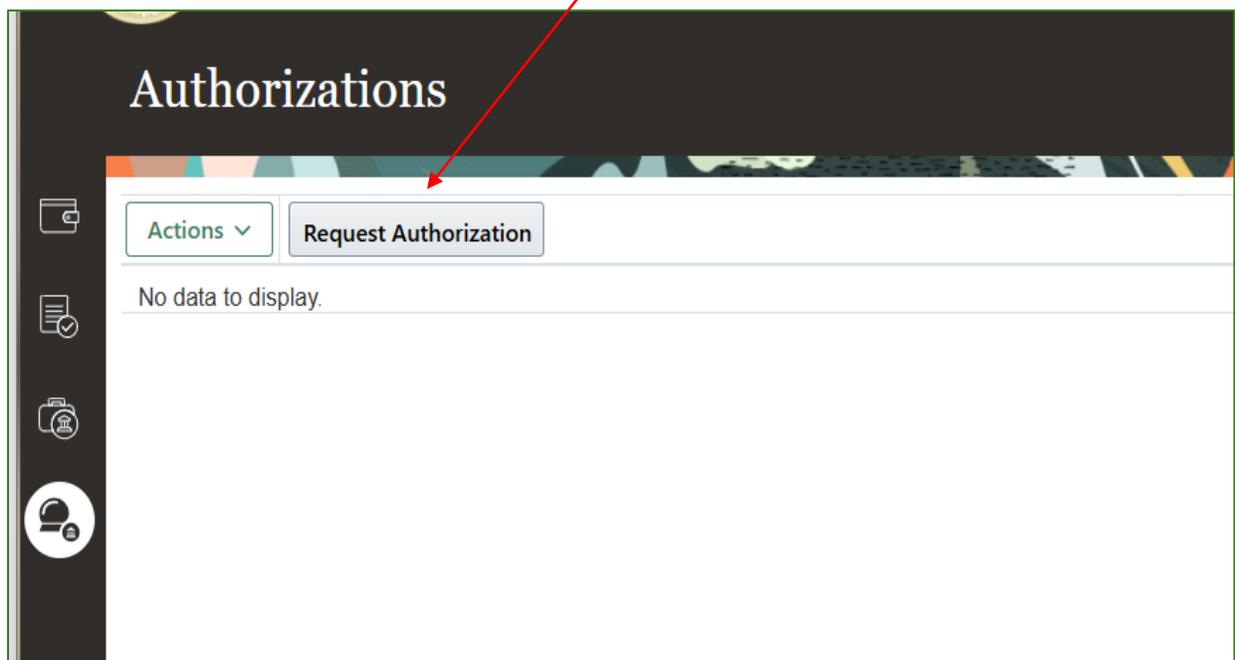
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3. Click the **Authorization** tab.



4. On the **Authorization** click **Request Authorization**:





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5. The **Request Authorization** page will display. Enter the following information:

- **Purpose:** Enter your trip purpose (e.g., *Oracle Open World*)
- **Expense Location:** Choose a location (e.g., *XXXX*)
- **Start Date:** Pick a start date (e.g., one month from today)
- **End Date:** Pick an end date (e.g., four days later)

6. Click the **Create (+)** icon next to **Estimated Expenses** to add line items:

- Template:** Select PCard Expense Template.
- Type** (expense category): e.g., *Office Supplies*.
- Amount:** Pick currency (e.g., USD) and enter the value (e.g., 650.00).
- In the **Attachment field**, add attachment for airfare.

7. Click **Save and Create Another** to add more items.

8. Note: The **Spend Authorization** will route to the designated **department approver**.



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9. You can see your outstanding request on the **Authorizations** page.

Request Authorization	Items	Amount
SCTRAV000027839325 - Conference Travel New York, NY, United States Pending manager approval	3 items	3,200.00 USD 1/4/26
SCTRAV000024329791 - RE-ENTRY OFFICE TRAVEL Washington, Dist of Columbia, DC, United States Approval complete	1 item	390.00 USD 11/12/25 Applied to 1 report
SCTRAV000024329785 - Re-entry Office Grant Travel Washington, Dist of Columbia, DC, United States Approval complete	1 item	400.00 USD 11/12/25
SCTRAV000023514307 - Law Enforcement Travel Nashville, Davidson, TN, United States Approval complete	1 item	600.00 USD 11/4/25 Applied to 1 report
SCTRAV000023514287 - Travel Expense-Training Related Chicago, Cook, IL, United States Approval complete	2 items	800.00 USD 11/4/25 Applied to 1 report

10. By clicking the  you can see that your request has been submitted.

Notification	Time	Action
SUBMITTED Authorization Approval SCTRAV000027839325 for MELODY WASHINGTON (3,200.00 USD) MELODY WASHINGTON	2 minutes ago	Dismiss
FYI Oracle Fusion Applications-Automatically Generated Password	26 minutes ago	Dismiss
FYI Oracle Fusion Applications-Automatically Generated Password	3 days ago	Dismiss

11. Once approved you will see a notification in the 

12. Click the  to see the status of your **Spend Authorization**

13. Once the spend authorization is approved, you may proceed with the purchase using your designated **P-Card**.



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14. After receiving the bank statement, the transactions will reflect in the Travel and Expenses tab, as shown below.
15. You will find the bank statement lines under Available Expense Items.

The screenshot shows the 'Travel and Expenses' dashboard. A red box highlights the 'Expense Reports' icon in the left sidebar. Another red box highlights the 'Available Expense Items' table, which contains two items:

Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (2)						
<input type="checkbox"/> 12/17/25 47 days old	Air Travel	20.00 USD	Card 0085			<a href="#">Add attachment</a>
<input type="checkbox"/> 12/17/25 47 days old	Air Travel	444.37 USD	Card 0085			<a href="#">Add attachment</a>

16. Select the expense items for which you want to create an expense report. Click Actions, then classify the expense items as Business or Personal based on the purchase.

The screenshot shows the 'Travel and Expenses' dashboard with the 'Actions' menu open for the first expense item. The 'Classify as Business' option is highlighted with a red box. The table below shows the same two expense items, with the first item selected (checkbox checked):

Date	Type	Amount	Merchant	Location	Description	Attachments
Cash and Credit Card Expense Items (2)						
<input checked="" type="checkbox"/> 12/17/25 47 days old	Air Travel	20.00 USD	Card 0085			<a href="#">Add attachment</a>
<input type="checkbox"/> 12/17/25 47 days old	Air Travel	444.37 USD	Card 0085			<a href="#">Add attachment</a>



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17. To create an expense report for an expense item, click the date hyperlink associated with the transaction.

Date	Type	Amount	Merchant	Location	Description
Cash and Credit Card Expense Items (2)					
<input checked="" type="checkbox"/>	12/17/25 47 days old	Air Travel	20.00 USD Card 0085		

18. Ensure all entered details are correct, then click the “+” icon next to Authorization to add the approved spend authorization (created prior to incurring the expense)

19. Add the expense items to the report by clicking on ‘Add to report’

Air Travel 12/17/25 [Show Errors](#) ◀ Air Travel 12/17/25 ▶ **Add to Report** Save and Close Cancel

\* Date 12/17/25  
\* Template Travel Expenses - Training Relate  
\* Type Air Travel  
\* Amount USD 20.00  
Personal Amount 0.00 USD  
Business Amount 20.00 USD  
Billed Amount 20.00 USD  
Flight Type  
\* Flight Class  
\* Ticket Number 89009160675433  
\* Departure City  
\* Arrival City  
Agency

Attachments  
Drag files here or click to add attachment  
 Receipt missing  
\* Authorization None +  
\* Passenger Name SAWYER/TAMARA A

20. After adding all expense items, submit the expense report for approval. (Ensure all required receipts are attached before submitting.)

21. The expense report will then be sent for auditing.