PCI

HEPTAGON
INFORMATION TECHNOLOGY

EMPLOYEE EXPENSE TRAINING MANUAL

Electronic Expense Authorizations & Expense Reports

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Welcome:

Heptagon Information Technology, LLC uses Deltek Expense to record and retain all records of employee incurred expenses for both travel and other direct and indirect costs.

It is Heptagon Information Technology, LLC policy that all employees submit expenses within 15 days of incurring the costs. It is critical for accurate cost reporting and budgeting purposes that expenses are recorded timely.

We follow the Joint Travel Regulations (JTR) whenever possible.

We have established the following rules regarding travel and expense reimbursement:

- Lodging – lodging expenses are reimbursed up to the JTR ceilings, all costs above these ceilings must have prior approval
- If mileage is claimed for use of a POV, fuel (gas) cannot be claimed
- Meals are paid at per diem and no receipts are required
- Receipts are required for any claimed expense other than per diem meals, failure to supply receipts may prevent from reimbursement.
- All company paid expenses must be recorded on your travel report along with your expenses, if you are not certain of the exact costs or are missing a receipt please contact the travel manager.

The below will guide you through the expense reporting process, please keep this manual readily available as your travel and expenses may not occur in regular intervals.

Travel authorizations are optional per contract prior to completing an expense report. If a travel authorization is required, please attach approval to the expense report.

Accessing the Portal:

First double click on the Internet Explorer Browser Icon or another web browser.

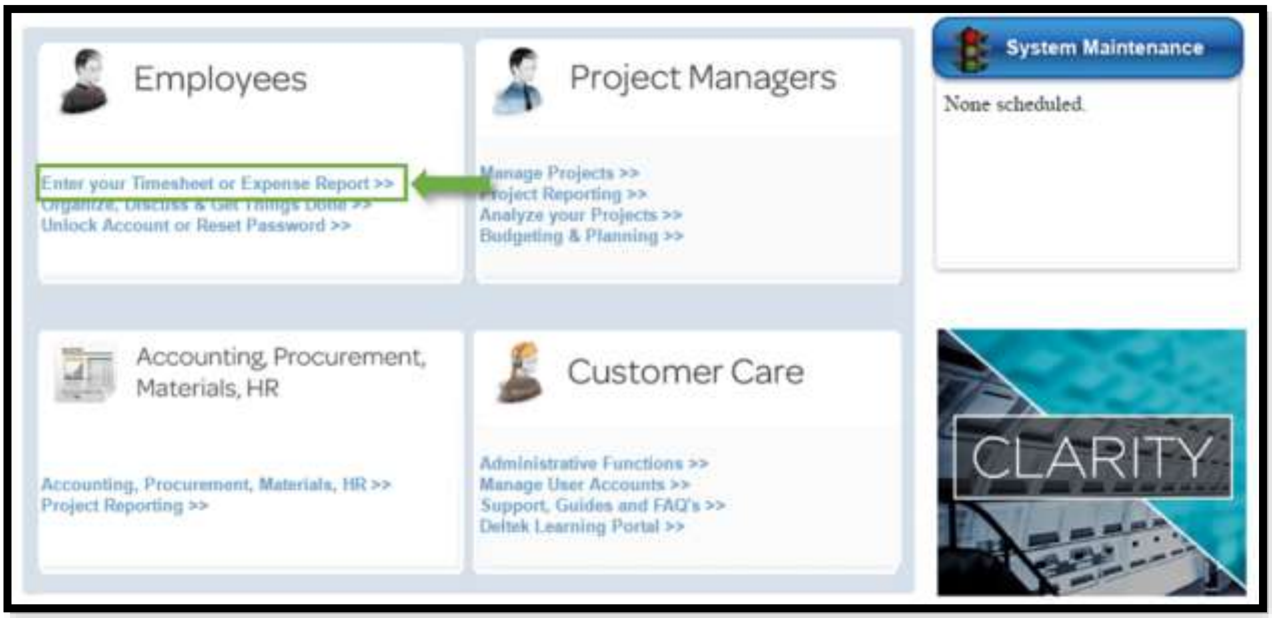
In the address line, enter the following path:

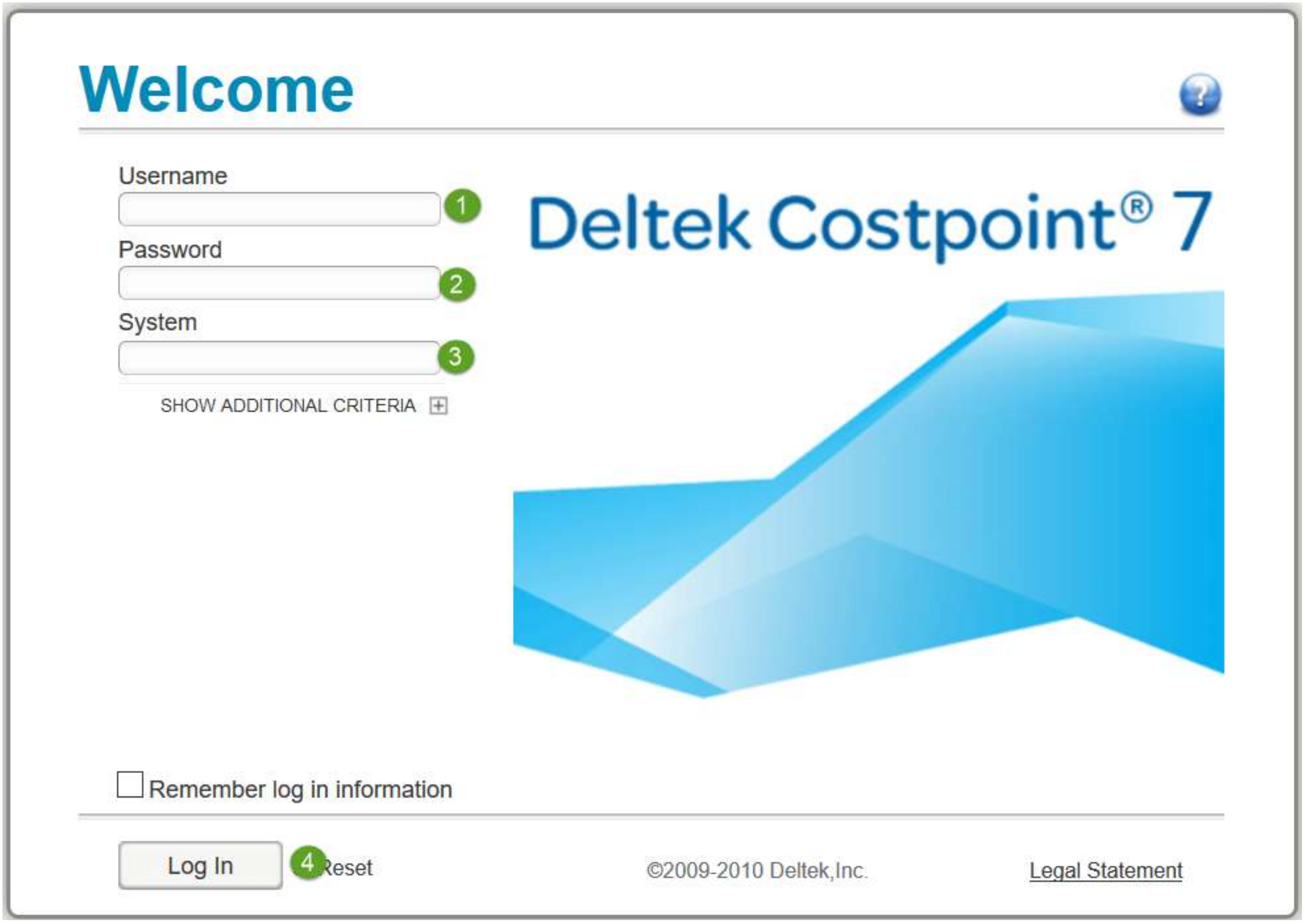
https://www.costpointfoundations.com/HEPTAGONIT/portal.html

Please add this as a bookmark on your browser.

Logging into Deltek Expense:

Click on “Enter your Timesheet or Expense Report”.





Enter your credentials, system and click “Log In”. Note that your username and system are NOT case-sensitive. Your password IS case-sensitive.

Username: 52678.FirstName.LastName

Password: Password created by user

System: HEPTAGONITTEST

PLEASE NOTE, THE TEST SUFFIX WILL BE REMOVED AFTER YOUR FIRST 45 DAYS

Travel Authorization Overview:

- Travel authorizations are optional in Heptagon Information Technology, LLC expense; however certain contracts may require this.
- Please check with Heptagon Information Technology, LLC's Finance for the official policy.
- If a Travel/Expense Authorization is required, this must be completed and Approved before completing an expense report for direct expense reports.
    - If you complete a travel authorization, please attach to your expense report.
- If a Travel Authorization is not required, please proceed to page 11.

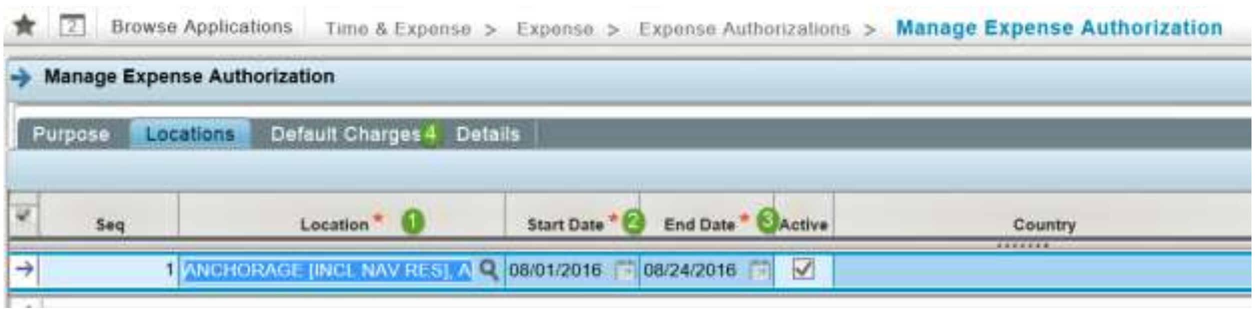
Click "NEW"

Purpose

No.	Button	Description
1	Authorization Type	Expense Report
2	From	Start date for your expense or travel
3	To	End date for your expense or travel
4	Purpose	Reason for authorization on expense or travel, this should be a descriptive, reasonable, business purpose for incurring the costs
5	Location	Click Location to Continue

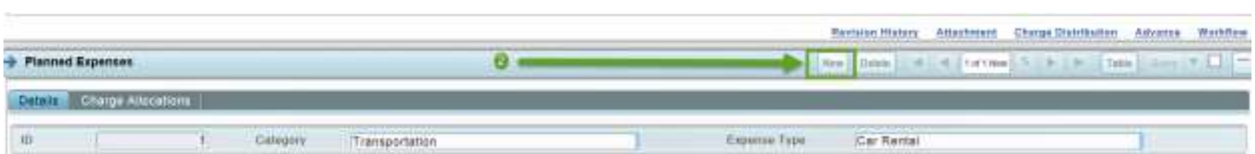
Location

Specify the locations for travel



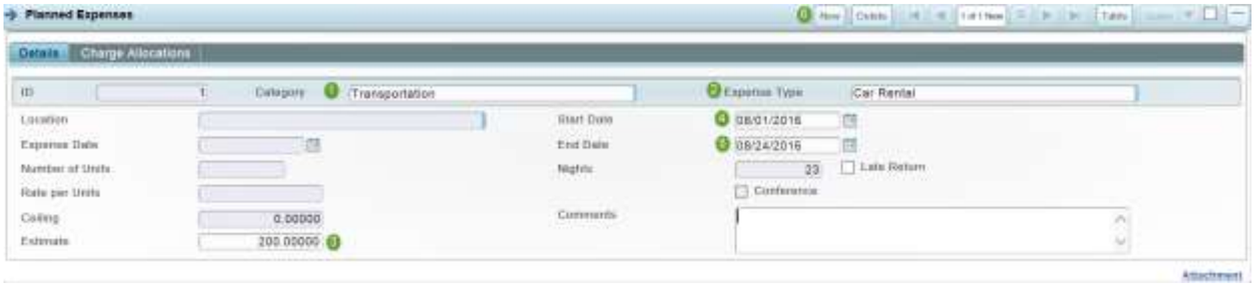
No.	Button	Description
1	Location	Look up Per Diem Location by selecting Magnifying Glass
2	Start Date	Start date for your expense or travel
3	End Date	End date for your expense or travel
4	Default Charges	Click Default Charges to Continue

Default Charges



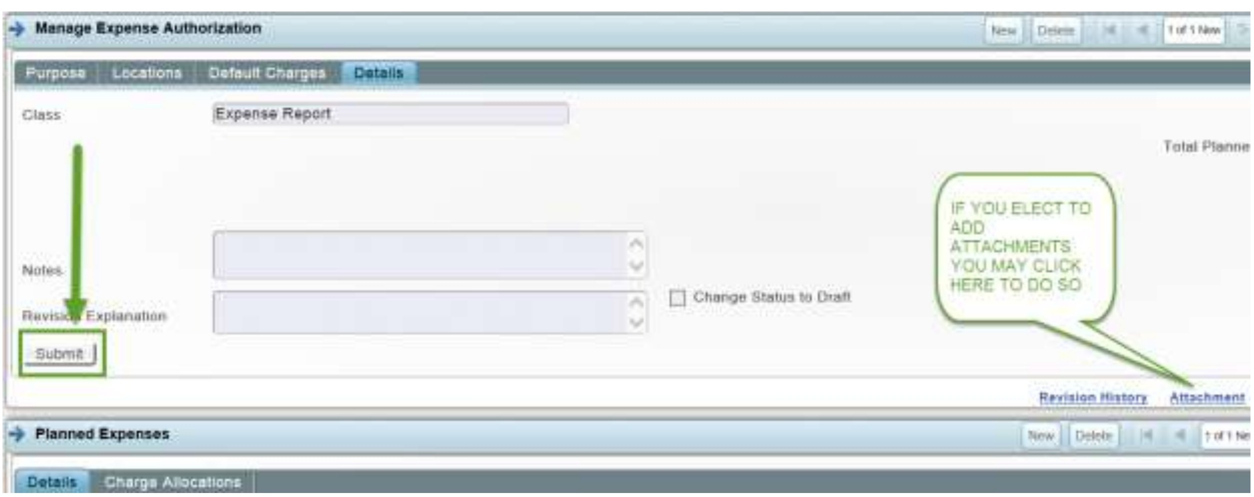
No.	Button	Description
1	Charge	Look up Project Code
2	Planned Expenses	Click New to Continue

Planned Expenses

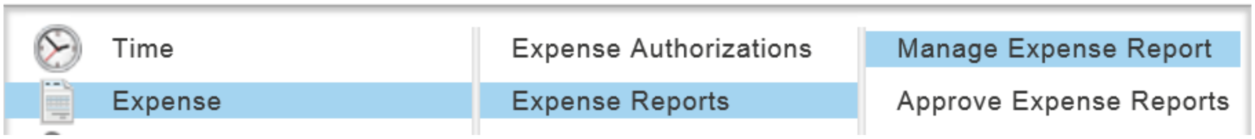


No.	Button	Description
1	Category	Look up the category
2	Expense Type	Look up the Expense Type
3	Estimate	Enter the estimated costs
4	Start Date	Enter start date for the expenses
5	End Date	Enter the end date for the expenses
6	New	Click New to add Planned Expenses

You can add as many expenses as you like, when finished see below to complete



Deltek Expense



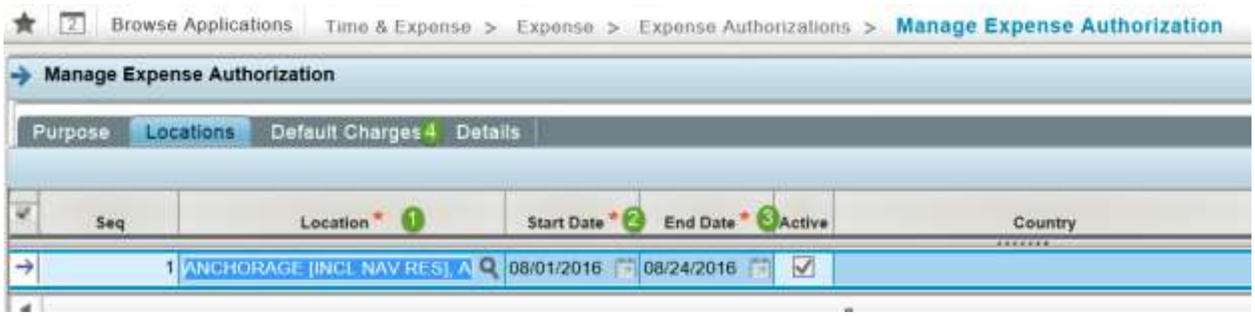
Select “Manage Expense Report”

Purpose

No.	Button	Description
1	Authorization Type	Expense Report
2	Authorization	**If you have completed an Authorization you may add it here and skip to the adding expenses portion of this guide**
3	From	Start date for your expense or travel – uncheck first day of travel if it is not true
4	To	End date for your expense or travel – uncheck last day of travel if it is not true
5	Purpose	Reason for authorization on expense or travel, this should be a descriptive, reasonable, business purpose for incurring the costs
6	Location	Click Location to Continue

First and Last day check boxes will affect per diem allowed for the given period

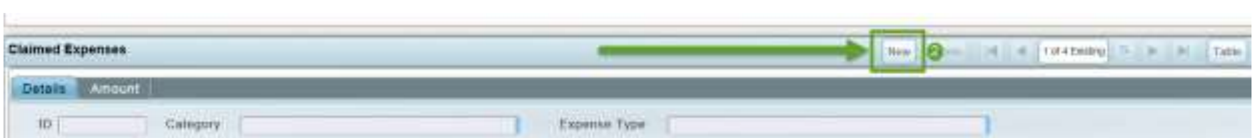
Location



No.	Button	Description
1	Location	Look up Per Diem Location
2	Start Date	Start date for your expense or travel
3	End Date	End date for your expense or travel
4	Default Charges	Click Default Charges to Continue

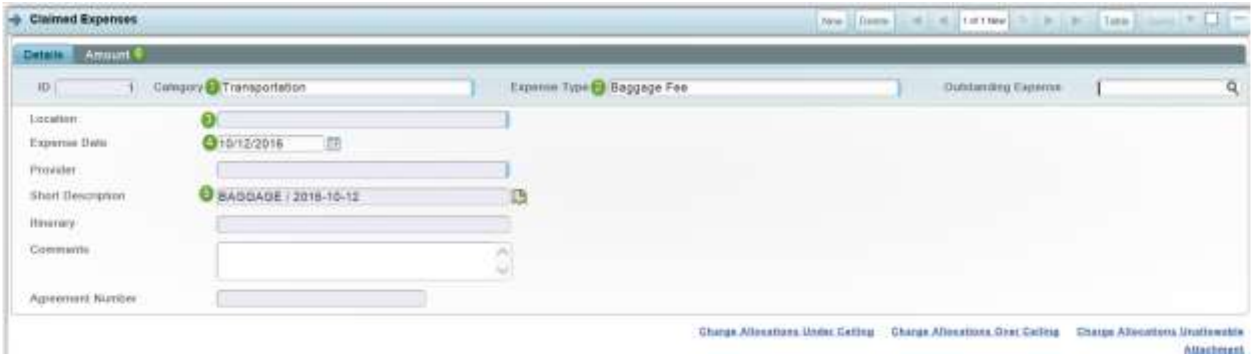
Default Charges

After you complete your charges you may begin entering expenses.



No.	Button	Description
1	Charge	Look up Project Code
2	Claimed Expenses	Click New to Continue

Claimed Expenses



No.	Button	Description
1	Category	Select the expense category, this will allow certain fields to be available to populate
2	Expense Type	Select the type of expense from the lookup
3	Location	This may not be applicable based on previous selections
4	Expense Date	Date expense took place
5	Short Description	This should default from expense type/Date combination
6	Amount	Click Amount to continue

No.	Button	Description
1	Payment Method	Select the payment method for the expense (Employee/Company)
2	Expense Incurred	Enter total amount of expense including any unallowables
3	Personal	Enter the amount of personal expense in the total (if any)
4	Unallowable	Enter the amount of unallowable expense in the total (if any)
5	New	Click new to add an additional expense

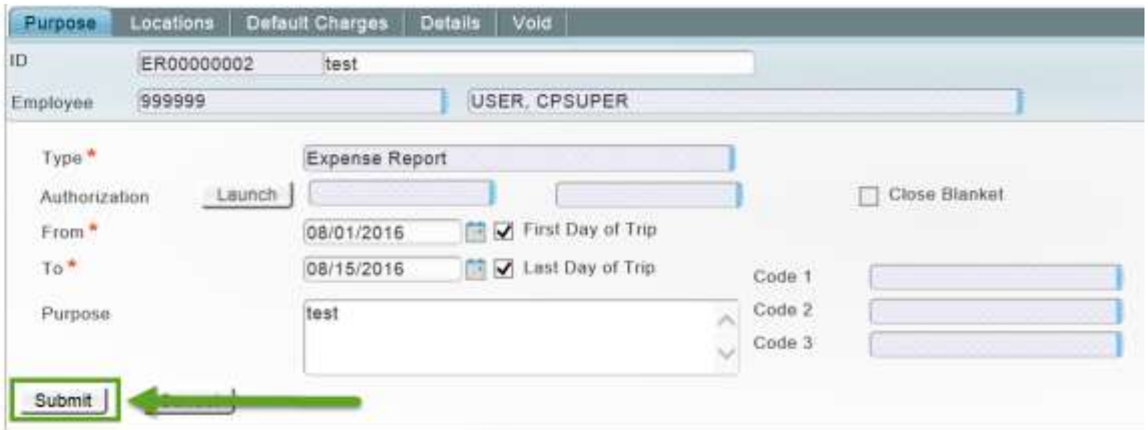
Once all the expenses are entered. You may review the entries by changing to the table view:

Claimed Expenses

ID	Category	Expense Type	Location	Expense Date	Short Description	Expense Incurred	Start Date	Departure Date	Return Date
1	Transportation	Airfare/Train		08/15/2016	AIR/TRAIN / 2016-08-15	5,000.00	08/01/2016	08/01/2016	08/15/2016
2	Meals	Meals Per Diem	ANCHORAGE [INCL NAV RES], ALAS	08/15/2016	M&IE / 2016-08-15	1,608.00	08/01/2016	08/01/2016	08/15/2016
3	Other	Printing & Copying		08/15/2016	PRINTING / 2016-08-15	100.00	08/15/2016	08/01/2016	08/15/2016
4	Other	Postage		08/15/2016	POSTAGE / 2016-08-15	100.00	08/15/2016	08/01/2016	08/15/2016

If you are satisfied with the entries, you may hit save.

Submission of your Expense Report



You will then hit submit. To complete the report. Please note, if you have receipts, you will attach them AFTER you hit the submit button. Use the WORKFLOW tab to show/add the required receipts.

Attachments & Receipts

Select the appropriate record, it will be marked “Attach” under the Task column, then click “Upload Attachment File”. Repeat this step until all required attachments have been added to the report.

Once all your attachments are uploaded, you have completed your expense report. Your supervisor will receive a notification to review and approve.