

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 V			Go	Search	Results Display Preferenc	e Standa
Navigator	Worklist					
Personalize						Full List
	📓 🖙 🧷 🚥					
CCG Employee Self Service, Cook County BG	From	Туре	Subject		Sent	Due
EXPERIENCE User	There are no notifications in this view.					
7	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.

1	xpenses								
	Expenses Home Expe	nse Reports Access Authorization	s Projects and Tasks P	ayments Search					
	Expenses Home						Create Expen	se Report Imp	ort Spreadshee
	Track Submitted Ex	pense Reports							
	The following expense rep	orts are either outstanding or have be	en paid in the last 30 days.						
	Report Number 🛆	Report Submit Date 🕶	Report Status	Last Report Status Activity (Days) Current Approver	Original Receipts Status	Imaged Receipts Status	Report Total (USD) Purpose	Duplicate	Withdraw
	CCP10252	27-Feb-2025	Ready for Payment	38	Not Required	Received	160.00 test		Ð
			-						

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

G 0			Rows 1 to 1				
Name 🗠	Report Number 🗠	Report Date 🐨	Status	Report Total (USD) Purpose	Update	Duplicate	Delete
Mei, Ada	CCP10304	06-Mar-2025	In Progress	0.00 test	1	6	8
Dabizljevic, Ivana	CCP10251	02-Feb-2025	Withdrawn	220.00 test delegation	1	۵	8
Mei, Julia	CCP10289	02-Nov-2024	Saved	1,200.00 CCP Tutton Expenses	1	0	8
Mei, Julia	CCP10303	04-Oct-2024	In Progress	200.00 test Merchant field	1	0	8
Dabizlievic, Ivana	COPID366	84-0:3-2024	Savet	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 r	reports.	You can enter expense reports for the people in this list. You can also view all of their previously submitted expense	e reports.
Name F	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.

xpenses				
penses Home	Expense Reports	Access Authorizations	Projects and Tasks	Payments Search
Access Au	Ithorizations			
•			also view all of your pro	viewely submitted expanse reports
The people in			also view all of your pre	viously submitted expense reports.
			also view all of your pre	viously submitted expense reports.

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

	n this list can enter expense rep	ports for you. Th	ey can also view all of your pre	viously submi	tted expense repo	orts. You c
						•••
ame					Rem	nove Name
	A C]				No res
Search a	nd Select: Name					>
Search						
	- the set of the state of the set in the	nulldaum list on	ad optor a value in the taxt field	then colect th	he "Go" button	
To find you	r item, select a filter item in the	e pulldown list an	iu enter a value în the text lielu	, men selett u	le do button.	
To find you Search By	-	e puildown list an	Go	, men select u	le Go ballon.	
Search By	-	<		, men select u		
Search By Results	Full Name	<		User	Email	Organization
Search By	Full Name	\$	Go			Organization Name
Search By Results	Full Name Full Name Employee Number	mployee	Go Contingent Worker	User	Email	
Search By Results	Full Name Full Name Employee Number Contingent Worker Number No search	mployee	Go Contingent Worker	User	Email	

• 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			Revert	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,	a	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	norizations Projects and Tasks F	ayments Search			
Expenses: Expense Reports >						
Expense Reports				Create New Expense Report	Import Spreadsheet Expenses	Save Search
Advanced Search					S	Simple Search
Specify parameters and values t	o filter the data that is di	enlaved in your results set				
	o litter the data that is di	splayed in your results set.				
Match All O Any						
Name	is	✓ Mei, julia				
Report Number	is	~				
Report Date	is	✓ (23-Mar-2025) [™] ₁				
Report Submitted Date	is	✓ (23-Mar-2025) [™] _☉				
	Go Clear	Add Another Imaged Receipts	Status 🗸 🗛 Add			

• Results will display at the bottom of the page.

Expenses												
xpenses Home	Expense Re	ports	Access Authori	zation	s Projects and Ta	sks Payr	nents Search					
Expenses: Expense F	Reports >											
Expense Rep									Create New Expense Repo	rt Import Spread	dsheet Expenses	Save Sear
Advanced Sear	rch										S	imple Searc
Specify parameters a	ind values to	filter	the data that is displa	ayed i	n your results set.							
Match 🖲 All 🔾	Any											
	Name	is	~	Mei	, julia							
	t Number	is	~									
	port Date	is	~			ò						
Report Submi	itted Date	is	~			ò						
		Go	Clear	Add	Another Imaged R	leceipts Stat	us 🗸 🗚 Add					
Export											1	Rows 1 to 1
Report Number	Report Date	-	Report Submit Date		Report Status △	Original R Status	leceipts	☐ Imaged Receipts Status	A Report Total	Purpose	Payments	Duplicate
CCP10366	03-Mar-202	25	21-Mar-2025		Approval Timed Out	Not Require	ed	Received	120.00		1001	D
CCP10245	06-Feb-202	25	19-Feb-2025		Paid	Not Require	ed	Received	2,036.00	test	50	D
CCP10375	06-Feb-202	25	27-Mar-2025		Approval Timed Out	Not Require	ed	Not Required	65.25	Conference	1007	D
CCP10371	06-Jan-202	5	04-Apr-2025		Approval Timed Out	Not Require	ed	Received	76.80	Conference	1001	D
CCP10380	03-Jan-202	5	31-Mar-2025		Approval Timed Out	Not Require	ed	Received	500.00	MBA degree	2001	

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

•						•	•			
Expenses										
Expenses Home	Expense R	eports	Access Au	thorizatior	Projects and T	asks Payments	Search			
Expenses: Expense	Reports >									
Expense Re	ports							C	reate New Expense Repor	t Import Spreadsheet
Advanced Sea	arch									
Specify parameters	and values t	o filter	the data that is o	displayed i	n vour results set.					
Match All										
0 / (
_	Name	is			i, julia					
	ort Number	is		~						
	eport Date	is			-Mar-2025)	00				
Report Subn	nitted Date	is			-Mar-2025)	0				
		Go	Clear	Add	Another Imaged	Receipts Status 🗸	Add			
Export										
Report ∠ Number	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 Sear	ch		
General Information	Cash and Other Expenses	Expense Allocations	Review
Create Expense Report: General Information			Save Cancel Step 1 of 4 Ne
Indicates required field Indicates required field Office 1014 Dulpt and Management Services Relimbursement Currency US Dollar	Expense Template CCP Tutton Exp Purpose	benses v	
Reimbursement Currency US Dolar			

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				
		Report Instructions: penses one expense item per each line.				
Rece	ipt-Bas	ed Expenses				
CTIP	Date Exar	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	B
	2	15.		~		

- 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 a	nd Tasks Payments Search								
	General Information		Cash and Other	er 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					Itemia	Duplicate	New	Remove	Return
Indicates required field Expense Type		* Justification College ABC									
* Expense Date Daily Rate											
Number Of Days		Expense Location									
Receipt Amount		Merchant Name									
* Receipt Currency Exchange Rate Reimbursable Amount	1	Maximum Daily Meal Allowance									
		This is for Maals I	Lipense 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			Expense Location		
* Receipt Amount			Merchant Name		
* Receipt Currency		~	Da	Original Receipt Miss	sing
Exchange Rate				+	
Reimbursable Amount	1,000.00 USD				_
		Add Attachmer	nt		×
Additional Information	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 :309	(509)
* Grant Funding	(Yes/No) No	*Category	Miscellaneous	~	
		*File	Choose File Agen	da (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	03-Mar-2025 1,000.00	* Justification	College ABC
Number Of Days * Receipt Amount * Receipt Currency Exchange Rate Reimbursable Amount	1,000.00 USD - US Dollar v 1	Expense Location Merchant Name Maximum Daily Meal Allowance	Criginal Receipt Missing
Additional Information	on		
* Completion Date (DD-M	* Grade ION-YYYY) g (Yes/ No) No	a d	



• Click 'Next.'

		General Information		Cash ar	d Other Expenses		<u></u>
		ense Report: Cash and Othe	er Expenses			Save Cancel Back 3	top 2 of 6 Mag
		CCP Tulton Expenses					
reals to star all t	xpense I lubor eq	Report Instructions: perzes one expense item per each line.					
leceip	x-Base	ed Expenses					
		ole 07-479-2825/DD-8034-11111					
FTIP Cu	ata Exam	ple: 07-4PH-3925(DD-MON-YYYY).					
Related Ex	aperae (Lives: Depicate Ramove Show	Receipt Currency				
	Line	Date	Receipt Amount	Expense Type	Justification	Reinburgable Amount (USD)	Details
		43 Mile 2029 Ta	1,000.00	Tution v	Callege ABC	1,000.00	
	1	13 Mar 2029 16 16	1,000.00	~	Callege ABC	1,080.08	
	1 2	13M#203 %	1,000.00		College ABC	1.000.00	
	1 2 2 4	13 Mar 2023 5a 5a 5a 5a 5a	1,000.00	~	College ABC	1,090.00	
	1 2 3 4 5	13MA-203 %	1,000.00		Cullinge ABC	1,093.00	8
	1 2 3 4 6	53 Mar 2025 54	1,000.00	*	Callige ABC	1,093.00	- 1
	1 2 3 4 5 6 7	5 5 5	1,000.00	* * *	College ABC	1,099.00	- 8
	1 2 3 4 5 7 8	5 5 5	1.000.00	* * *	College ABC	1.009.00	
	1 2 3 4 5 6 7 8 9	6 6 6 6	1.00.00	· · · · · · · · · · · · · · · · · · ·	Campi ASC	1.000.00	

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 Ho	me	Expen	se Reports Ac	cess Authorizat	ions Proje	cts and Tasks Payme	ents Search											
			General Informa	ton				Cash and Ot	her Expens	es			Expense A	locations			Review	
Create	Expe	inse l	Report: Expe	nse Alloc	ations											Save Cancel	Bock Step 3	of 4 Negt
Use the fiel * Indicates	ids belov required	v to upd d field	ate expense allocat	ions for selecte	d expense lin	is. Apply an amount spli	t to a single expense line.											
Template N	Karne (CCP Tu	tion Expenses															
Project Al	location	Ac	count Allocations															
STIP Y	bu can o	only upd	ate expense lines th	at are not charg	ged to project	and tasks.												
				ons Revert	My Alloca	tions 👻 Apply												
Expand.	Al Col	lapse Al								(nK.							
- Fe	icus Li	ine	Payment Metho	d Date	Expense T	pe Receipt Amount	Reimbursable Amount (US	D) Morchan	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. G. Fixed Charges and Special Purpose Approxiations		501760 J Q Shared Tullen		00000 N Q		

Step 5: Review, confirm compliance, and submit.

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

	Ceneral Information		Cash and Other E	xpenses	Expense Allocati	ors	Review
Create Expense R	eport: Review					34	we Cancel Back Ship 4 of 4
Review the expense report	below before submission.						
femplate Name CCP Tull							
By Submitting this expension	nse report, I affirm that the expenses submitted are in o	ompliance with Corporate Trave	and Expenses policies				
maged Submission	Instructions						
	tes 03-MAR-2025 - 03-8848-2025		waget Heckips 5	+			
	me Beasley, LatShaven (4057982)		Imaged Receipts 5	latus Required			
Cost Cen	far 1014		D	X			
Cost Cen Purpo	150			Total 1,000.00 USD			
Cost Cen	150			Total 1,000.00-USD exemt 1,000.00-USD			
Cost Cen Purpo Original Receipts Star	tes Not Required						
Cost Cen Purpo Original Receipts Star	150	(Approvers					
Cost Cen Purpo Original Receipts Star	see tes Not Required ie Africations : Weekly Summary Approval Notes ((Approvers					
Cost Can Purpo Original Receipts Star Expense Lines Expense	see tes Not Required ie Africations : Weekly Summary Approval Notes ((Approvers					
Cost Can Purpo Original Receipts Star Expense Lines Expense	see tes Not Required ie Africations : Weekly Summary Approval Notes ((Approvers					
Cost Can Purpo Original Receipts Star Expense Lines Expense Business Expenses Cash Expenses	see tes Not Required ie Africations : Weekly Summary Approval Notes ((Approvers					
Cost Can Purpo Original Receipts Star Expense Lines Expense Business Expense	see tes Not Required ie Africations : Weekly Summary Approval Notes (Approvers				•	
Cost Can Purpo Original Receipts Star Expense Lines Business Expense Cash Expenses	ee Les Not Required en Allocations - Weekly Summary Approval Notes () 6		Reimbursenert An	1,500,50 USD	Invest Density Density of	© Denilo Walan	Reinbursable Amount Daniel Amount
Cost Can Purpo Original Receipts Star Expense Lines Expense Business Expenses Cash Expenses	see tes Not Required ie Africations : Weekly Summary Approval Notes (Justification			imaged Receipt Required	© Receipt Missing	Reinhursable Amount (bettis Attach (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.

