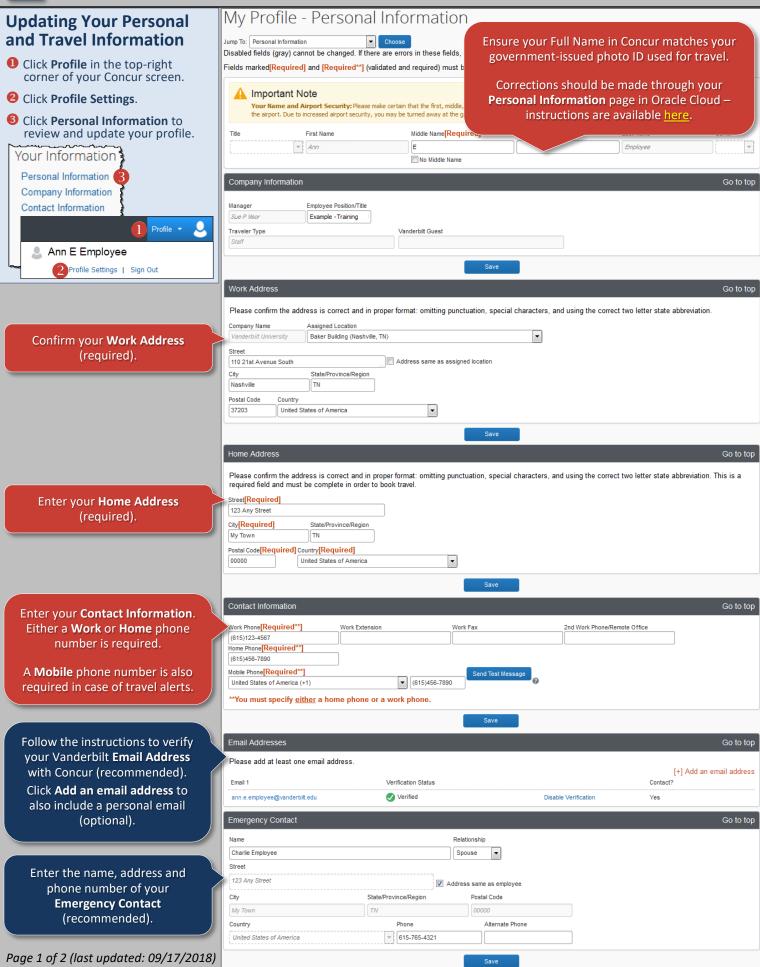


Quick Guide: Updating Your Profile

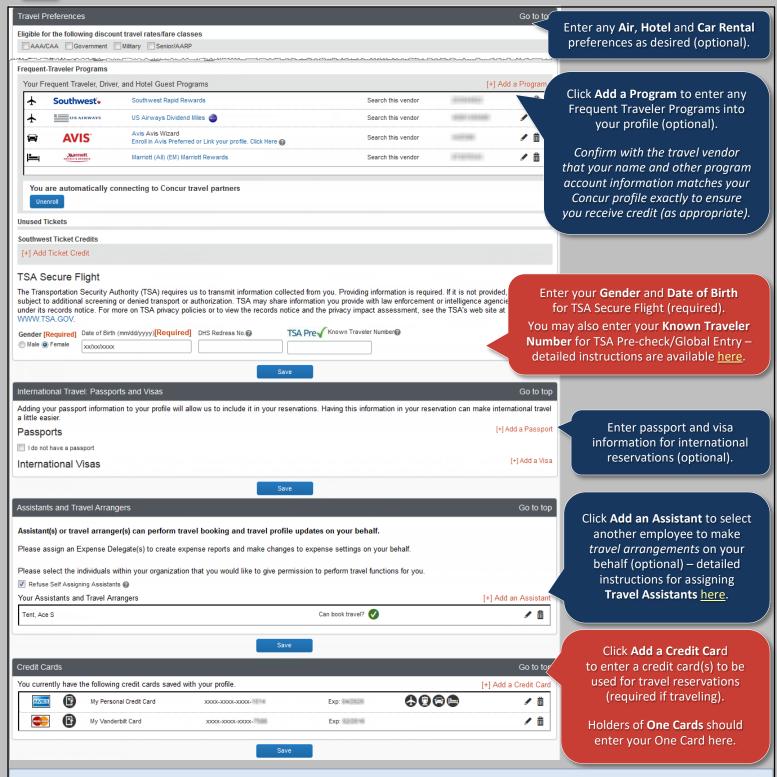






Quick Guide: Updating Your Profile





Expense Reporting and Reimbursement: Oracle Cloud Expense Module



You will report your out-of-pocket and One Card (if applicable) expenses and request reimbursements via the Oracle Cloud **Expenses** module.

The following guides are available on the <u>Resources for Employees/Line Managers</u> page of the SkyVU website to help you begin this process:

- Creating and Submitting an Oracle Cloud Expense Report;
- Selecting an Expense Delegate; and
- Getting Started Guide: Oracle Fusion Expenses Mobile App.

More training is available in the <u>Learning Exchange</u> – search **SkyVU Learning Program: Training for Vanderbilt Employees** in the blue **Find a Course** box and select **Enroll**.

Page 2 of 2 (last updated: 09/17/2018)