Introduction

The YSS Partner EMS Toolkit was created to serve as a reference tool to assist in delivering superior business support services so that our partner departments can focus more resources on achieving their core missions. Department satisfaction is the key measure of our success.

“Service, Solutions and Satisfaction”

EMS:
- Yale’s Expense Management System powered by Oracle iExpense
- Oracle iExpense: used to create and submit expense reports when any of the following expenditures take place:
  - Travel expenses: processed with or without a Yale University Purchasing Card (P-Card)
  - Material or supplies charges purchased with a Yale University Purchasing Card (P-Card)
  - Other out-of-pocket expenses (OOP)