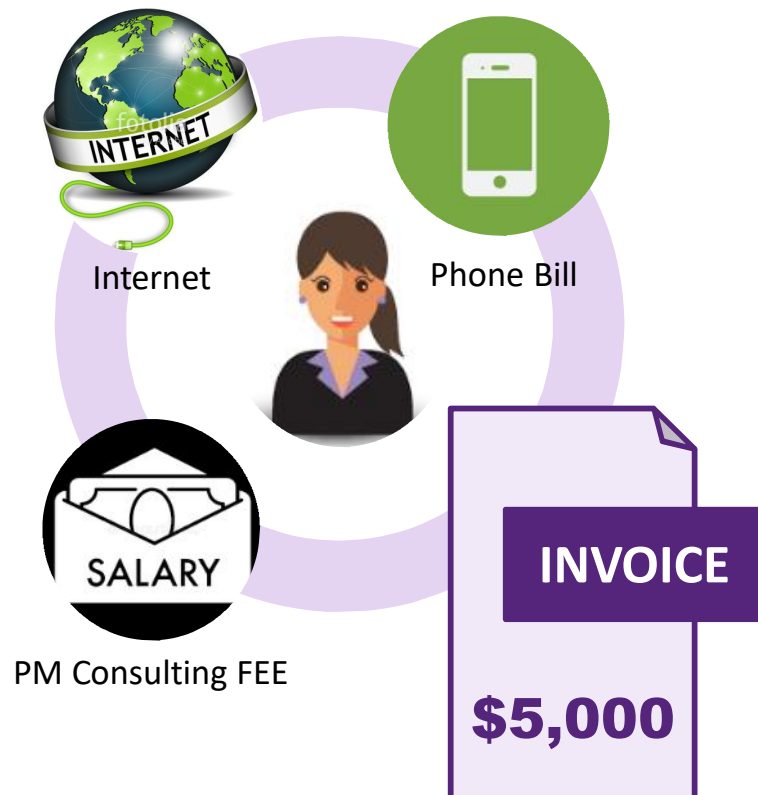


Submit an Internal Operating Expense



What is an Internal Operating Expense (IOE)?

An IOE is an expense that is not directly related to any Engagement Activities, but is related to running the MSA for the purposes of the FEI.

Example:

Project manager invoice

Capture \$\$ in FEMS under IOE

Submit a claim in DEXT

Operating Expenses paid by ENKEL

Edit Engagement Activity

* Name of Engagement Activity

Internal Operating Expense: Project Manager Salary

Indicate **Internal Operating Expenses: Project manager salary**

* Description of Engagement Activity ⓘ

Working closely with the Working Group and reporting to the Working Group Chair, the Project Manager works closely with physician leads to support successful project outcomes by supporting project aims through the complete project cycle including:

- attends Working Group meetings, meetings of sub-committees and project team meetings,

* Objectives of Engagement Activity ⓘ

- consultation, stakeholder involvement, project planning, project design, budgeting and financial accountability, data collection, follow up, evaluation, sustainability and reporting;
- assists working group staff by supporting the budgeting cycle, including: budget preparation and tracking, and reporting to the Working Group, Facility Engagement office and other stakeholder as

* Start Date

 10-03-2018

End Date

 mm-dd-yyyy

* MOU Category

Physician society's Internal Operating Expenses (IOE) only.

Select *MOU category:
Physician society's Internal Operating Expenses (IOE) only

Next >

Save Draft

Cancel

DEXT <https://app.receipt-bank.com/login>

**ENKEL will share the login
with the administrator**

Dext

Log in with your email address

Email address

user@example.com

Password

your password here

[Forgot password?](#)

Log in

+ Add Documents Resources Edit P

Advanced

Add Documents

Costs Sales

Use this panel to add your bills, receipts and purchase invoices

Document owner MSA FE Services

Upload from computer

One document per file
PDF, JPG, PNG, ZIP

One document per page
PDF files only

Auto splitting
PDF files only
Can take up to 1 hour

Select Files
or
Drag & drop to upload

FILE LIMITS | 6MB for Images, 100MB for ZIP files

- **Step 1:** Login to **DEXT** to upload documents to your account
- **Step 2:** Go to **Add Documents** on the top
- **Step 3:** Drag and drop or browse to add with the green button
- **Step 4:** Once uploaded, documents will populate in the **Inbox** within 6 hours