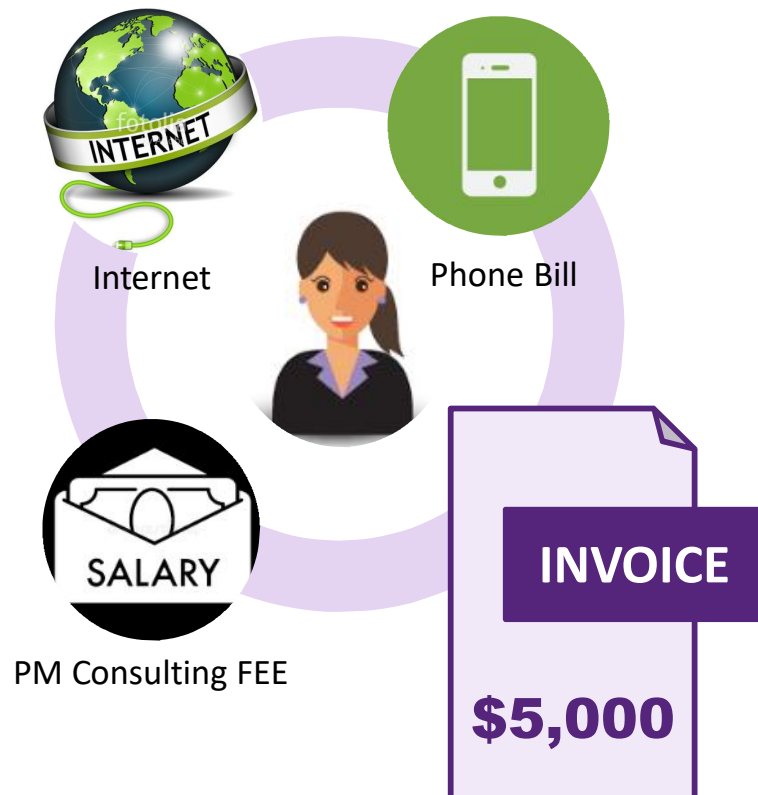


Submit an Internal Operating Expense



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 RECEIPT BANK

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

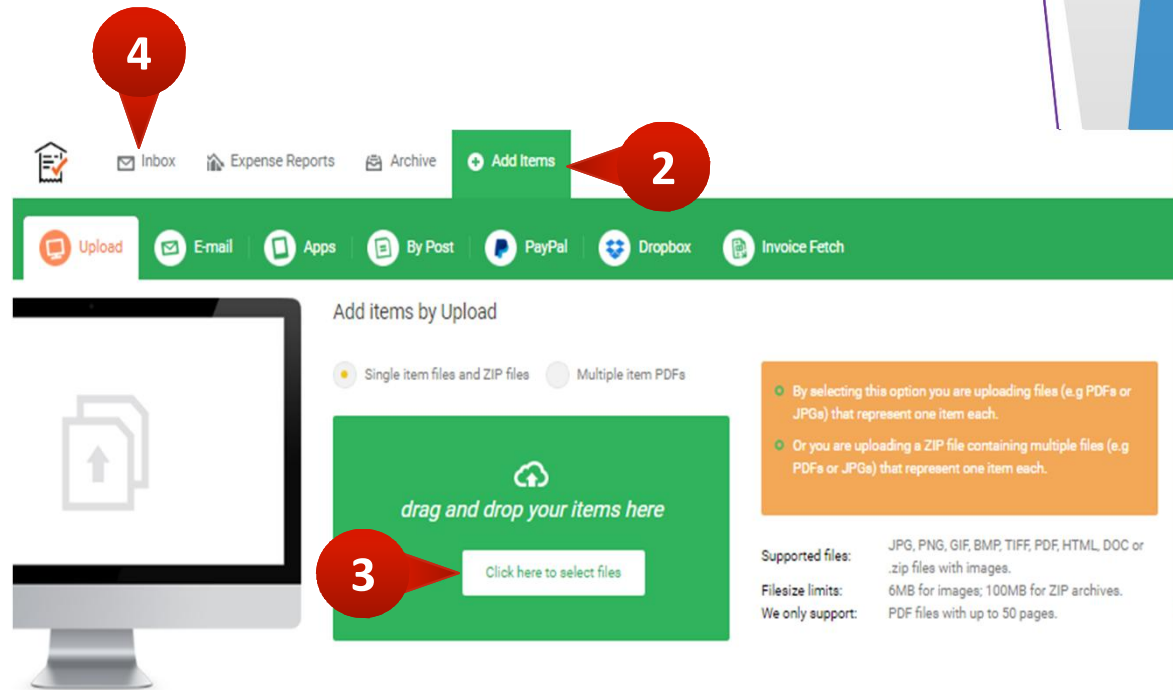
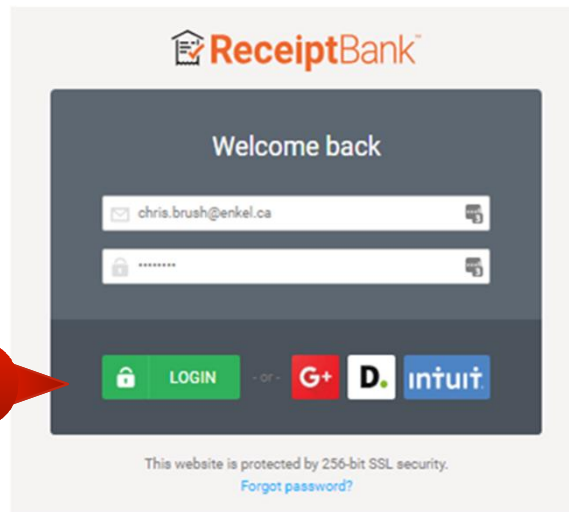
Next >

Save Draft

Cancel

ReceiptBank www.receipt-bank.com

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



- **Step 1:** Login to **ReceiptBank** to upload receipts to your account
- **Step 2:** Go to **Add Items** on the top
- **Step 3:** **Drag and drop receipts images** into the green box
- **Step 4:** Once uploaded, receipts and invoices will populate in the **Inbox** within 6 hours