#1. Log in to the NUPortal: [https://nuportal.northwestern.edu/](https://nuportal.northwestern.edu/) and select Financial > Payments > Create a new Expense Report. Use the template below to create your expense report. Be sure to complete the following fields: Description, Business Purpose, Comment, Expense Type, Expense Date and Amount Spent. Click on the “Detail” tab and enter additional information about each purchase (i.e., vendor name and item description).

#3. Click on the magnifying glass next to each expense item. For each item, replace the default number with “76740” in the “Account” field (see page 2).

#2. Click “Accounting Defaults” to enter the payment chart string (see page 2). Confirm the chart string number with the Department Assistant.

#4. For group meals, click on the person icon next to the expense line item. Complete the meal attendee list.

#7. Click “Submit.” A certification message will appear for your consent.

#5. Click “Attachments” to upload a PDF scan of your expense report cover page (see page 2), itemized receipts and meal attendee list(s). All documentation should be attached in a single scan.

#6. Click “Save for Later” and then “Check Budget.” The Budget Checking Status should display as “Valid.”

#8. Turn in a copy of your expense report cover page with the original receipts and meal attendee list(s) to the Department Assistant for approval. Inform your adviser that he/she will be receiving an automated email, requesting electronic approval for the expense report.
Step #2: Enter Payment Chart String.

Step #3: Replace Account code with “76740”.

Step #5: How to Print Your Expense Report Cover Page

→ Click on the “Printable View” hyperlink and print the “Expense Report” tab.
1. Itemized receipts are **required**.
2. Tax is not reimbursable for food and incidental purchases from local vendors/grocery stores.
3. The department will reimburse up to $15.00 per person for lunch and $25.00 per person for dinner. If you prefer to go out for appetizers instead, the department will pay for appetizers at a rate of $8-10 per person. Alcohol will not be reimbursed.
4. A maximum of 3 NU guests is permitted at meals for each student visitor.
5. The business purpose for student recruitment visits is “Recruitment - Student.”
6. Meals of two or more people should be categorized as “Domestic Meal – Group.”
7. Taxi fares for transportation to/from the restaurant are categorized as “Domestic Public Ground Transportation.”
8. Use “Printable View” to print the expense report cover page and receipt pages.
9. Tape receipts down on all four sides, including edges. Do not use staples.
10. Print single-sided pages only.
11. Please do not use highlighter on receipts. It fades the ink and makes copying difficult.
12. Print out a copy of the group meal list. Remember to also enter the group meal attendees on the online report by clicking on the icon next to the relevant expense line item.
13. Attach a copy of the student visitor’s complete schedule, if available.
14. Note: You must be logged on to Northwestern’s [Virtual Private Network (VPN)](https://www.nwu.edu/it/vpn) in order to create and certify your expense report.