

- #1. Log in to the NUPortal: <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).

- #2. Click “Accounting Defaults” to enter the payment chart string. Confirm the chart string number with the Department Assistant.

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

- #3. Click on the magnifying glass next to each expense item. For each item, replace the default number with “76725” in the “Account” field.

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

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

Expense Report Entry x

<https://nuportal.northwestern.edu/>

Create Expense Report

Expense Report Entry

ESAM Student

User Defaults

Report ID: NEXT

EmplID 1234567

General Information ?

\*Description: Refreshments - Stud. Seminars

\*Business Purpose: Speaker Programs/Receptions

Default Location

Comment: Refreshments for student seminars (September - November); 30 attendees

Reference: Attachments (0)

Accounting Defaults

Apply Cash Advance(s)

More Options: GO

Details ?

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Domestic Incidentals	09/26/2014	12.03	USD	Cash	NU Expense			
<input type="checkbox"/>	Domestic Incidentals	10/17/2014	5.87	USD	Cash	NU Expense			
<input type="checkbox"/>	Domestic Incidentals	11/21/2014	11.99	USD	Cash	NU Expense			
<input type="checkbox"/>	Domestic Incidentals	12/05/2014	6.45	USD	Cash	NU Expense			

Copy Selected Delete Selected Check For Errors New Expense Add

Totals

Employee Expenses:	36.34	USD	Due Employee:	36.34	USD
Non-Reimbursable Expenses:	0.00	USD	Due Vendor:	0.00	USD
Prepaid Expenses:	0.00	USD			
Employee Credits:	0.00	USD			
Vendor Credits:	0.00	USD			
Cash Advances Applied:	0.00	USD			

Check Budget Budget Checking Status: **Not Checked** Definition of Totals Update Totals

Save For Later Submit Expense Report Project Summary Printable View

[Return to Travel and Expense Center](#)

- #7. Turn in a copy of your expense report cover page with the original receipts and event attendee list(s) to the Department Assistant for approval. Inform you adviser that he/she will be receiving an automated email, requesting electronic approval for the expense report.

## Create Expense Report

### Accounting Defaults

ESAM Student

Report ID:

NEXT

Accounting Summary ?									
Set Personalizations   Find   First 1 of 1 Last									
%	*GL Unit	Fund	Dept	PC Bus Unit	Project	Activity	Program	ChartField 1	
100.00	NWUN	171	4737000	NWUN	10006543	01			

Add ChartField Line

Load Defaults

[User Defaults](#)

OK

Step #2: Enter  
Payment Chart  
String.

## Create Expense Report

### Accounting Detail

ESAM Student

Report ID:

NEXT

This is the accounting detail for expense type Domestic Incidentals with a transaction date of 2014-09-26 in the amount of 12.03 USD. If changes are made inadvertently, you may reset the default accounting values by hitting the 'Restore Defaults' button.

Restore Defaults

Estimated Tax:

Total Distribution:

Accounting Detail ?											
Set Personalizations   Find   First 1 of 1 Last											
General Ledger ChartFields											
Amount	*GL Unit	Monetary Amount	Currency Code	Exchange Rate	Account	Fund	Dept	Program	PC Bus Unit	Project	Activity
12.03	NWUN	12.03	USD	1.00000000	76725	171	4737000		NWUN	10006543	01

Step #3: Replace  
Account code  
with "76725".

Add ChartField Line

Refresh

Previous Expense

Next Expense

OK

Step #4: How to Print Your  
Expense Report Cover Page

→ Click on the "Printable View" hyperlink and print the "Expense Report" tab.

## Seminar Reimbursements

### Report Preparation & Other Tips

1. Itemized receipts are **required**.
2. Tax is not reimbursable for food and incidental purchases from local vendors/grocery stores.
3. Use “Printable View” to print the expense report cover page and receipt pages.
4. Tape receipts down on all four sides, including edges. Do not use staples.
5. Print single-sided pages only.
6. Please do not use highlighter on receipts. It fades the ink and makes copying difficult.
7. The business purpose for student seminars is “Speaker Programs/ Receptions.”
8. Snacks are categorized on the report as “Domestic Incidentals.”
9. Be sure to include a meeting attendee list.
10. Attach a copy of the seminar flyer(s), if created.
11. You must be logged on to Northwestern’s [Virtual Private Network \(VPN\)](#) in order to create and certify your expense report.

#### DID YOU KNOW?

If you are purchasing non-perishable grocery items, the department can help you purchase these in advance on Peapod.com. Orders are placed monthly.

If you have to make a last-minute grocery purchase, tax- exempt letters are available in the department office.