

# ESAM

Expense Reports  
for PhD students  
**How to get your money back**

**2023-2024**

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# Before you go

## Before you set up any travel arrangements:

Email your advisor(s) and the ESAM BA about the trip to figure out how your trip will be funded, funding limits, and whether per diem will be allowed/used.

## Funding Options:

**1<sup>st</sup> option:** TGS Grant up to \$600

(2 grants maximum throughout academic career)

<https://www.tgs.northwestern.edu/funding/fellowships-and-grants/internal-fellowships-grants/conference-travel-grant.html>

**2<sup>nd</sup> option:** ESAM will match advisee funding/TGS funding up to \$600

(3 times maximum throughout academic career, but additional travel grants may be available depending on budgetary constraints)

**3<sup>rd</sup> option:** Advisor funding

## **Setting up conference, hotel, and flight payments:**

### **Conference Fees:**

The Senior Accounting Specialist can use the department credit card to pay for the conference fees. Please email them with requests.

### **Flights:**

Book economy class.

If on a sponsored project, book according to the [Fly America Act](#) - you must book with a US based airline when flying internationally – it's the LAW.

If you want to book a flight but don't want to pay for it upfront, please reach out to the Senior Accounting Specialist to set up a temporary Egencia account that will bill the charge directly to the chart string you are using.

### **Hotel/Lodging:**

All hotels will be reimbursed for the reasonable and actual cost of lodging. In other words, if you get a deluxe suite at a hotel, you will be reimbursed for a basic/regular hotel room.

If you want to book your hotel but don't want to pay for it upfront, please reach out to the Senior Accounting Specialist to set up a temporary Egencia account that will bill the charge directly to the chart string you are using.

# **At the conference/research meeting**

## ***and for general reimbursements***

Save all Receipts including hotel, taxi/uber/train receipts. Please be sure they are itemized (see following pages for more information on the correct receipts to use). \*

Make sure all receipts are clear, easy to read, and translated if in a foreign language (google translate works well for this).

Avoid mixing personal purchases with professional ones. For instance, if you are purchasing supplies for a project, don't add your deodorant to the order.

Keep your proof of attendance (a badge, your name on the agenda, certificate of participation or any other form of proof) you will need to include it in your expense report.

Choose the most affordable options whenever possible.

*\*If you are using per diem – you don't need to collect receipts for food.*

# What itemized receipts look like:

*These are NOT receipts:*

Booking confirmation - Ref No: 843475259

Shams Hotel  
Mashraba Street  
Dahab  
46617  
Egypt  
(+201)21008162070  
shamschotelindahab@gmail.com

Booking reference: 843475259

Current status: **Booked**

Booked by: Ramy Ragab

Check in: Thursday, 6 October 2016 (from 2:00 PM)

Check out: Saturday, 8 October 2016 (before 12:00 PM)

For: 2 nights, 2 rooms

Rooms: 4136 EGP 1,325.99

Total: 4136 EGP 1,325.99

You will pay in the hotel's local currency (EGP)

Special requests: Early check-in

**Rooms**

**Double Room (Panoramic Beach Views) (Standard Rate)**  
In-room internet included (wifi), Breakfast included

Guest name: Ramy Ragab

Guests: 2 x adults

**Cancellation policy**  
If cancelled, modified, or in the case of a no show, 50% of the total price of the booking will be charged.

**Prepayment policy**  
50% of the total price of the booking will be charged in advance of your arrival.

**Double Room (Panoramic Beach Views) (Standard Rate)**  
In-room internet included (wifi), Breakfast included

Previous Balance \$1,961.15 Payment Due Date 01/15/11

Payment, Credits -\$1,961.15 Minimum Payment Due \$41.00

Purchases +\$2,084.39

New Balance \$2,084.39

Opening/Closing Date 11/19/10 - 12/19/10

Total Credit Line \$6,500

Available Credit \$6,415

Cash Access Line \$1,700

Available for Cash \$1,700

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay up to a \$39 late fee.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, call the number on the back of your card or go to the web site listed above.

Your next AutoPayment for \$41.00 will be deducted from your account and credited on your due date (previous day if your due date falls on a Saturday or Holiday). If your statement balance exceeds your credit limit or your account is past due, you should make a payment that includes the amount referenced plus the total overlimit amount and any past due amount prior to the due date. Please do not rely on your AutoPayment service to address an overlimit/past due situation.

**BLUEPRINT SUMMARY**

Your Blueprint goals for this statement:

Full Pay \$145.59 For details go to [www.shams.com/blueprint](http://www.shams.com/blueprint)

Split For details go to [www.shams.com/blueprint](http://www.shams.com/blueprint)

Finish it For details go to [www.shams.com/blueprint](http://www.shams.com/blueprint)

BLUEPRINT Payment \$183.72

NOTE: Pay this amount to stay on track with your BLUEPRINT Plan. This amount also satisfies your minimum payment due.

See the BLUEPRINT Feature Activity section of this statement for more details on this month's activity.

**ACCOUNT ACTIVITY**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/02	Payment - Thank You	-1,961.15
11/17	LA RURAL STEAKHOUSE WESTON FL	31.50
11/22	GOOGLE*ADW9H1970823 CG@GOOGLE.COM CA	149.54
11/22	HOMESTEAD TECHNOLOGIES IN 800-7972958 CA	9.99
11/25	T-MOBILE RECURRING PMT 800-4937-8997 WA	193.16
11/26	GO2ADDDY.COM 485-5058855 AZ	99.97
11/30	VONAGE *PRICE+TAXES 888-245-4357 NJ	21.95
12/02	ARAG LEGAL SERVICES DES MOINES IA	19.92
12/01	CIPA SITE SOLUTIONS 800-8964500 VT	49.50
12/03	ANTHONY'S COAL FIRED PIZZ WESTON FL	39.30
12/03	EXXONMOBIL 78147610 WESTON FL	35.08
12/02	OFFICE DEPOT #02595 DAVIE FL	10.06
12/02	OFFICE DEPOT #02595 DAVIE FL	8.48
12/06	RCPRNGCENTRAL, INC. 888-898-4591 CA	9.99
12/06	BECKER CIPA REVIEW 800-888-3900 IL	20.00
12/07	SUNBZ.ORG / FL FILM 850-245-8939 FL	180.00
12/08	ACE HARDWARE WESTON FL	25.43
12/07	PAYCYCLE 888-7202025 CA	105.95
12/08	INTUIT *QB FINANCE SW 888-248-8848 CA	286.10
12/08	LA PERLA RESTAURANT WESTON FL	52.21
12/10	CHEVRON 00357880 FORT LAUDERDA FL	10.45

Flight reservation (FNXL2J) | 24MAR15 | DEN-SAN | Hines/Kristi

Boomerang this? 2 hours before Jan 27, 2016 11:50AM Confirm

**Southwest Airlines Flight 2346**  
Mar 28 - Confirmation #FNXL2J

San Diego SAN 9:00 AM → Denver DEN 12:20 PM

Southwest Airlines 752  
DEN to SAN Mar 24, 11:50 AM

Southwest Airlines 2346  
SAN to DEN Mar 28, 9:00 AM

Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
to me

You're all set for your trip!

Southwest

My Account | View My Itinerary Online

Check In Online Check Flight Status Change Flight Special Offers Hotel Offers Car Offers

Itemized receipts look like this:

Itemized receipts include:

- Businesses Name
- Date
- Items Purchased
- Price of Each Item
- Total Amount of Bill
- Method of Payment/proof of payment (such as "paid by Master Card x1234")

FISH & CHIPS RESTAURANT  
1879, HIGH HOUSE RD  
NEW HILL, NC, 27513  
(919)-888-8888

ORDER : 64 10/19/2019  
HOST : MEGAN 12:16 PM

2 FISH & CHIPS BOWL \$ 17.98  
2 DRINKS \$ 3.98  
2 FISH SPICY SOUP \$ 7.98

VISA 8888 SALE

SUBTOTAL \$ 29.92  
TAX 1.20  
TOTAL: \$ 31.12

TRANSACTION TYPE: SALE  
AUTHORIZATION: APPROVED  
PAYMENT CODE: 238820  
PAYMENT ID: 8211884  
CARD READER: SWIPED/CHIP

+ TIP: -----  
=TOTAL: -----

X -----

CUSTOMER COPY  
THANKS FOR VISITING  
FISH & CHIPS RESTAURANT

**The Kendall Hotel**  
350 Main St.  
Cambridge, MA 02142  
617-577-1300/617-577-1377  
stay@kendallhotel.com/kendallhotel.com

Page 1 of 1

TAX ID:

2145 Sheridan Rd. Tech 1234  
Evanston, IL 60208

Room	Folio	CheckIn	CheckOut	Balance
311	231318	05/29/2018	06/01/2018	3.00

Room & Tax  
Direct Bill: TKHMA00248362

Date	Room	Description / Voucher	Charges	Credits	Balance
05/29/2018	311	Deposit Transfer - Conf: 151669 to Folio: 231318 07/06/2017 Visa/Mastercard (...9647) -954.75		954.75	-954.75 (2)
05/29/2018	311	Room Taxable	265.00		-689.75
05/29/2018	311	State Occupancy Tax - 5.7%	15.11		-674.64
05/29/2018	311	Cambridge Occupancy Tax - 6%	15.90		-658.74
05/29/2018	311	Convention Center Financing - 2.75%	7.29		-651.45
05/29/2018	311	Usage Fee	15.95		-635.50
05/30/2018	311	Room Taxable	265.00		-370.50
05/30/2018	311	State Occupancy Tax - 5.7%	15.11		-355.39
05/30/2018	311	Cambridge Occupancy Tax - 6%	15.90		-339.49
05/30/2018	311	Convention Center Financing - 2.75%	7.29		-332.20
05/30/2018	311	Usage Fee	15.95		-316.25
05/31/2018	311	Room Taxable	265.00		-51.25
05/31/2018	311	State Occupancy Tax - 5.7%	15.11		-36.14
05/31/2018	311	Cambridge Occupancy Tax - 6%	15.90		-20.24
05/31/2018	311	Convention Center Financing - 2.75%	7.29		-12.95
05/31/2018	311	Usage Fee	15.95		3.00

## Meals

*(if you are not using per diem):*

Meal costs should be *reasonable and appropriate*.

- Group meals - If you are splitting the check, get a copy of the itemized receipt and the total receipt and indicate what items you purchased.

Alcohol is prohibited.

If you order any food through the hotel you are staying at, you will need to separate out meals/food/incidentals when they appear on a larger receipt, such as a hotel folio.

## Transportation

### Car Rentals

- Midsize, economy, or subcompact allowed.
- Gas is reimbursed for rental cars – hold onto those receipts.
- Do not buy travel insurance when traveling in the US or Canada – Northwestern already has you covered.

### Mileage

- If you are driving your own vehicle, you will need to provide a PDF/printout of Google Maps (or similar) to show the number of miles driven.
- Mileage allowed for less than 300 miles one way.

### Cabs and Taxis

- You can use Lyft, Uber, or Taxis – just make sure to keep the receipt.
- Only travel in excess to your normal commute can be reimbursed so if you are going to a conference in Chicago, you can be reimbursed for an Uber/Lyft or CTA to/from the conference.



# Back at NU

## **BEFORE you set up your expense report here are some things to know:**


- Get everything ready before you start your expense report.
- One trip = One expense report
- One expense report = one attachment
- When you are creating the expense report, it's good to keep in mind that there are multiple people who are going to look at it to approve it. You are going to want to make sure your report reads easily and answers any questions they might have about your trip.
- Submit your expense report within 30 days of returning from the trip. Why when there is 90-day exception? The 90- day limit includes the time it takes for an expense report to clear the approval process and to payment. Typically, this will take anywhere from a week to 3 weeks, depending on the complexity of the report and the availability or capacity of the approvers. We will still need an exception request if you submit it on day 83 – this does not give us enough time to review. This is an IRS rule!
- Question: But what about conference registration fees or airfare that are often purchased months in advance? Answer: Use the first day of the conference or the departure date of the flight as the "expense occurrence" date.


# Per Diem - In the US

Per Diem Rates for domestic travel can be found here:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

This is an example of M&IE breakdown for a domestic travel trip.



**Meals & Incidentals (M&IE) Breakdown** 




Use this table to find the following information for federal employee travel:

**M&IE Total** - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

**Breakfast, lunch, dinner, incidentals** - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

**First & last day of travel** - amount received on the first and last day of travel and equals 75% of total M&IE.

[Filter Results...](#)

Primary Destination 	County 	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel 
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	\$66	\$16	\$17	\$28	\$5	\$49.50

Note that the far-right column shows a "First and Last Day of Travel" cost – this is 75% of the MIE total.

M&EI = meals, snacks, tips, and fees.

When using per diem within the USA, please save the "M&IE Breakdown" as a pdf. There is a button to save it/print it in the top right corner of the page.

Please see the next page for the breakdown of per diem.

## FY 2022 Per Diem Rates for New York City, New York

### Meals & Incidentals (M&IE) Breakdown

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
New York City	Bronx / Kings / New York / Queens / Richmond	\$79	\$18	\$20	\$36	\$5	\$59.25

5/1 Travel Day = \$59.25

5/2 = \$79.00

5/3 \$79.00 - \$36.00 (dinner) = \$43.00

5/4 Travel Day = \$59.25

On the pdf, include each day that you were on your trip (see above example).

Travel days are 75% of the M&IE total. You get 2 travel days one for going there and one for coming back.

Personal days – Include on this sheet for documentation only. State they were personal, do not ask for per diem, and do not put it in the expense report (on NU Financials).

If meals are provided or if someone paid for your meal, remove it from the M&IE total (see ex 5/3 above)

# Per Diem for international travel

Follow the same guidelines for US travel regarding additional paid meals and travel dates. Please make sure to include each day you were on your trip (the same as you would with the US travel per diem)

Per Diem Rates for international travel can be found here:

[https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)

This is an example of what the breakdown looks like:

**Foreign Per Diem Rates In U.S. Dollars  
DSSR 925**

**Country: BHUTAN**  
**Publication Date: 02/01/2019**

Previous Rates: 02/01/2019 ▼ Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BHUTAN	Bhutan	01/01	12/31	280	112	392	N/A	12/01/2010

The breakdown for meals can be found here:

[https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=101](https://aoprals.state.gov/content.asp?content_id=114&menu_id=101)

Below is what the breakdown for meals looks like. Please include this breakdown if your meals need to be removed from the per diem. Find the correct M&IE rate and highlight that rate. Include the first page of Appendix B with the page with the correct M&IE rate page in your pdf of receipts (you do not need to include all of the other pages from Appendix B).

## Office of Allowances

### Appendix B

#### Chapter 301-Federal Travel Regulation

#### Allocation of M&IE Rates to Be Used in Making Deductions from the M&IE Allowance

M&IE rates for the localities in nonforeign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in Section 925, a per diem supplement to the Standardized Regulations Government Civilians, Foreign Areas) shall be allocated as shown in this table (Section 301-11.18) when making deductions from nonforeign or foreign area per diem rates.

M &IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$1	0	0	0	1
\$2	0	0	1	1
\$3	0	1	1	1
\$4	1	1	1	1
\$5	1	1	2	1
\$6	1	2	2	1
\$7	1	2	3	1
\$8	1	2	3	2
\$9	1	2	4	2
\$10	2	2	4	2
\$11	2	3	4	2

# International currency

Before you start your expense report, you will need to convert all non-US Currency to USD. To do this, you must use the OANDA website found here: <https://www.oanda.com/currency/converter/>

The screenshot shows the OANDA Currency Converter website. The header includes the OANDA logo, a menu, and links for Data Services Login, Help, and language selection (EN). The main section is titled "Currency Converter" and features a "Online trading" button. The converter interface shows a GBP to USD conversion. The input is 700 GBP, and the output is 854.455 USD. The date is set to 14 January 2023. A line chart on the right shows the GBP/USD rate over the last 90 days. Below the chart is a table with Bid, Sell, Ask, and Buy rates for GBP. The footer contains four sections: "FX data API", "FX Payments" (powered by shift), "Wise" (transfer money), and "Historical FX rates" (download data).

**OANDA**  
Over 31 years of currency data. Powered by OANDA

Menu ▾ Data Services Login ? Help ▾ EN ▾

## Currency Converter

Online trading

Over 31 years of currency data. Powered by OANDA

**GBP** Great British Pound ▾ **USD** US Dollar ▾

700 854.455

GBP INR CLP BTC USD GBP EUR ETH

Date < 14 January 2023 > Preview interbank rate +/- 0% ?

[Advanced Currency Data](#) Print

OANDA's currency calculator tools use OANDA Rates™, the touchstone FX rates compiled from leading market data contributors.

1.23963 1.21873 1.19783 Jan 23 Feb 7 Feb 21 30D 60D 90D

	Bid	Sell 1 GBP	Ask	Buy 1 GBP
Min	1.21494		1.21517	
Avg	1.22065		1.22097	
Max	1.22471		1.22492	

GBP/USD for the 24-hour period ending Friday, Jan 13, 2023 23:59 UTC  
These values represent the daily average of the Bid and Ask rates OANDA receives from many data sources.

**FX data API**  
Our API can be integrated into your ERP, giving you access to accurate, historical FX data and rates.  
[More about our API](#)

**FX Payments** Powered by shift  
A range of global money transfer benefits, together with cross-border expenses hedging, for businesses.  
[Corporate FX payments](#)

**Wise**  
We help individuals you send money abroad for less compared to traditional providers.  
[Transfer money](#)

**Historical FX rates**  
Download our data into a CSV file or access it via our cloud-based converter.  
[See our converter](#)

- When using OANDA, be sure to put the correct date that the item was purchased.
- When you have the conversion, save it as a screen shot or pdf (if you save it as a pdf – you only need that first page from OANDA). Place the conversion behind the receipt in your pdf of receipts as proof of the correct currency.
- Also write/type the conversion on the page of the receipt (you would say something like “On January 14, 2023, 700 GBP = 854.45 USD”)

# FAQs

## **What if I don't have all the receipts? (ex What if the taxi driver didn't give me one?)**

- If you do not have a receipt showing proof of payment, please include a snapshot of a bank or credit card statement showing the expense was charged. Please highlight the charge and make sure your name is on the statement (cross out the account number). You may include an email from vendor, invoice, or a non-itemized receipt to support the credit card/bank statement proof.

## **What if part of my trip is personal?**

- If personal travel was involved, you must provide a flight comparison. The flight comparison must be prepared prior to your departure date.
- Without a flight comparison, you will not be reimbursed for your airfare.
- Per diem is not given on days you are doing personal travel.

# Entering information in the Portal

Go to NUPortal

(This is the landing page for all NU administrative systems.)

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

Click into NUFinancials

## NUPortal

Your point of entry for Northwestern's Administrative Systems

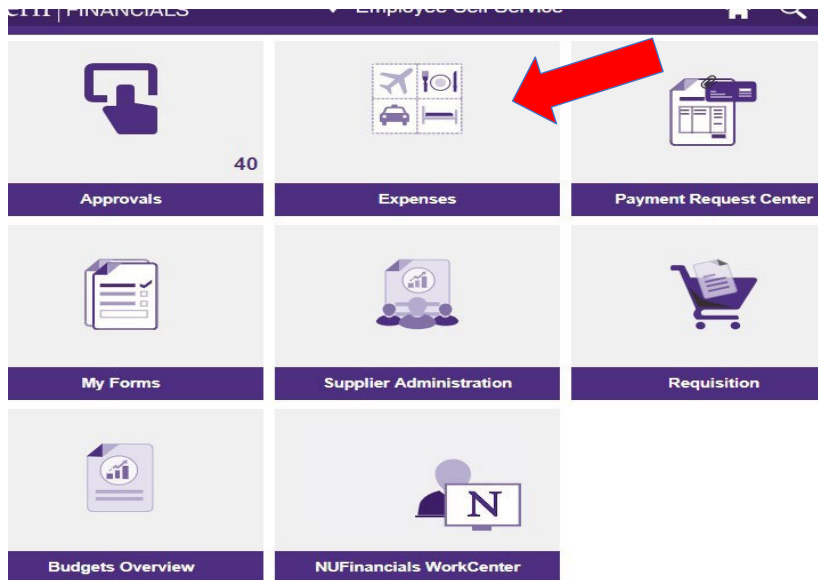
**System Logins** Financial Facilities Research Administration Student Human Resources

- CAESAR
- Cognos
- Canvas
- FAMIS
- iBuyNU
- InfoEd
- Kronos
- myHR
- NUFinancials
- NUPlans Contributor
- NUPlans Web
- Wildcard Photo Upload

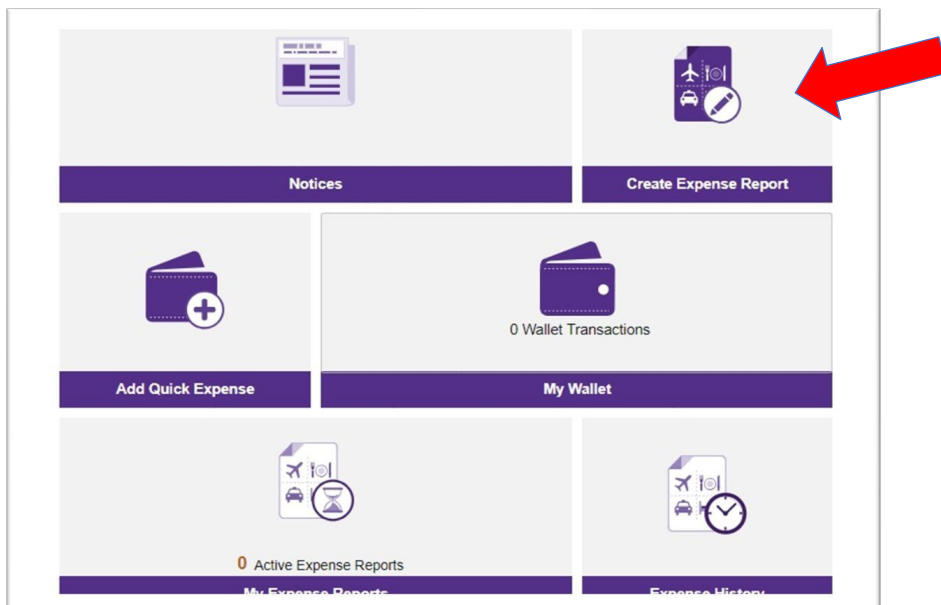
**CHANGE YOUR NETID PASSWORD**



The way it looks for you may be a little different, but you should have the Expenses Tile. Click on that.



From this page, you are going to click into "Create Expense Report"



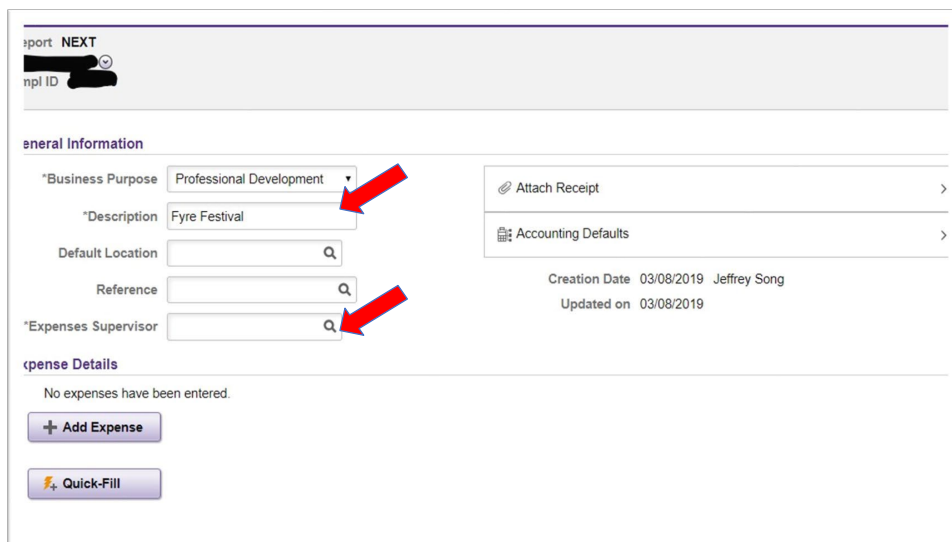
## First page of expense report

The screenshot shows the first page of an expense report form. At the top, there is a header bar with a user profile icon and the text "Report NEXT". Below this, the "General Information" section contains several input fields: "Business Purpose" (a dropdown menu), "Description" (a text field), "Default Location" (a text field with a search icon), "Reference" (a text field with a search icon), and "Expenses Supervisor" (a text field with a search icon). To the right of these fields, there are two buttons: "Attach Receipt" and "Accounting Defaults". Below these buttons, the "Creation Date" is listed as "03/08/2019" and the "Updated on" date is "03/08/2019". The "Expense Details" section at the bottom indicates that "No expenses have been entered." and provides two buttons: "Add Expense" and "Quick-Fill".

Select a business purpose. If the purpose of the trip does not fit neatly into the provided categories, you can use "professional development"

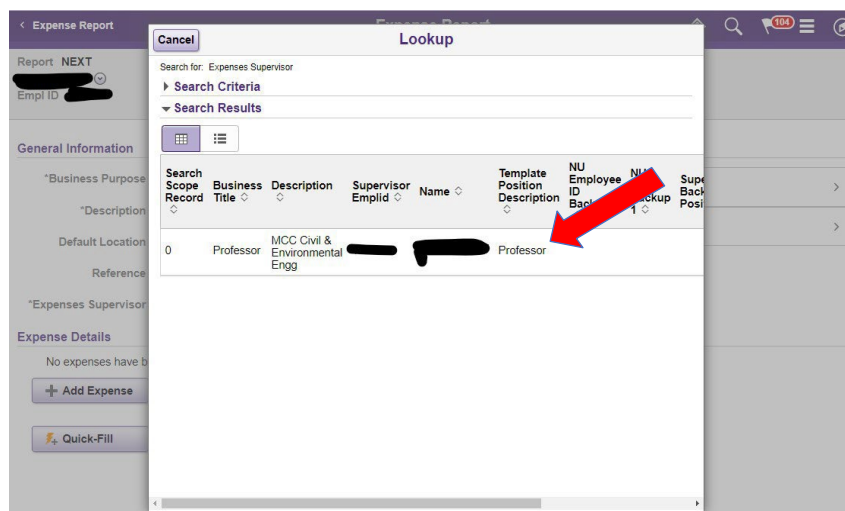
This screenshot shows the same expense report form as the previous one, but with the "Business Purpose" dropdown menu open. A red arrow points to the dropdown menu. The menu lists the following options: "Academic/Scholastic Team Event", "Athletic Team Travel", "Collaborative Meeting", "Corporate Card Transactions", "Department Gatherings", "Department/Project Meeting", "Fundraising/Development", "Graduation Receptions", "Professional Development" (which is highlighted in blue), "Recruitment - Faculty", "Recruitment - Student", "Research Meeting", "Site Visits", "Speaker Programs/Receptions", and "Special Subsistence". The rest of the form, including the "Expense Details" section, remains the same.

Provide a brief description for the expense report.  
You can skip default location and reference.  
You then need to select the expense supervisor.



The screenshot shows the 'Expense Report' form. At the top, 'Report' is set to 'NEXT' and 'Empl ID' is redacted. The 'General Information' section contains the following fields: 'Business Purpose' (dropdown menu set to 'Professional Development'), 'Description' (text field with 'Fyre Festival'), 'Default Location' (text field with a search icon), 'Reference' (text field with a search icon), and 'Expenses Supervisor' (text field with a search icon). Two red arrows point to the 'Business Purpose' dropdown and the 'Expenses Supervisor' search field. To the right of these fields are links for 'Attach Receipt' and 'Accounting Defaults'. Below these links, the 'Creation Date' is '03/08/2019' by 'Jeffrey Song' and the 'Updated on' date is '03/08/2019'. The 'Expense Details' section at the bottom states 'No expenses have been entered.' and includes 'Add Expense' and 'Quick-Fill' buttons.

Choose the appropriate "expense supervisor" for where the charge comes from.



The screenshot shows a 'Lookup' dialog box for 'Expenses Supervisor'. The search criteria are set to 'Expenses Supervisor'. The search results are displayed in a table with the following columns: 'Search Scope Record', 'Business Title', 'Description', 'Supervisor Emplid', 'Name', 'Template Position Description', 'NU Employee ID', 'NU Back', 'Supervisor', and 'NU Back'. A red arrow points to the 'Supervisor' column, which contains the name 'Professor'.

Search Scope Record	Business Title	Description	Supervisor Emplid	Name	Template Position Description	NU Employee ID	NU Back	Supervisor	NU Back
0	Professor	MCC Civil & Environmental Engg	[Redacted]	[Redacted]	Professor				

**Expense Report**

Report: 0000583469  
 Empl ID: [REDACTED]

**General Information**

\*Business Purpose: Professional Development  
 \*Description: Fyre Festival  
 Default Location: [REDACTED]  
 Reference: [REDACTED]  
 \*Expenses Supervisor: 0

Attach Receipt  
**Accounting Defaults**  
 Creation Date: 03/08/2019 Jeffrey Song  
 Updated on: 03/08/2019

**Expense Details**

No expenses have been entered.

+ Add Expense  
 Quick-Fill

Click “Account Defaults”

**Expense Report Defaults**

Description: Fyre Festival

**Accounting Details**

%	*GL Unit	*Fund	*Dept	PC Bus Unit	Project	Activity
100.00	NWUNV	171	4700000	NWUNV		

This is where you can enter the primary chart string(s) for your travel. Chart string(s) that are entered here will apply to all the expenses entered in the report. If you click on the "+" symbol, you can enter additional chart strings if the project/travel has multiple funding sources.

Please see next page for information on chart strings.

If there are specific charges that are to be placed on a different chart string, you can specify those unique charges as you enter them in the expense report.

# Entering Chart Strings

Let's say you are using the following chart string:

610-4737000-12345678-01

This is what it will look like in the system:

% 100.00 *(if you are only using this chart string)*

**GL Unit** NWUNV

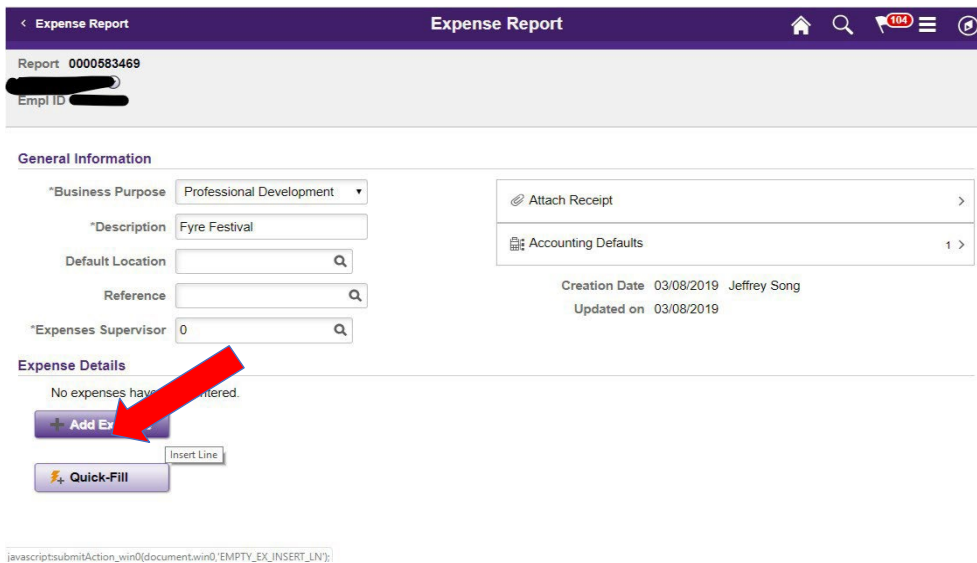
**Fund** 610

**Dept** 4737000

**PC Bus Unit** NWUNV

**Project** 12345678

**Activity** 01 (if no activity is given, it is most likely 01)



**Expense Report**

Report: 0000583469  
Empl ID: [REDACTED]

**General Information**

\*Business Purpose: Professional Development  
 \*Description: Fyre Festival  
 Default Location: [REDACTED]  
 Reference: [REDACTED]  
 \*Expenses Supervisor: 0

Attach Receipt  
 Accounting Defaults: 1

Creation Date: 03/08/2019 Jeffrey Song  
 Updated on: 03/08/2019

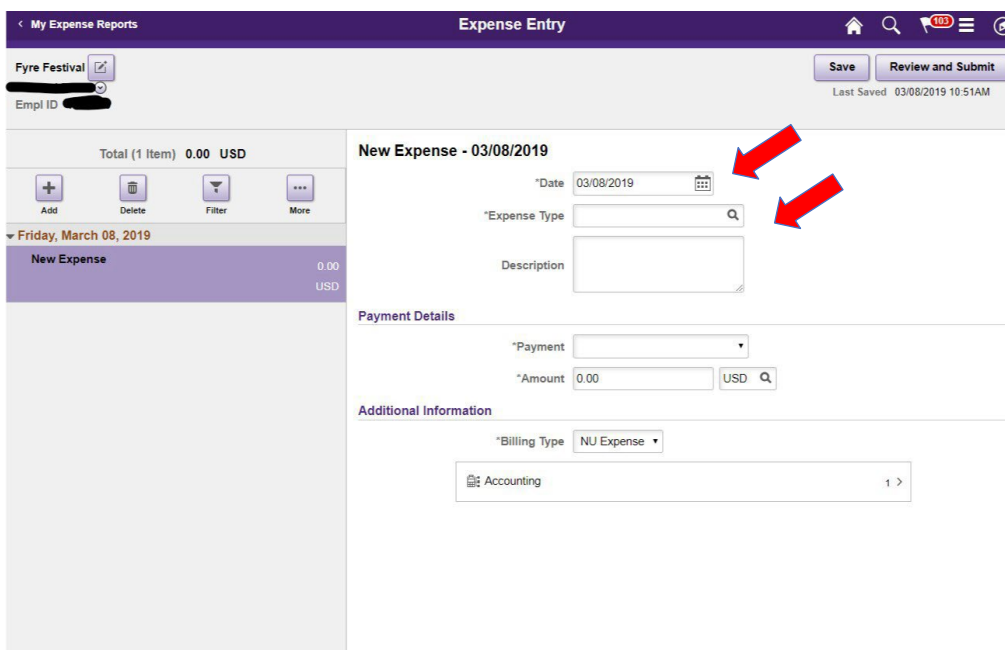
**Expense Details**

No expenses have been entered.

**Add Expense** (highlighted with a red arrow)  
 Insert Line  
 Quick-Fill

javascript:submitAction\_win0(document.win0,'EMPTY\_EX\_INSERT\_LN');

It is time to input each expense item. Click on Add Expense.



**My Expense Reports**

Fyre Festival [REDACTED]  
 Empl ID: [REDACTED]

Save Review and Submit  
 Last Saved: 03/08/2019 10:51AM

Total (1 Item): 0.00 USD

Friday, March 08, 2019

New Expense 0.00 USD

**New Expense - 03/08/2019**

\*Date: 03/08/2019 (highlighted with a red arrow)  
 \*Expense Type: [REDACTED] (highlighted with a red arrow)  
 Description: [REDACTED]

**Payment Details**

\*Payment: [REDACTED]  
 \*Amount: 0.00 USD

**Additional Information**

\*Billing Type: NU Expense  
 Accounting: 1

Input the expenses per the list on the following page.

The date (for flights, the departure date) of the expense.

Then choose Expense Type (click on the magnifying glass).

# Checklist

This is the order you should have your receipts and enter expenses in the system:

1. Event Flyer, invitation or screen shot of email announcing meeting or event.
2. Conf registration receipt – if it was already paid – make a note on the receipt that it was already paid, and you are just including this for documentation.
3. Proof of attendance.
4. Plane or other transportation to conference receipt. If it was already paid, make a note on the receipt that it was already paid. If you drove to the conference/meeting, print out the google map.
5. Hotel receipt. If it was already paid, make a note on the receipt that it was already paid.
6. If you had any posters made for conference and/or shipped, include itemized receipt for it.
7. Any public transportation (including Uber/Lyft/Taxi) as well as any tolls and parking fees. If possible, keep them in order by date.
8. Per Diem – Please see information on Per Diem in this packet. Please note that each day needs to be entered separately.

The image shows the 'Expense Entry' form in a web application. A modal window titled 'Expense Type Search' is open, displaying a list of expense types. A red arrow points to the 'All Types' tab in the modal. The background form shows a header with 'My Expense Reports' and 'Expense Entry', a date field set to 'Friday, March 01, 2019', and a table with one item: 'New Expense' with a value of '0.00 USD'. The modal lists the following expense types: Advertising & Promotion, Audio Visual Equipment & Suppl, Books, Catering, Computer Equipment & Supplies, Domestic Airfare, Domestic Alcoholic Beverages, and Domestic Breakfast.

Find the correct "expense type" for your entry.

The image shows the 'Expense Entry' form with the 'Foreign Airfare' expense type selected. The form is titled 'Foreign Airfare - 03/01/2019'. The 'Date' field is set to '03/01/2019'. The 'Expense Type' field is set to 'Foreign Airfare'. The 'Description' field contains 'ORD - NAS, Egencia Direct Charged'. The 'Payment Details' section shows 'Payment' set to 'Prepaid by Northwestern' and 'Amount' set to '550 USD'. The 'Additional Information' section shows 'Billing Type' set to 'NU Expense'. The 'Accounting' field is set to '1 >'. The 'Exceptions' section has 'Non-Reimbursable' set to 'Yes' and 'No Receipt' set to 'No'. A red arrow points to the 'Description' field, and another red arrow points to the 'Payment' dropdown.

Under "Description" put basic information on what the expense was.

For Payment, choose "Cash or Personal Credit Card".

*Only enter items that are to be reimbursed.* If it was already paid for, include the receipt in the final PDF/Attachment but make a note on that receipt "for documentation purposes only".



The screenshot shows the 'Expense Entry' form. At the top, there's a header with 'My Expense Reports' and 'Expense Entry'. Below this, the form is divided into two main sections. On the left, there's a list of expenses for 'Friday, March 01, 2019'. It includes 'Foreign Travel-Mtg & Conf Fees' (0.00 USD) and 'Foreign Airfare' (550.00 USD). On the right, there's a detailed form for the selected expense, 'Foreign Travel-Mtg & Conf Fees - 03/01/2019'. This form includes fields for 'Date' (03/01/2019), 'Expense Type' (Foreign Travel-Mtg & Conf Fees), 'Description' (Fyre Festival Registration), 'Payment' (Cash or Personal Credit Card), 'Amount' (600 USD), 'Billing Type' (NU Expense), and 'Accounting' (Accounting). There are also 'Exceptions' at the bottom, with 'Non-Reimbursable' and 'No Receipt' both set to 'No'. Red arrows point to the '+', 'Save', and 'Review and Submit' buttons.

**Expense Entry**

Fyre Festival

Empl ID

Save Review and Submit

Last Saved: 03/08/2019 1:53PM

2 Items 550.00 USD

Add Delete Filter More

Friday, March 01, 2019

Expense	Amount	USD
Foreign Travel-Mtg & Conf Fees	0.00	USD
Fyre Festival Registration		
Foreign Airfare	550.00	USD
ORD - NAS, Egencia Direct Charged		

**Foreign Travel-Mtg & Conf Fees - 03/01/2019**

\*Date: 03/01/2019

\*Expense Type: Foreign Travel-Mtg & Conf Fees

Description: Fyre Festival Registration

**Payment Details**

\*Payment: Cash or Personal Credit Card

\*Amount: 600 USD

**Additional Information**

\*Billing Type: NU Expense

Accounting: Accounting

Receipt Split

**Exceptions**

Non-Reimbursable: No

No Receipt: No

To enter the next expense, click the “+” add button.

As you are working, click save to make sure everything saves (this also will show you if there is an issue/error with the entries).

Once all the entries have been entered, click “Review and Submit”

Expense Entry
Expense Summary

Fyre Festival
Empl ID

Update Details
Submit
Budget Validation

Last Saved 03/08/2019 2:09PM

Expense Report Summary

Total (3 Items)
1,162.00 USD

Non-Reimbursable Expenses
550.00 USD

Due to Employee
612.00 USD

Budget Status: Not Chk'd

Approval Status

Report ID 0000583469
Pending

Approval Chain

Additional Information

View Analytics

Notes

View Printable Report

Click "printable report". Download and save the printable report. This will act as the cover sheet(s) for the pdf attachment with receipts.

This is what it looks like:

Expense Report

Report ID  
0000583469

Employee

Report Description  
Fyre Festival

Status  
Pending

Employee ID

Business Purpose  
Professional Development

NetID  
RFINNO

Northwestern

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type	Transaction Amount	Exchange Rate	Amount				
Description	Fund Code	Department	Project	Activity	Program Code	Merchant	CF1	Account	Amount on Chartstring	Location	Exchange Rate	Distributed Amount
03/01/2019	Foreign Airfare	<input checked="" type="checkbox"/>				Prepaid by Northwestern			550.00 USD		1.00	550.00 USD
ORD - NAS, Egenolia Direct Charged												
171	4738000	10005700	01					76770	550.00 USD		1.00	550.00 USD
03/01/2019	Foreign Travel-Mtg & Conf Fees					Cash or Personal Credit Card			600.00 USD		1.00	600.00 USD
Fyre Festival Registration												
171	4738000	10005700	01					76778	600.00 USD		1.00	600.00 USD
03/02/2019	Foreign Lunch					Cash or Personal Credit Card			12.00 USD		1.00	12.00 USD
171	4738000	10005700	01					76772	12.00 USD		1.00	12.00 USD

Employee Phone  
847/491-5885

Entered By user  
JHS2257


Receipt

Creation Date  
03/08/2019

Print Date  
3/8/2019

Page Number  
Page 1 of 2

**Expense Entry** Expense Summary

Fyre Festival  Update Details Submit Budget Validation

Empl ID Last Saved 03/08/2019 2:16PM

Expense Report Summary	
Total (3 Items)	1,162.00 USD
Non-Reimbursable Expenses	550.00 USD
Due to Employee	612.00 USD
Budget Status: Not Chk'd	

**Approval Status**

Report ID 0000583469 Pending

Approval Chain

**Additional Information**

- View Analytics >
- Notes 1 >
- View Printable Report >

After you have created the pdf of the receipts and the printable report, go back to the expense summary page to attach the PDF packet.

**Expense Report**

Report 0000583469

Empl ID

**General Information**

\*Business Purpose Professional Development

\*Description Fyre Festival

Default Location

Reference

\*Expenses Supervisor 0

Attach Receipt

Accounting Defaults 1 >

Creation Date 03/08/2019 Jeffrey Song

Updated on 03/08/2019

**Expense Details**

No expenses have been entered.

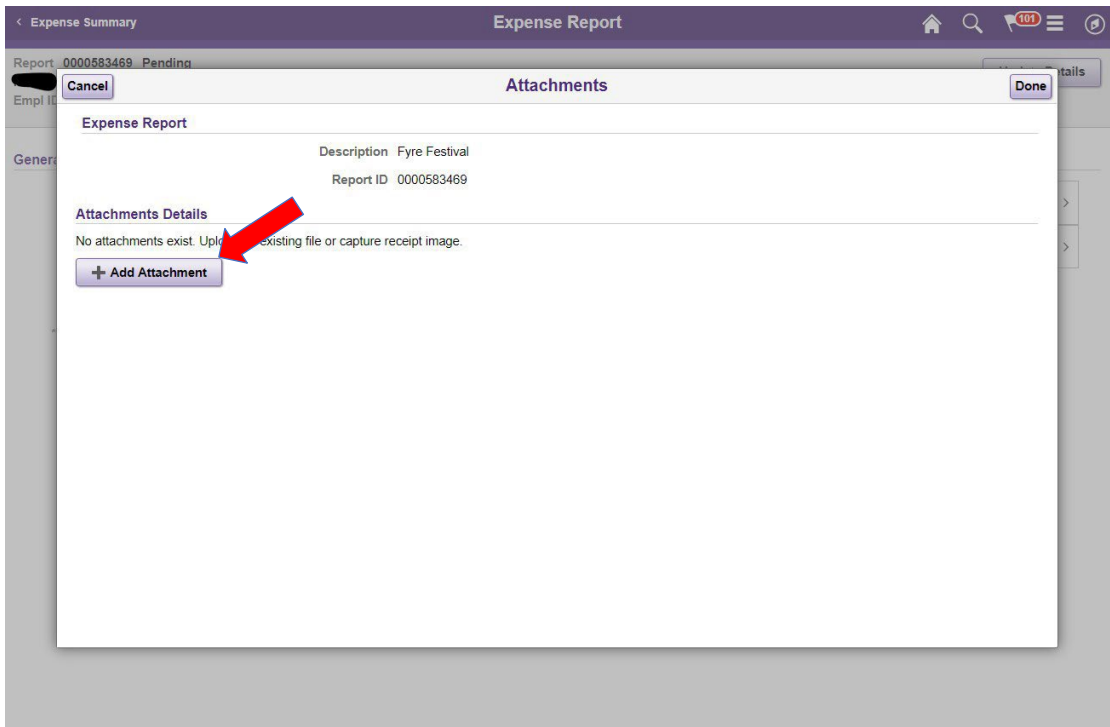
+ Add Expense

Insert Line

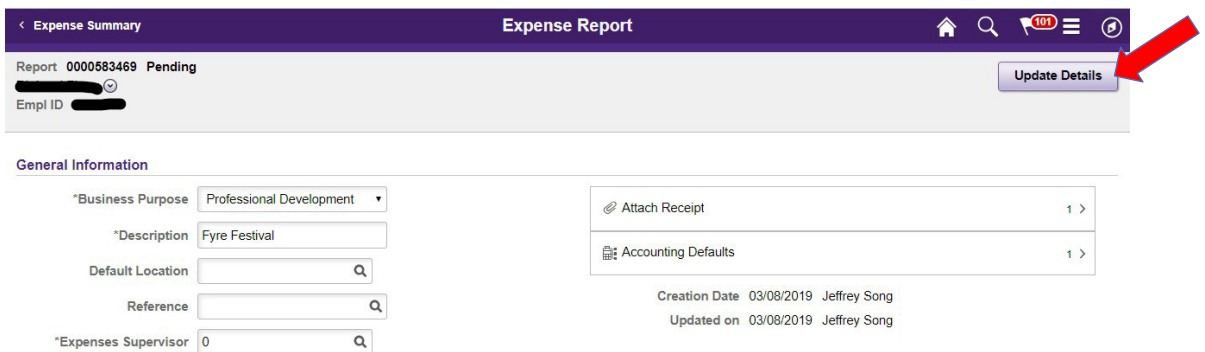
Quick-Fill

javascript:submitAction\_win0(document.win0,'EMPTY\_EX\_INSERT\_LN');

Click "Attach receipts"



Click to attach receipts.



Once receipts are attached, click on update details.

**Expense Entry**

My Expense Reports

Fyre Festival

Empl ID

Save Review and Submit

Last Saved 03/08/2019 1:53PM

Total (3 Items) 1,160.00 USD

Add Delete Filter More

**Saturday, March 02, 2019**

Foreign Lunch 0.00 USD

**Friday, March 01, 2019**

Foreign Travel-Mtg & Conf Fees 600.00 USD

Fyre Festival Registration

Foreign Airfare 550.00 USD

ORD - NAS, Agencia Direct Charged

**Foreign Lunch - 03/02/2019**

\*Date 03/02/2019

\*Expense Type Foreign Lunch

Description

**Payment Details**

\*Payment Cash or Personal Credit Card

\*Amount 12.00 USD

**Additional Information**

\*Billing Type NU Expense

Accounting 1 >

Receipt Split

**Exceptions**

Non-Reimbursable No

No Receipt No

Click review and Submit (again)

**Expense Summary**

My Expense Reports

Fyre Festival

Empl ID

Update Details Submit Budget Validation

Last Saved 03/08/2019 2:27PM

**Expense Report Summary**

Total (3 Items)	1,162.00 USD
Non-Reimbursable Expenses	550.00 USD
Due to Employee	612.00 USD
Budget Status: Prov Valid	

**Approval Status**

Report ID 0000583469 Pending

Approval Chain

**Additional Information**

View Analytics >

Notes 1 >

View Printable Report >

Click budget validation. Wait for the screen to blink and if budget status reads "Prov Valid", you are good to submit.