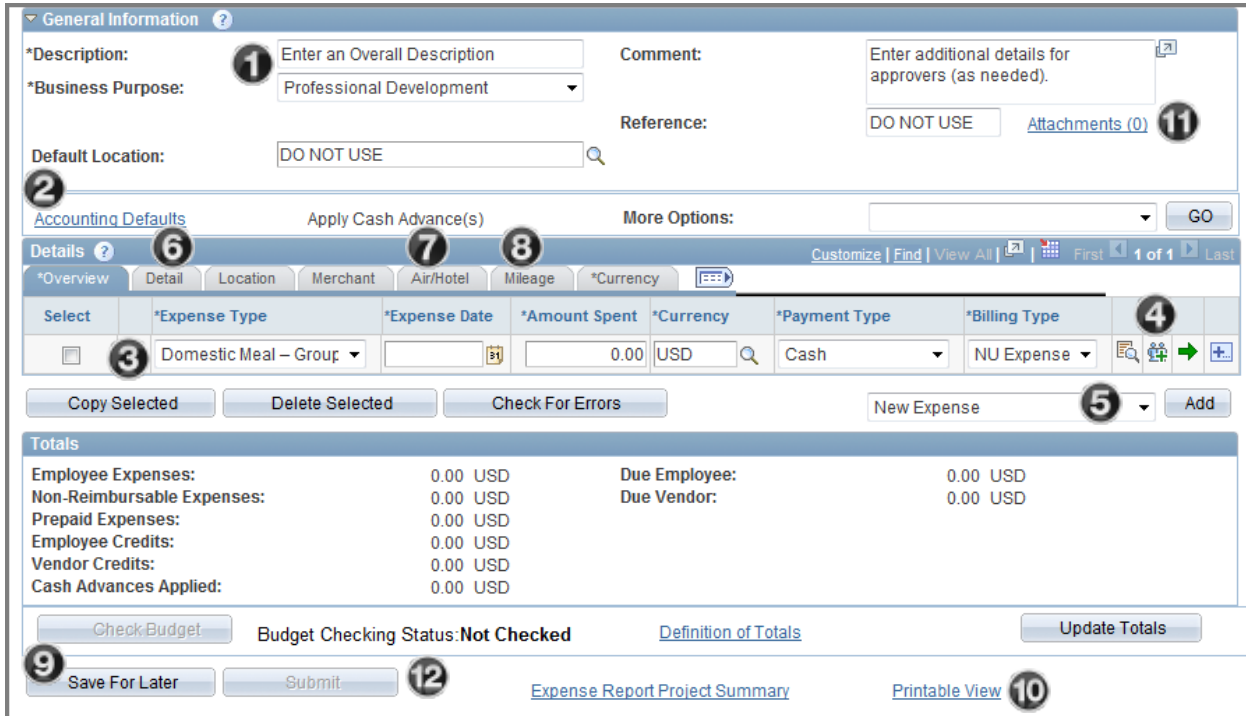




Expense Report Quick Reference

- **Navigation: NUPortal > Financial > Payments tab > Expense Reports > Create a new Expense Report** or *NUFinancials > Employee Self Service > Travel and Expense Center > Expense Report > Create*
- Select from your Proxy Access list (if prompted) by clicking the magnifying glass and click Add.



The screenshot shows the 'General Information' and 'Details' sections of the Expense Report form. Numbered callouts indicate the following steps:

1. Enter an overall **Description** and select a **Business Purpose** from the drop down menu.
2. Click **Accounting Defaults** and enter the chartstring(s) this reimbursement will be charged to.
3. Select an **Expense Type** from the drop down menu. Enter the **Expense Date** and **Amount Spent** from receipt.
4. Click the  people icon and enter all Group Meal attendees (if applicable).
5. To add more expense lines, click the drop down menu and select **New Expense** or **Multiple Expenses**, then click **Add**.
6. Click the **Detail** tab and enter a **Description** for each line (vendor name, location, etc.)
7. Click the **Air/Hotel** tab and enter the **Number of Nights** stayed for each hotel line (if applicable).
8. Click the **Mileage** tab to enter Private Auto Mileage and enter the number of **Miles** driven (if applicable). Attach proof of mileage documentation (Google map, MapQuest, etc.).
9. Click **Save for Later**. Click **Check Budget**, and then click **OK**.
10. Upon a Valid Budget Check, Click the **Printable View** link to print out a copy for signatures. Obtain the signatures of the employee and their supervisor.
11. Scan and attach the signed Expense Report, receipts, and other supporting documentation in **Attachments** (under the Comment field).
12. Click **Submit**, and then click **OK**.

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