Entering an Employee Expense Report

Upon completion of this guide you will be able to Enter an Expense Report:

- For travel or non-travel reimbursement
- For yourself or as proxy for someone else
- With single, or multiple expense lines
- Charged to a Grant or Non-Grant chart string
- Using one or more chart strings

What does an Expense Report affect?

- Expenses created from Expense Reports will be reflected in reports as “expenses” once they are budget checked, even if all approvals have not been processed.
- Sponsored Project Expenses - F&A will not be applied to these expenses until they have been completely approved.

Who can submit an Expense Report?

- Employees who incurred expenses for legitimate business purposes
- Employees/Proxies who are authorized to enter expense reports on behalf of another employee

What rules govern expense reports?

- NU Travel, Purchasing, ASRSP policies and Entertainment and Courtesy Guidelines
- The individual requesting an expense report must be listed in the FASIS database
- Expenses must be charged to the proper source of funds within 30 days of occurrence
- Expense Reports must not be altered in any way which violates University Policies

When is an Expense Report not used?

- When travel/expense has not yet occurred
- For reimbursing individuals who are not employees (use an Visitor’s Expense Report Online Voucher)

Additional Resources

Expense Policies website http://www.northwestern.edu/financial-operations/policies-procedures/policies/PoliciesLinks.pdf

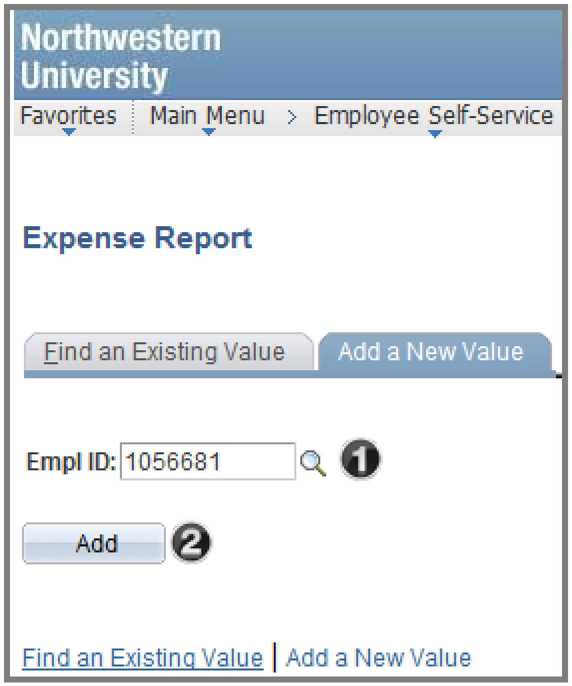
Where to get help?

Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu

Step 1 Login and select Employee

Navigation: **NUPortal > Financial > Payments tab > Expense Reports > Create a new Expense Report**

- *Alternate Navigation: NUFinancials > Employee Self Service > Travel and Expense Center > Expense Report > Create*
- *If you cannot access the NUPortal or appropriate tab, go to http://cafe.northwestern.edu/gateway and click NUFinancials.*
- Users with Proxy Access will see this screen first; users without proxy access will see a blank expense report.

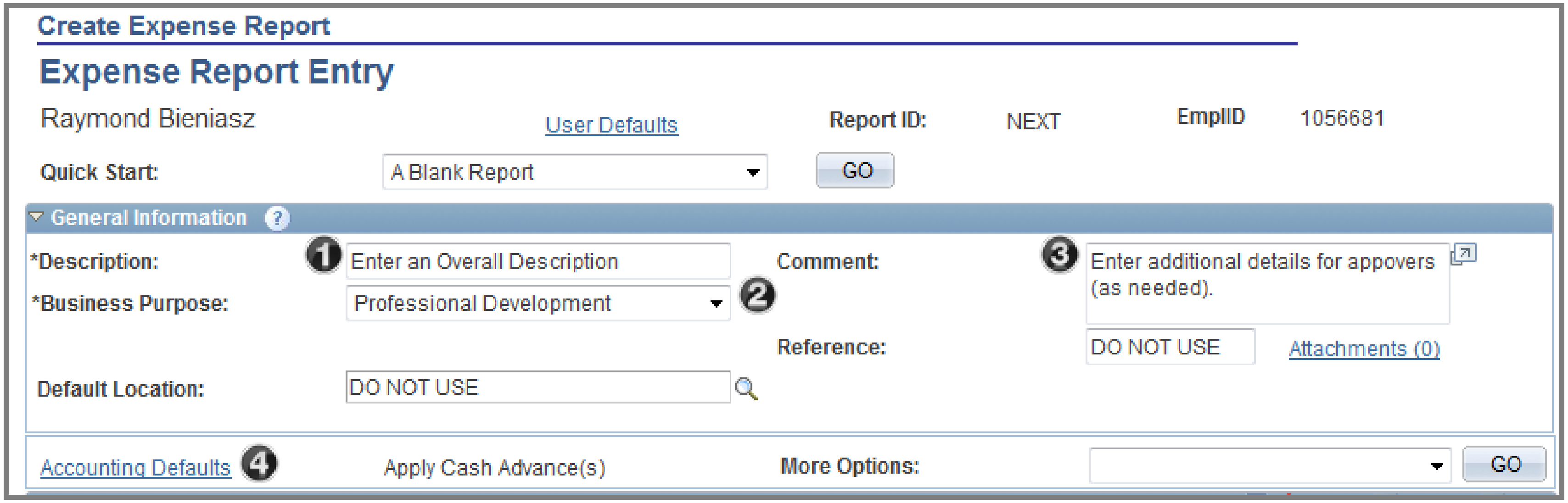


Your Employee ID will appear by default.

1. To enter an Expense Report for someone else, click the magnifying glass and select their Employee ID.
   - That Employee's ID will now appear in place of yours.
2. Click **Add**.

Step 2 Fill out General Information

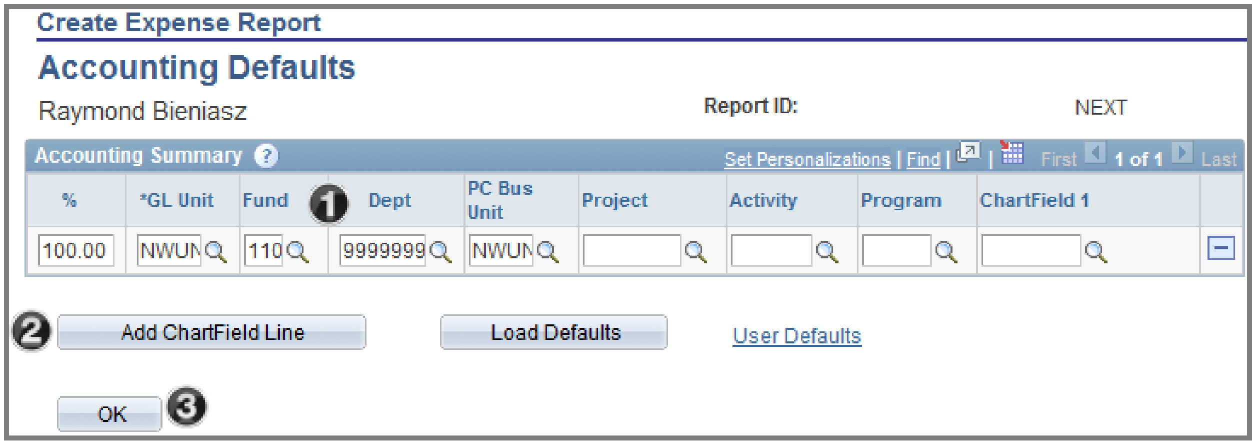
Users without Proxy Access will go directly to this screen.



1. Enter a brief **Description** that describes all expenses on this report.
2. Click drop-down menu and select a **Business Purpose**. Business Purpose is used to describe the nature of the reimbursement. These are inexact; select the purpose that comes closest.
3. Optional, in **Comment** enter additional notes for approvers.
   - When charging expenses to a grant, include the Project ID, Project name and the main Principle Investigator's name in the Comment field.
4. Click **Accounting Defaults** (see the next page).

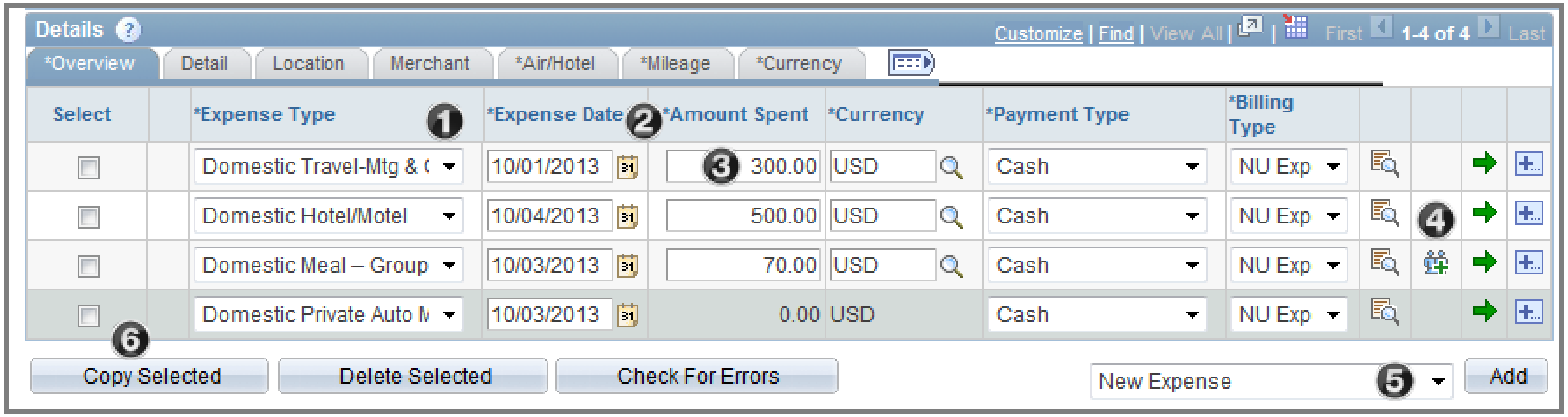
Step 3 Accounting Defaults

Accounting defaults will apply the same chart string(s) to all expense lines.



1. Enter the chart string this reimbursement will be charged to.
   - **Fund** and **Department** are always required.
   - Enter the **PC Bus Unit** “NWUNV” before entering **Project**, **Activity**, **Program** and **ChartField 1** (if applicable).
   - *Account does not appear here; the expense account will automatically be applied when you select the expense types in the next step.*
2. Optional, to add another chart string, click **Add ChartField** line, enter **%** percentage and chartstring.
   - To remove an unwanted line, click the **–** minus symbol next to that line.
3. When all chart strings have been entered, click **OK** to return to the Expense Report

Step 4 Details; Overview Tab

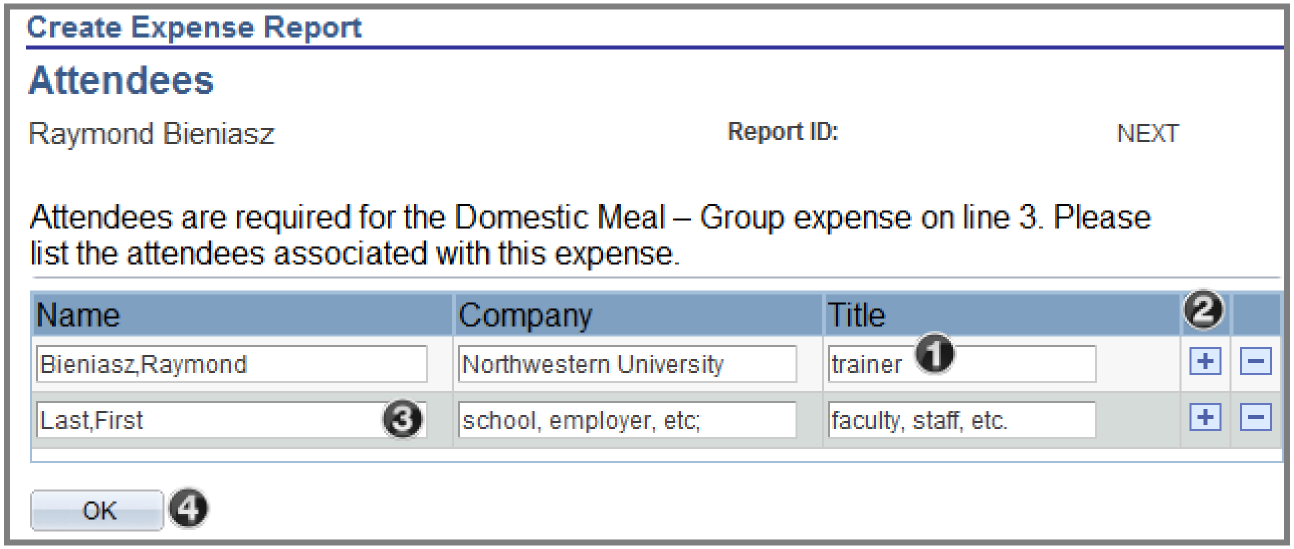


1. Click drop-down menu to select an **Expense Type** (non-travel, travel; domestic, or foreign)
   - Expense Type represents the various types of costs incurred with each Expense Type mapping to a specific expense account chartstring in the ledger. See the Appendix at the back of this guide.
   - Note: If using “Other Expenses” you must go to Accounting Details and enter the Account you wish to use.
2. Enter Date expense occurred (per receipt).
3. Enter total Amount Spent. If this field is not active, information will be entered separately for this expense type.
   - Optional, to change chart string information (including account) for this expense type, click to review Accounting Details for this line.
4. For a Group Meal click (people icon) to add required information (see next page).
5. Four blank lines appear by default. To add additional expense lines, click Add next to New Expense.
   - Optional, to use the Multiple Expenses worksheet, see the Appendix at the back of this guide.
6. To copy or delete a line, click the **Select** check box, and then click **Copy Selected**, or **Delete Selected**.

Step 5: Group Meal Attendees (if applicable)

A group meal is used whenever reimbursing the employee for more than just their own meal. This may include other faculty, staff, and university guests, but not family members.

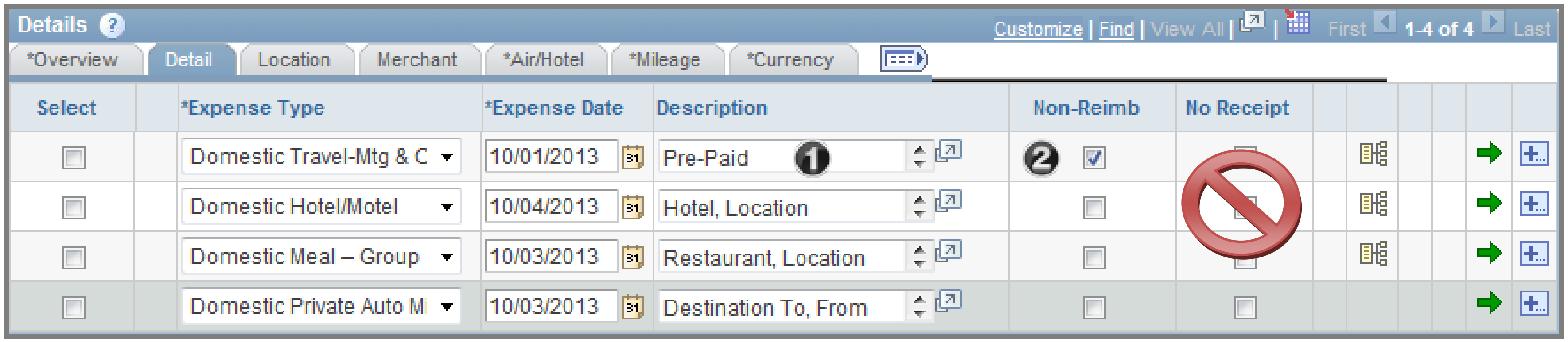
Enter the Name, Company and Title of each person who attended the group meal.



1. The employee being reimbursed automatically appears on the first line. Enter their **Title**.
2. Click **+** to add a blank row.
3. Enter the Attendee's **Name** (Last, First), **Company** (school, employer, etc.), and **Title** (faculty, staff, etc.).
   - Repeat for each attendee.
   - To remove an unwanted line, click the **–** minus symbol next to that line.
4. After all Attendees have been entered, click **OK** to return to the Expense Report.

Step 6: Detail Tab

Details are used to provide greater descriptions, and to mark an expense non-reimbursable.



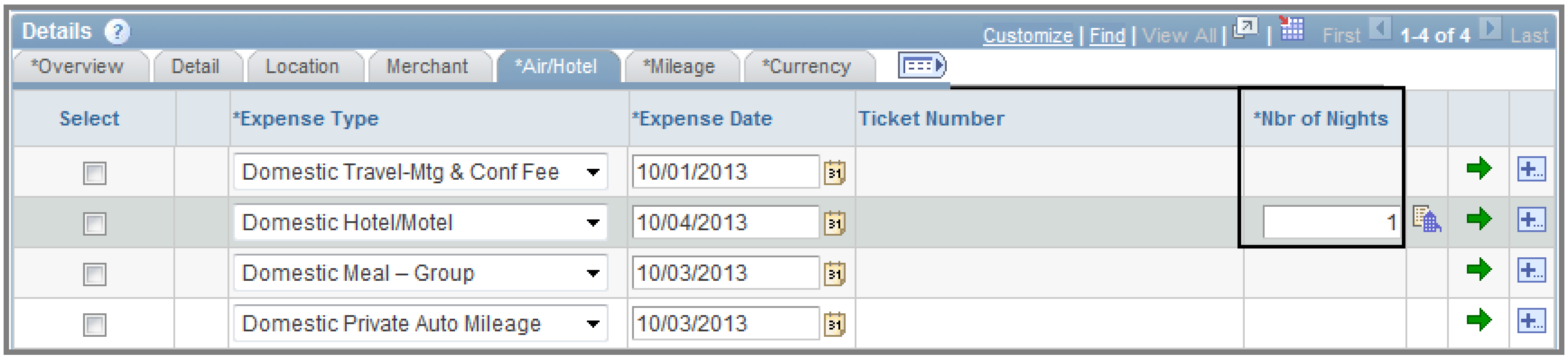
1. Enter a **Description** for each Expense Type.
    - Descriptions should include business name, location, destination to/from, and/or purpose.
    - Descriptions only appear in the electronic, not printed version of the Expense Report.
2. Click the **Non-Reimbursable** checkbox for non-reimbursable and pre-paid expenses.
    - These will be removed from the reimbursement total.
    - Be sure to note the reason something is non-reimbursable in the **Description**.
    - *The "No Receipt" field is not used. Instead, enter "missing receipt" in Description.*

Location and Merchant tabs are not used.

Air/Hotel and Mileage tabs are explained on the next pages.

Step 7: Air/Hotel Tab (if applicable)

Used for Domestic and Foreign Hotel/Motel expenses

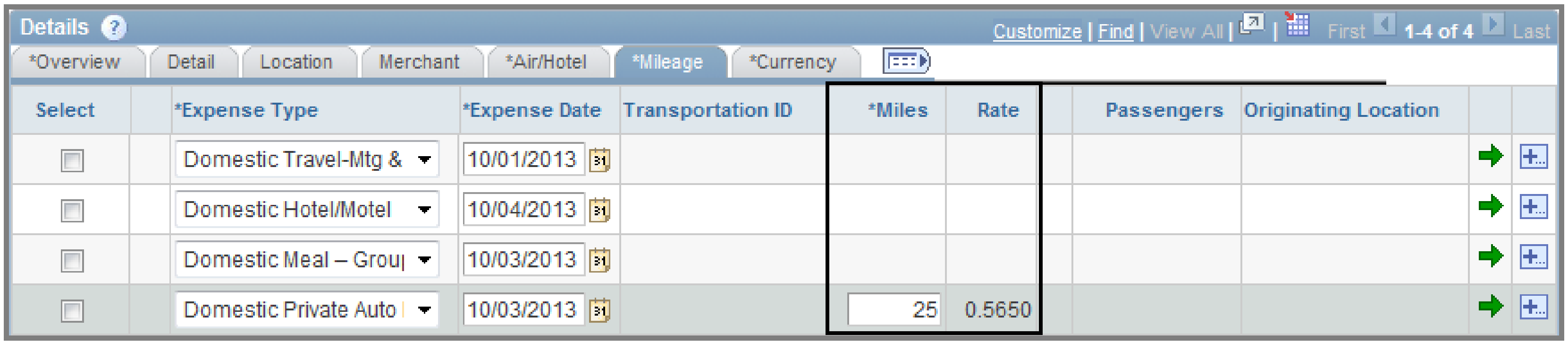


Enter the Number of Nights stayed in the hotel for that expense line.

- Hotel stays can be aggregated to one line or broken out for each day.
- Each unique hotel stayed in must have at least one line.
- *The Ticket Number field (for airfare) is not used by NU.*

Step 8: Mileage Tab (if applicable)

Used for Domestic and Foreign Private Auto Mileage (personal vehicle) expenses



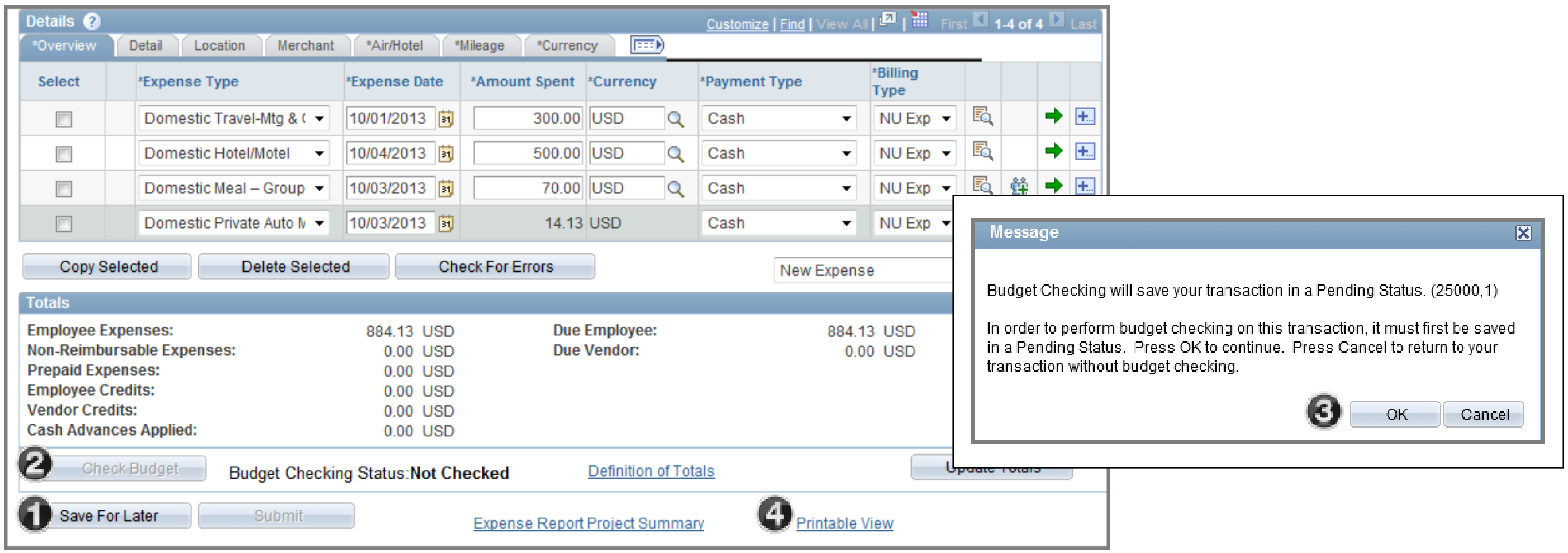
Enter the number of **Miles** driven on that day. This may be a round trip figure.

- Mileage reimbursement covers fuel, insurance and vehicle “wear and tear”. These expenses may not be claimed separately.
- Mileage must be entered in whole numbers only.
- The mileage **Rate** is updated in NUFinancials based on the Federal Mileage Rate and corresponds to the **Expense Date**.
- When submitting proof of mileage, you may use Google Maps or MapQuest to calculate mileage. Please submit only the page that shows (in text) the names of the start and end points as well as number of miles driven.

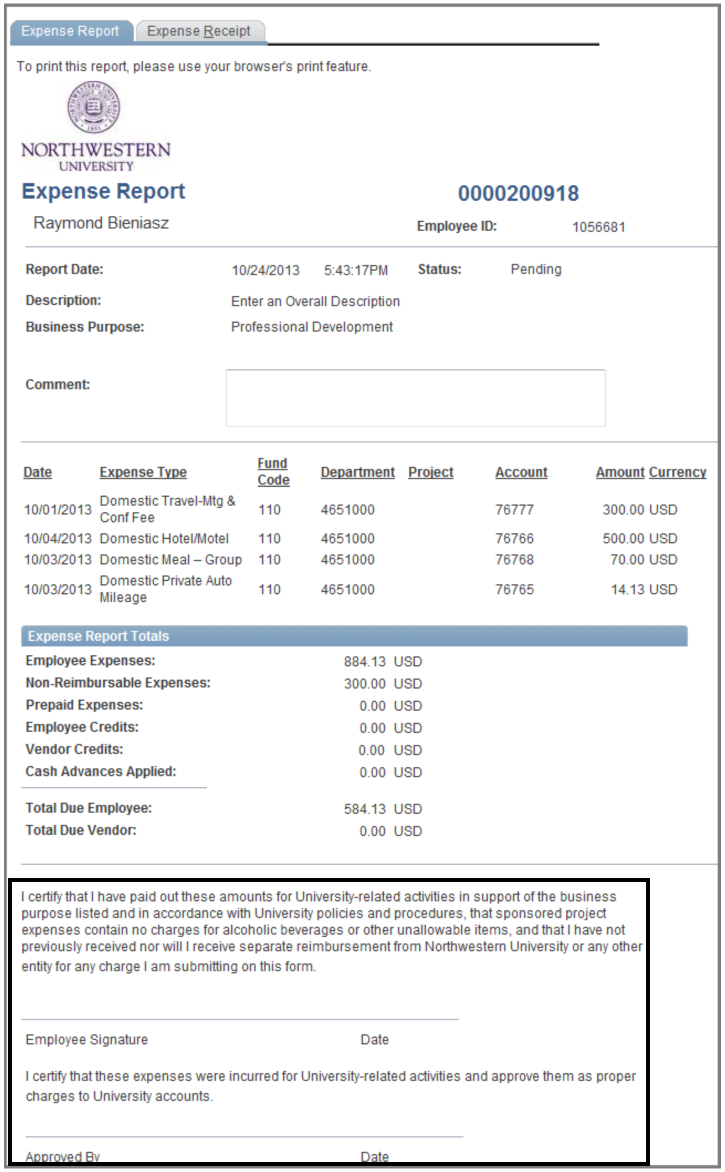
The Currency tab is explained in a separate Foreign Currency job aid.

Step 9: Save and Budget Check

Save for Later - you must complete the General Information and enter at least one expense line to save without error



1. Click **Save For Later**.
2. Click **Check Budget**
3. Click **OK** in the corresponding pop up window.
4. Once **Budget Checking Status** is “Valid”, Click **Printable View**.
   - Expenses created from Expense Reports will be reflected in budgets as “expenses” once they are budget checked, even if all approvals have not been processed. *Sponsored Project Expenses - F&A will not be applied to these expenses until they have been completely approved.*



Expense Report | Expense Receipt

To print this report, please use your browser's print feature.

NORTHWESTERN UNIVERSITY

Expense Report 0000200918

Raymond Bieniasz **Employee ID:** 1056681

Report Date:	10/24/2013 5:43:17PM	**Status:**	Pending
Description:	Enter an Overall Description		
Business Purpose:	Professional Development		
Comment:			

Date	Expense Type	Fund Code	Department	Project	Account	Amount	Currency
10/01/2013	Domestic Travel-Mtg & Conf Fee	110	4651000		76777	300.00	USD
10/04/2013	Domestic Hotel/Motel	110	4651000		76766	500.00	USD
10/03/2013	Domestic Meal – Group	110	4651000		76768	70.00	USD
10/03/2013	Domestic Private Auto Mileage	110	4651000		76765	14.13	USD

Expense Report Totals

Employee Expenses:	884.13	USD
Non-Reimbursable Expenses:	300.00	USD
Prepaid Expenses:	0.00	USD
Employee Credits:	0.00	USD
Vendor Credits:	0.00	USD
Cash Advances Applied:	0.00	USD
Total Due Employee:	584.13	USD
Total Due Vendor:	0.00	USD

I certify that I have paid out these amounts for University-related activities in support of the business purpose listed and in accordance with University policies and procedures, that sponsored project expenses contain no charges for alcoholic beverages or other unallowable items, and that I have not previously received nor will I receive separate reimbursement from Northwestern University or any other entity for any charge I am submitting on this form.

Employee Signature Date

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

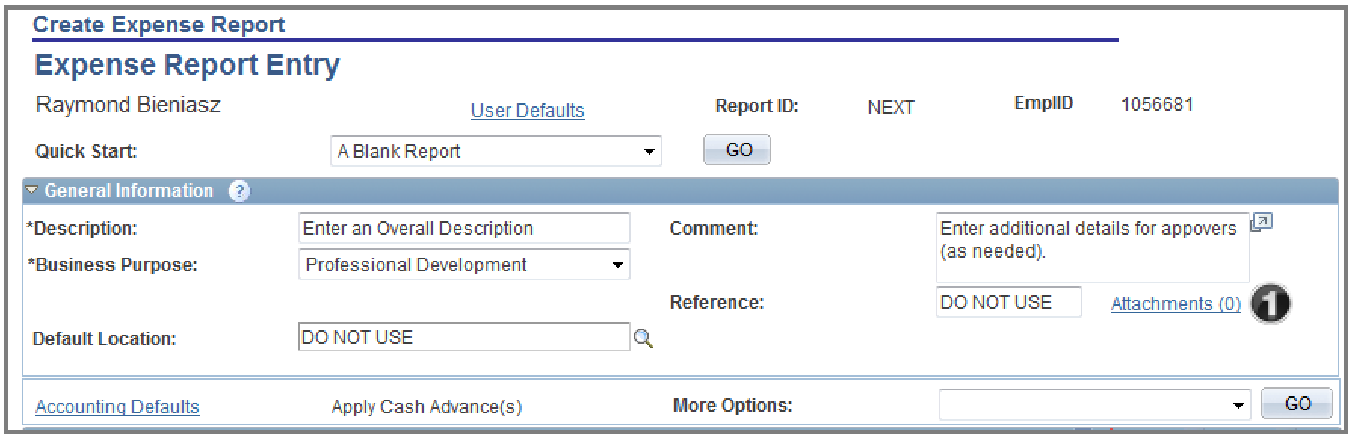
Approved By Date

Step 10 Printable View

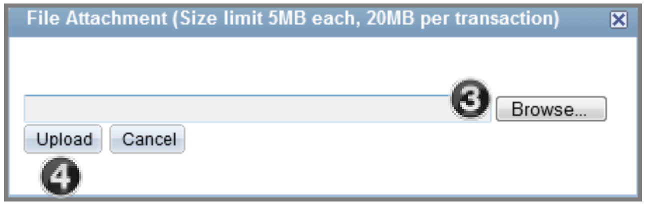
- To print this report, use your browser's print feature.
- Some browsers require additional setup to print the selected frame.
- Be sure to have the employee and supervisor sign at the bottom of the expense report.
- Only the first chartstring distribution line will appear on the printed report. Additional chartstrings can be viewed in NUFinancials.
- Scan and attach the signed expense report at the header.
- See attachment instructions on the next page.

Step 11 Attachments

- Expense documentation (receipts, policy forms, mileage map, signed expense report, etc.) may be scanned and electronically attached in the Expense Report header.
- Receipts may be combined into one attachment or attached individually.
- Approvers can also attach documents, such as 90 day exception forms, to an expense report in workflow.
- Up to 5MB per attachment, 20MB total.
- Acceptable types: xls, xlsx, doc, docx, jpeg, jpg, pdf, tiff, tif, zip

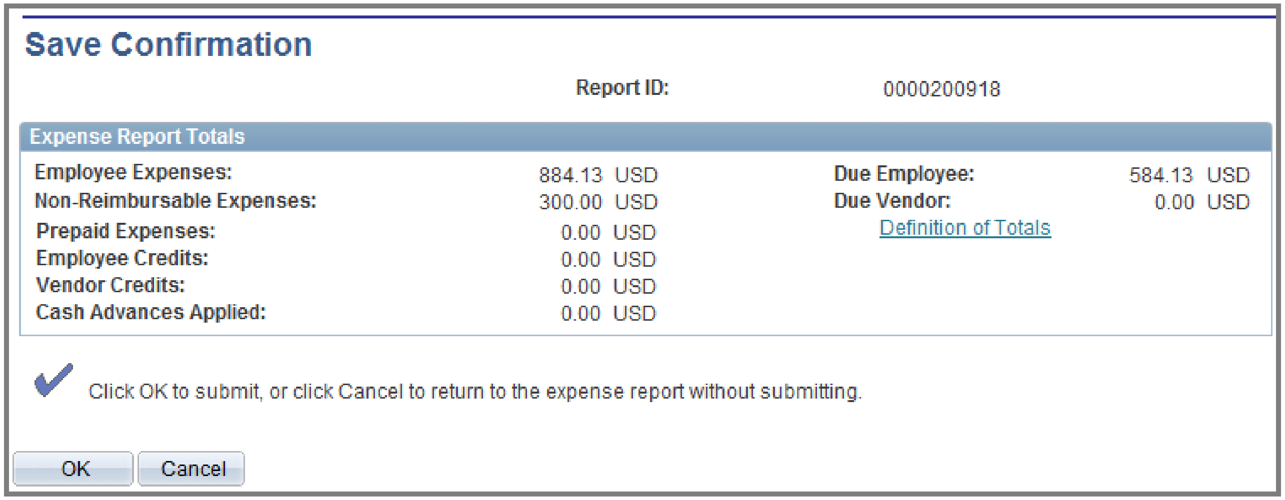


1. In General Information, click **Attachments**.



2. Click **Add Attachment**
3. Click **Browse**
   - Select file name, click Open
4. Click **Upload**
   - *To remove an attachment, you must first Save for Later. Then, go back to the attachment and click*
   - *Please note: Only the person who attached a document can remove it.*
5. Enter a **Description**
6. Click **OK**

Step 12: Submit for Approval

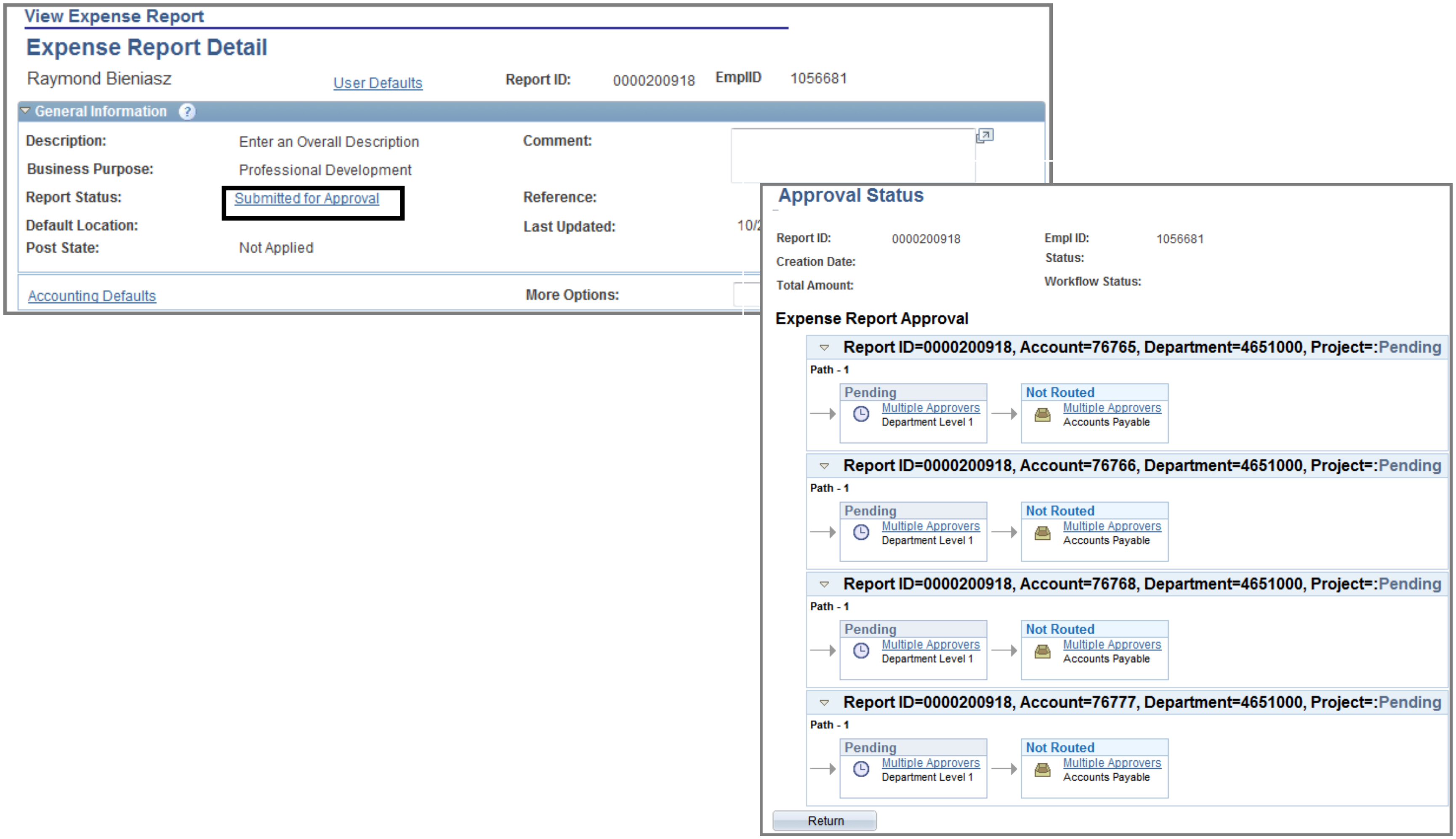


Click **OK** to submit this expense report for approval.

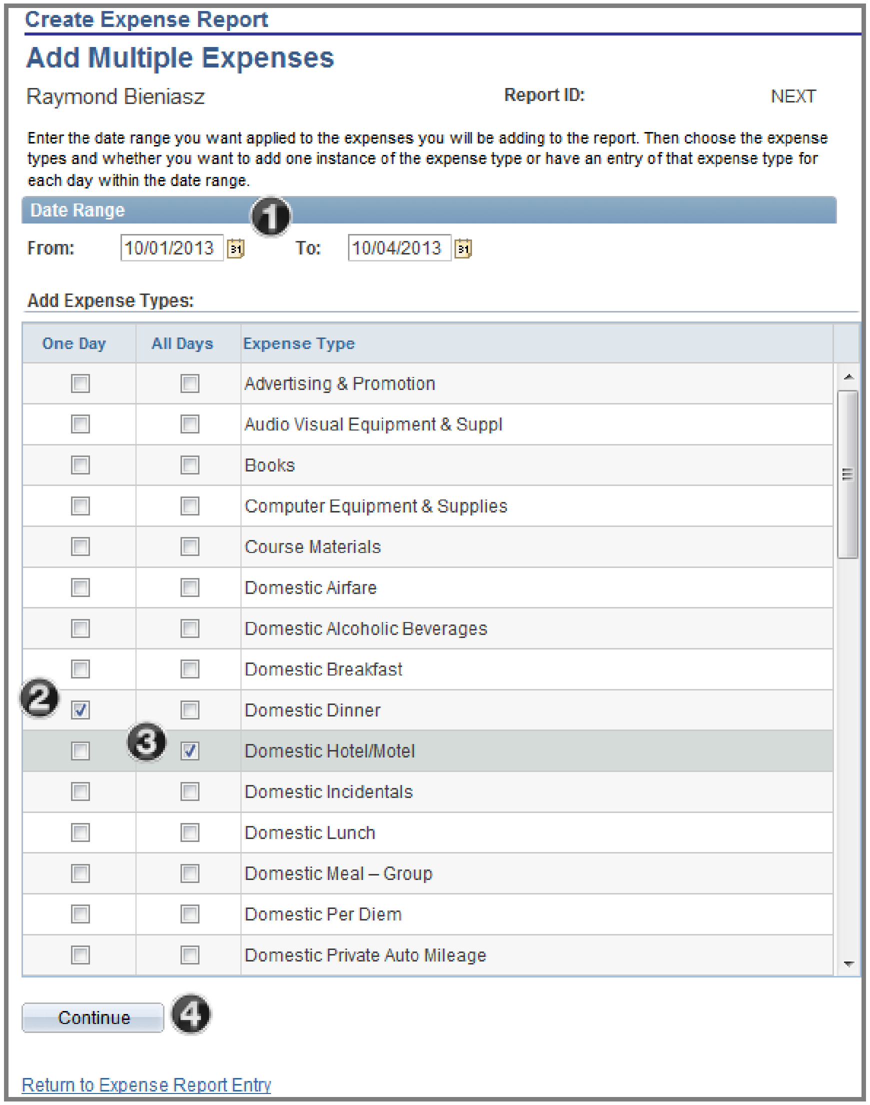
- Once you submit, the expense report is in workflow and you cannot edit it (without having it sent back by an approver).
- Employee Expenses is the grand total of all expense lines entered
- Non-Reimbursable Expenses are those selected lines which will be deducted.
- Due Employee is what they can expect to be reimbursed upon approval.

Step 12, continued: Submitted for Approval

Click the **Report Status** link to view the workflow approval path in **Approval Status**.



Appendix - Multiple Expenses



Add Multiple Expenses allows you to select your expenses all at once, rather than line by line.

1. Enter the **Date Range** you want to enter expenses for
2. Select an expense under the column **One Day** if it occurred only once during the trip.
3. Select an expense under column **All Days** if it occurred more than once.
4. Click **Continue** to return to the expense report.
   - Expense lines are added and populated with your selections.
   - Adjust the expense dates and delete lines as needed.

Appendix - Expense Types with default Accounts

Expense Type	**Account**
Advertising & Promotion	75150
Audio Visual Equipment & Supplies	73310
Books	73910
Computer Equipment & Supplies	73075
Domestic Travel-Mtg & Conf Fees*	76777
Course Materials	75115
Domestic Airfare	76765
Domestic Alcoholic Beverages	76769
Domestic Breakfast	76767
Domestic Dinner	76767
Domestic Public Ground Transport	76765
Domestic Hotel/Motel	76766
Domestic Incidentals	76767
Domestic Lunch	76767
Domestic Meal – Group	76768
Domestic University-Owned Vehicle	76765
Domestic Private Auto Mileage	76765
Domestic Rail	76765
Domestic Rental Vehicle	76765
Domestic Tolls & Parking	76765
Foreign Airfare	76770
Foreign Alcoholic Beverages	76774
Foreign Breakfast	76772
Foreign Dinner	76772
Foreign Public Ground Transport	76770
Foreign Hotel/Motel	76771
Foreign Incidentals	76772
Foreign Lunch	76772
Foreign Meal – Group	76773
Foreign Private Auto Mileage	76770
Foreign Per Diem	76772
Foreign Rail	76770
Foreign Rental Vehicle	76770
Foreign Tolls & Parking	76770
Hardware	73010
Lab Supplies	73475
Magazine Subscriptions	73920
Mailing and Postage	75510
Maintenance & Repairs	75440
Membership Dues	75030
Foreign Travel-Mtg & Conf Fees	76778
Office Supplies	73010
Printing/Photos	75809
Production Expenses	75911
Relocation/Moving Expense	76735
Research Subject Fees	78660
Used for Advances	76765