



## 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](mailto: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.

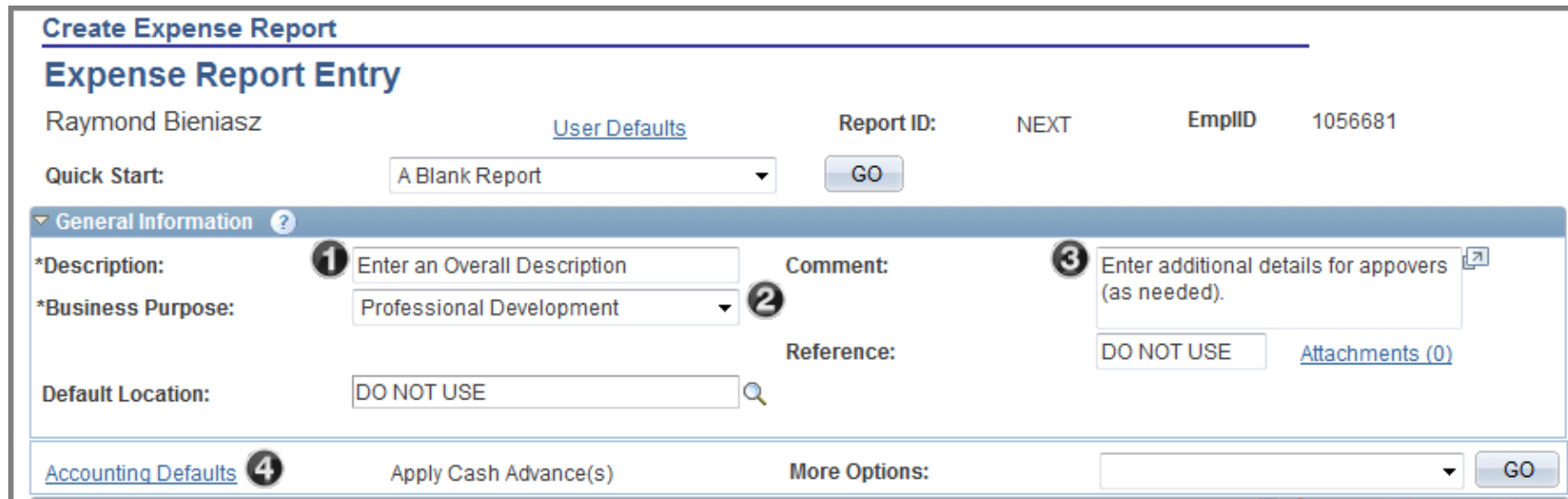


Your Employee ID will appear by default.

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.

**Create Expense Report**

**Accounting Defaults**

Raymond Bieniasz 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	110	9999999	NWUN					-

2 

[User Defaults](#)

3




- 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.*
- 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.
- When all chart strings have been entered, click **OK** to return to the Expense Report

## Step 4 Details; Overview Tab



Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type				
<input type="checkbox"/>	Domestic Travel-Mtg & t	10/01/2013	300.00	USD	Cash	NU Exp				
<input type="checkbox"/>	Domestic Hotel/Motel	10/04/2013	500.00	USD	Cash	NU Exp				
<input type="checkbox"/>	Domestic Meal – Group	10/03/2013	70.00	USD	Cash	NU Exp				
<input type="checkbox"/>	Domestic Private Auto l	10/03/2013	0.00	USD	Cash	NU Exp				

Buttons: Copy Selected, Delete Selected, Check For Errors, New Expense, Add

- 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.
- Enter Date expense occurred (per receipt).
- 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.
- For a Group Meal click  (people icon) to add required information (see next page).
- 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.
- 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.

**Create Expense Report**

---

**Attendees**

Raymond Bieniasz Report ID: NEXT

Attendees are required for the Domestic Meal – Group expense on line 3. Please list the attendees associated with this expense.

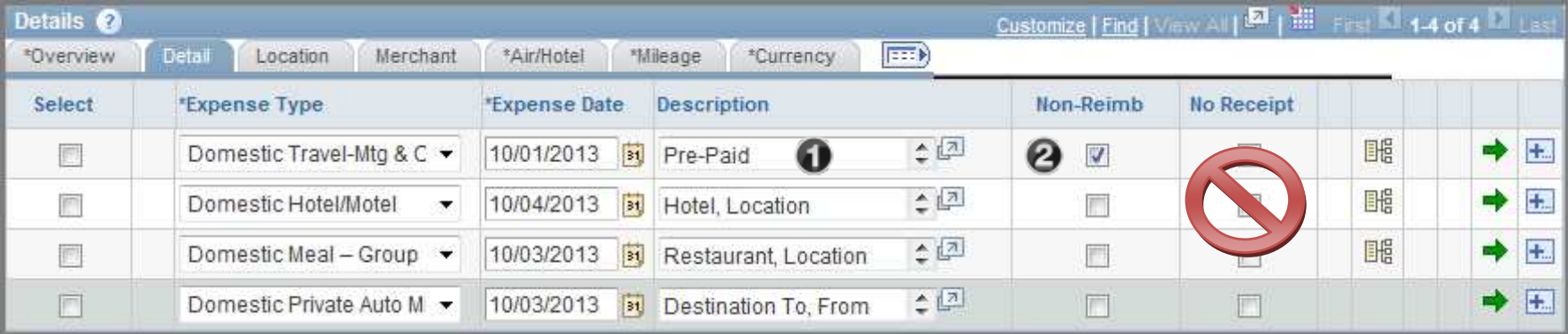
Name	Company	Title	
Bieniasz, Raymond	Northwestern University	trainer <sup>1</sup>	+ -
Last, First <sup>3</sup>	school, employer, etc;	faculty, staff, etc.	+ -

OK <sup>4</sup>

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.



Select	*Expense Type	*Expense Date	Description	Non-Reimb	No Receipt
<input type="checkbox"/>	Domestic Travel-Mtg & C	10/01/2013	Pre-Paid <b>1</b>	<input checked="" type="checkbox"/> <b>2</b>	<input type="checkbox"/>
<input type="checkbox"/>	Domestic Hotel/Motel	10/04/2013	Hotel, Location	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Domestic Meal – Group	10/03/2013	Restaurant, Location	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Domestic Private Auto M	10/03/2013	Destination To, From	<input type="checkbox"/>	<input type="checkbox"/>

- 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.
- 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

Details ?							Customize   Find   View All   First 1-4 of 4 Last	
*Overview	Detail	Location	Merchant	*Air/Hotel	*Mileage	*Currency		
Select	*Expense Type	*Expense Date	Ticket Number	*Nbr of Nights				
<input type="checkbox"/>	Domestic Travel-Mtg & Conf Fee	10/01/2013					→	+..
<input type="checkbox"/>	Domestic Hotel/Motel	10/04/2013		1			→	+..
<input type="checkbox"/>	Domestic Meal – Group	10/03/2013					→	+..
<input type="checkbox"/>	Domestic Private Auto Mileage	10/03/2013					→	+..

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

Select	*Expense Type	*Expense Date	Transportation ID	*Miles	Rate	Passengers	Originating Location	
<input type="checkbox"/>	Domestic Travel-Mtg &	10/01/2013						➔ +...
<input type="checkbox"/>	Domestic Hotel/Motel	10/04/2013						➔ +...
<input type="checkbox"/>	Domestic Meal – Group	10/03/2013						➔ +...
<input type="checkbox"/>	Domestic Private Auto	10/03/2013		25	0.5650			➔ +...

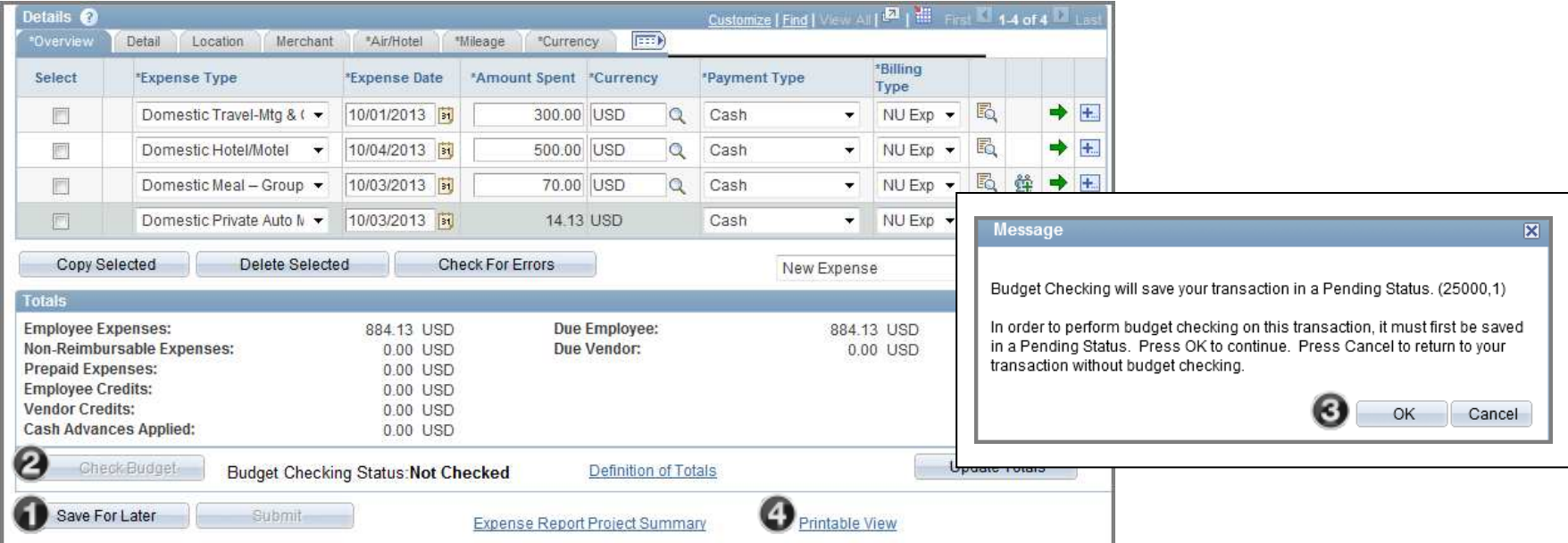
Enter the number of **Miles** driven on that day. This may be a round trip figure.

- 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



The screenshot displays the 'Details' view of an expense report. The table below shows the expense lines:

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type
<input type="checkbox"/>	Domestic Travel-Mtg & (	10/01/2013	300.00	USD	Cash	NU Exp
<input type="checkbox"/>	Domestic Hotel/Motel	10/04/2013	500.00	USD	Cash	NU Exp
<input type="checkbox"/>	Domestic Meal – Group	10/03/2013	70.00	USD	Cash	NU Exp
<input type="checkbox"/>	Domestic Private Auto N	10/03/2013	14.13	USD	Cash	NU Exp

**Totals**

Employee Expenses:	884.13 USD	Due Employee:	884.13 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		

The 'Message' dialog box contains the following text:

Budget Checking will save your transaction in a Pending Status. (25000,1)  
In order to perform budget checking on this transaction, it must first be saved in a Pending Status. Press OK to continue. Press Cancel to return to your transaction without budget checking.

Buttons: OK, Cancel

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.*



## 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

**Create Expense Report**

**Expense Report Entry**

Raymond Bieniasz [User Defaults](#) Report ID: NEXT EmplID 1056681

Quick Start:

**General Information** ?

\*Description:  Comment:

\*Business Purpose:  Reference:  [Attachments \(0\)](#) **1**

Default Location:

[Accounting Defaults](#)  More Options:

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

**Expense Report Attachments**

Report ID: NEXT

Details				
File Name	Description <b>5</b>	User	Name	Date/Time Stamp
<a href="#">Hotel_Invoice.pdf</a>	<input type="text" value="Business Name, Date"/>			<input type="button" value="-"/>

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

2

**6**

File Attachment (Size limit 5MB each, 20MB per transaction)

3

**4**

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

### Save Confirmation

Report ID: 0000200918

Expense Report Totals			
Employee Expenses:	884.13 USD	Due Employee:	584.13 USD
Non-Reimbursable Expenses:	300.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	<a href="#">Definition of Totals</a>	
Employee Credits:	0.00 USD		
Vendor Credits:	0.00 USD		
Cash Advances Applied:	0.00 USD		

Click OK to submit, or click Cancel to return to the expense report without submitting.

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**.

**View Expense Report**

**Expense Report Detail**

Raymond Bieniasz      [User Defaults](#)      Report ID: 0000200918      EmplID: 1056681

**General Information**

Description: Enter an Overall Description      Comment:

Business Purpose: Professional Development

Report Status: **Submitted for Approval**      Reference:

Default Location:       Last Updated: 10/2/2013 10:00 AM

Post State: Not Applied

[Accounting Defaults](#)      More Options:

**Approval Status**

Report ID: 0000200918      Empl ID: 1056681

Creation Date:       Status:

Total Amount:       Workflow Status:

**Expense Report Approval**

Report ID=0000200918, Account=76765, Department=4651000, Project=:Pending

Path - 1

Pending → Not Routed

Multiple Approvers (Department Level 1) → Multiple Approvers (Accounts Payable)

Report ID=0000200918, Account=76766, Department=4651000, Project=:Pending

Path - 1

Pending → Not Routed

Multiple Approvers (Department Level 1) → Multiple Approvers (Accounts Payable)

Report ID=0000200918, Account=76768, Department=4651000, Project=:Pending

Path - 1

Pending → Not Routed

Multiple Approvers (Department Level 1) → Multiple Approvers (Accounts Payable)

Report ID=0000200918, Account=76777, Department=4651000, Project=:Pending

Path - 1

Pending → Not Routed

Multiple Approvers (Department Level 1) → Multiple Approvers (Accounts Payable)

[Return](#)

## Appendix - Multiple Expenses

**Create Expense Report**

**Add Multiple Expenses**

Raymond Bieniasz Report ID: [NEXT](#)

Enter the date range you want applied to the expenses you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

**Date Range** 1

From:   To:

**Add Expense Types:**

One Day	All Days	Expense Type
<input type="checkbox"/>	<input type="checkbox"/>	Advertising & Promotion
<input type="checkbox"/>	<input type="checkbox"/>	Audio Visual Equipment & Suppl
<input type="checkbox"/>	<input type="checkbox"/>	Books
<input type="checkbox"/>	<input type="checkbox"/>	Computer Equipment & Supplies
<input type="checkbox"/>	<input type="checkbox"/>	Course Materials
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Airfare
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Alcoholic Beverages
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Breakfast
<input checked="" type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2</span>	<input type="checkbox"/>	Domestic Dinner
<input type="checkbox"/>	<input checked="" type="checkbox"/> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3</span>	Domestic Hotel/Motel
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Incidentals
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Lunch
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Meal – Group
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Per Diem
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Private Auto Mileage

4

[Return to Expense Report Entry](#)

**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**

<u>Expense Type</u>	<u>Account</u>
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