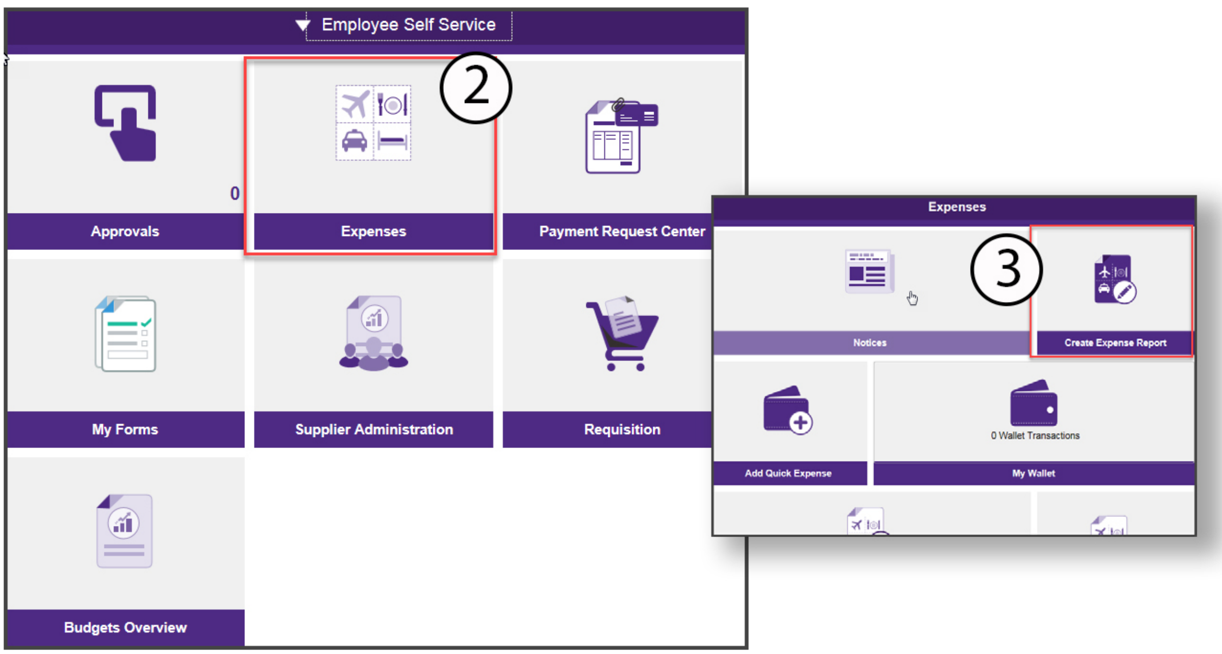
STEP 1: CREATE AN EXPENSE REPORT

Navigate to Expense Reports

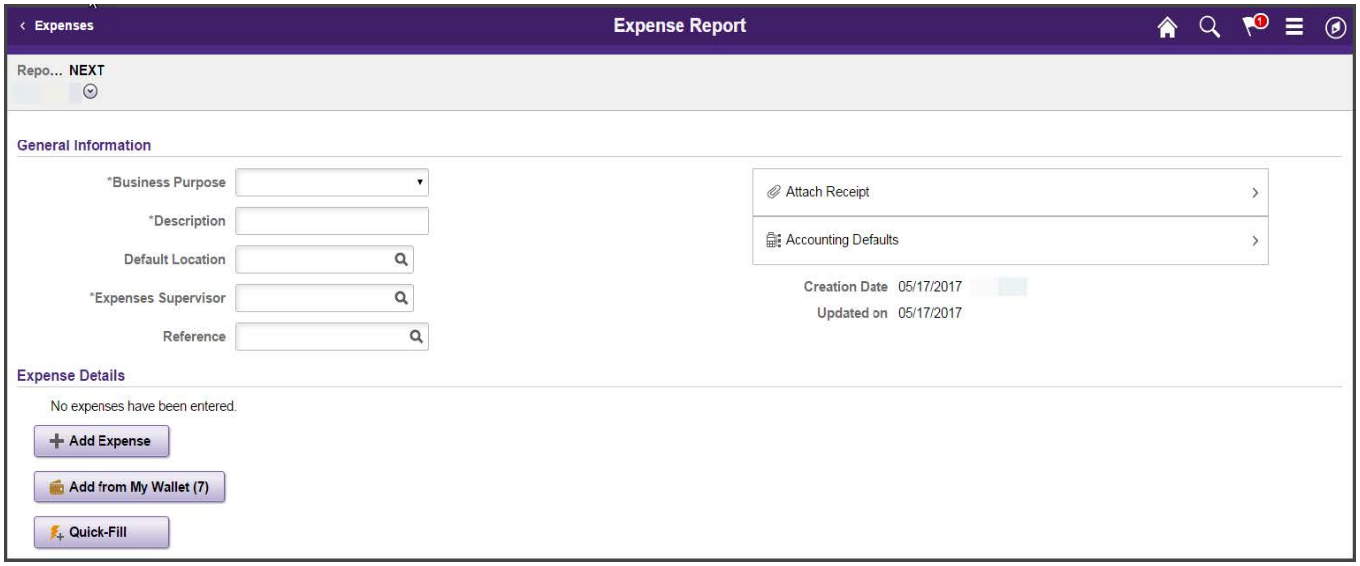
1. Log in to the NUPortal > NUFinancials > Financial > Payments
    a. Alternatively, you can login from the NUFinancials Overview page.
2. Click the Expenses tile.
3. Click Create Expense Report tile.



4. You will be taken directly to an Expense Report.

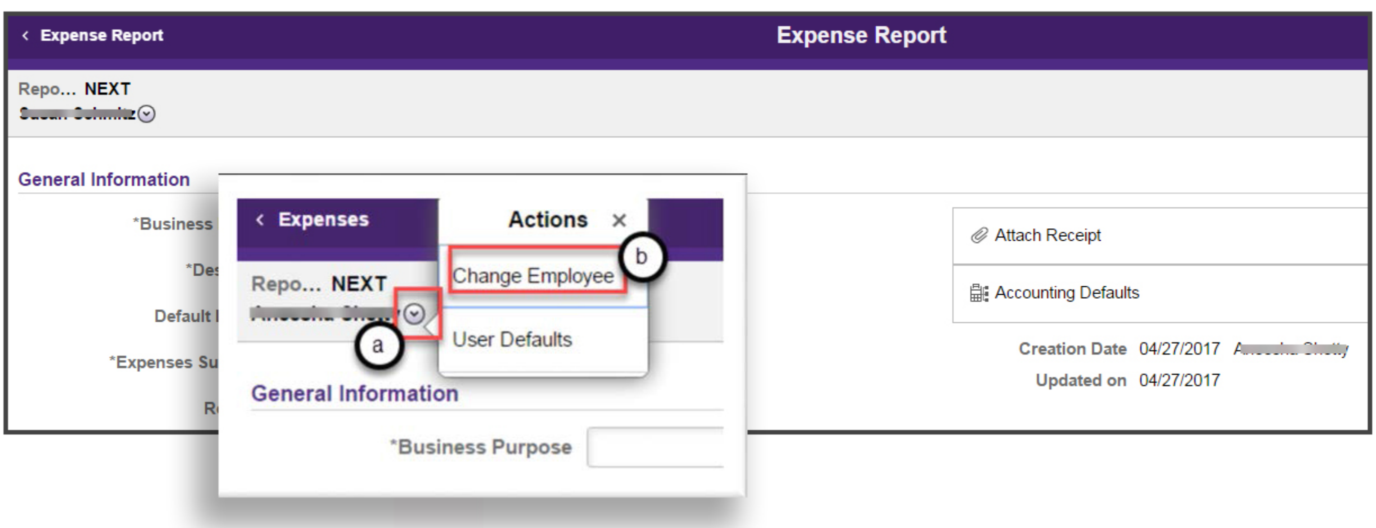
STEP 2: ENTER EXPENSE REPORT GENERAL INFORMATION

The General Information Screen

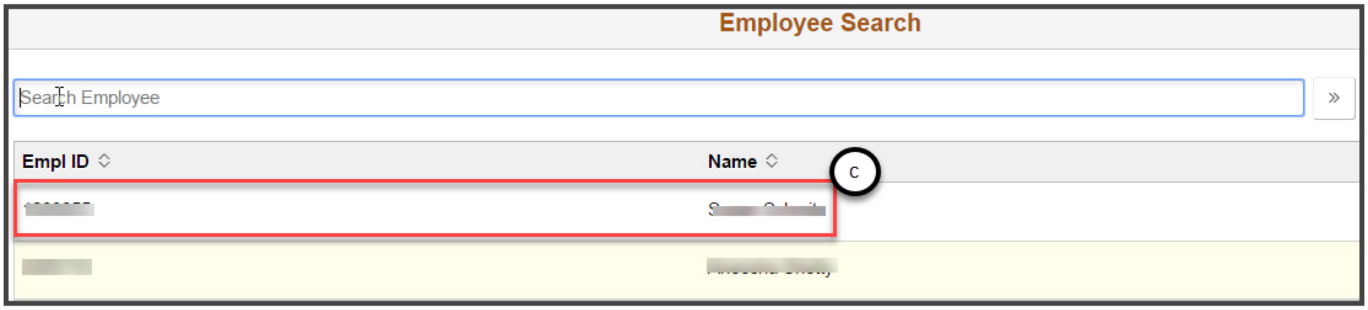


Proxy

1. Select Proxy, as applicable.
    a. If you are a Proxy, click on the drop-down arrow next to your name in the upper left corner.
    b. Click Change Employee.



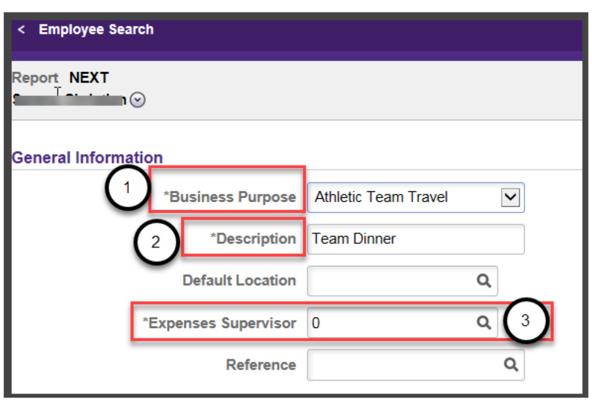
c. Select the name of the employee for whom you are proxy from the Employee Search window that appears.

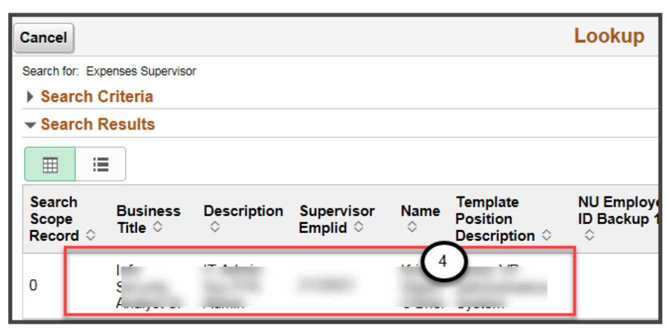


d. Once selected, you will be taken back to the Expense Report General Information screen.
e. You will now see the employee's name you selected in the upper left corner.

General Information

1. Enter Business Purpose from the drop-down menu.
2. Enter the Description for the Business Purpose.
3. Select the Expenses Supervisor by clicking on the Expenses Supervisor magnifying glass to search for the supervisor who will approve these expenses.
4. Click on the appropriate Expenses Supervisor name.





Default Location: NOT in use.
Reference: NOT in use.

Notes:

- If the Expenses Supervisor is not displayed, you will need to print the Expense Report, have it signed by the Supervisor, scan it, and include as an attachment to the Expense Report for submittal.
- A number will appear in the Expenses Supervisor field. This number represents the employee record number in Human Resources.

5. Scan and attach receipts and other supporting documentation in the Attach Receipt field.

a. Be sure to attach your receipts in this field, and not through the Attach Receipt function on each expense line.

b. Consult with your school or department for document retention guidelines.

6. Click Accounting Defaults.

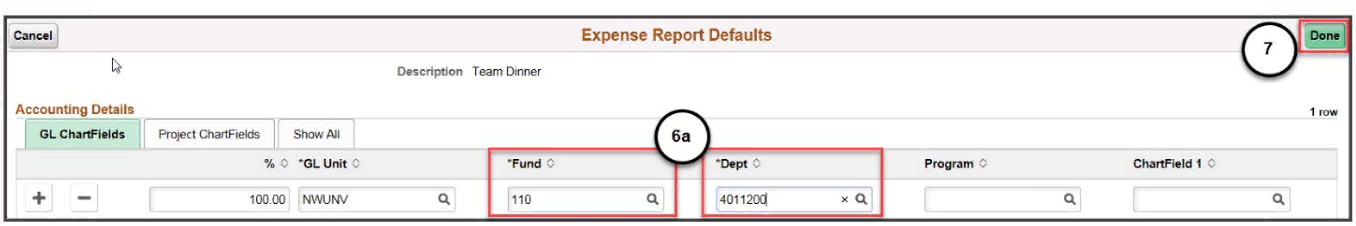
a. Enter the chart string Fund and Dept codes.

i. Enter Fund and Dept on the GL ChartFields tab.

ii. Enter Project and Activity on the Project ChartFields tab.

iii. Use Show All tab to see all ChartFields.

Note: Entering the details in Accounting Defaults means the individual expense lines will default to the Fund and Dept you enter here in Accounting Defaults. For expense transactions that have specific chart strings, changes can be made in the Accounting field in the Expense Line on the Expense Entry screen.



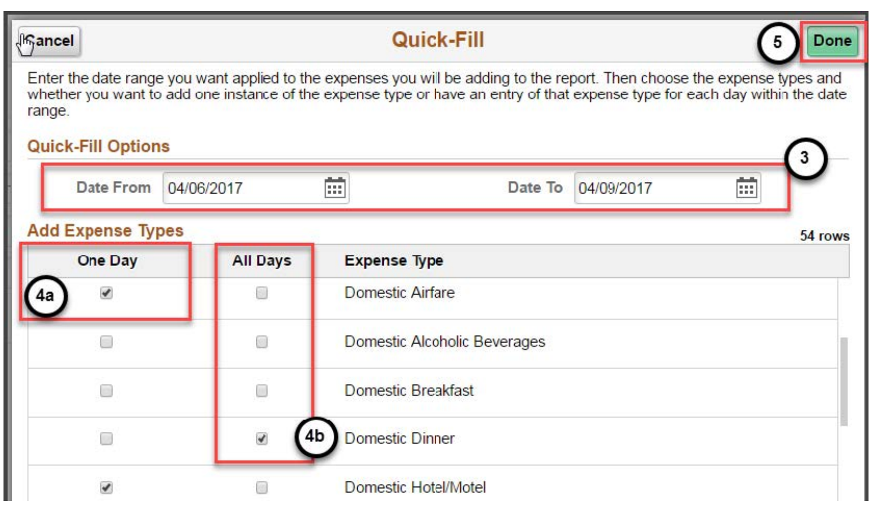
7. Upon the completion of entering your chart string, click Done.

Expense Details

1. Click +Add Expense to add single lines to your Expense Report.
2. Click Quick-Fill to add multiple lines at a time to your Expense Report.

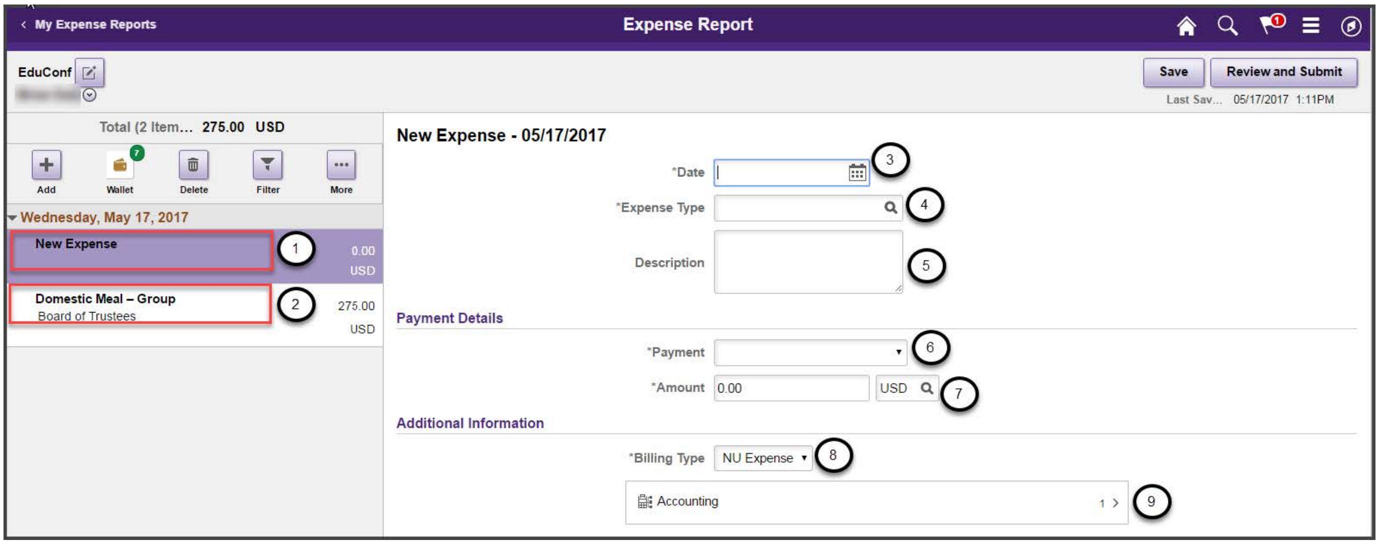
3. Once the Quick-Fill window appears, enter the Date Range for the trip.
4. Selecting Add Expense Types:
   a. Click on One Day if it occurred only once during the trip.
   b. Click on All Day if it occurred more than once.
5. Click Done.

Note: If you stayed at the same Hotel/Motel for the entirety of your trip, select One Day. The Expense Report will populate a field to enter number of days. If more than one Hotel/Motel was expensed, you will need to fill out a line for each unique Hotel/Motel. Same process for Airfare – you only need to enter one line for roundtrip airfare.



STEP 3: ENTER EXPENSE REPORT LINE DETAILS FOR NEW EXPENSE

Expense Entry Screen

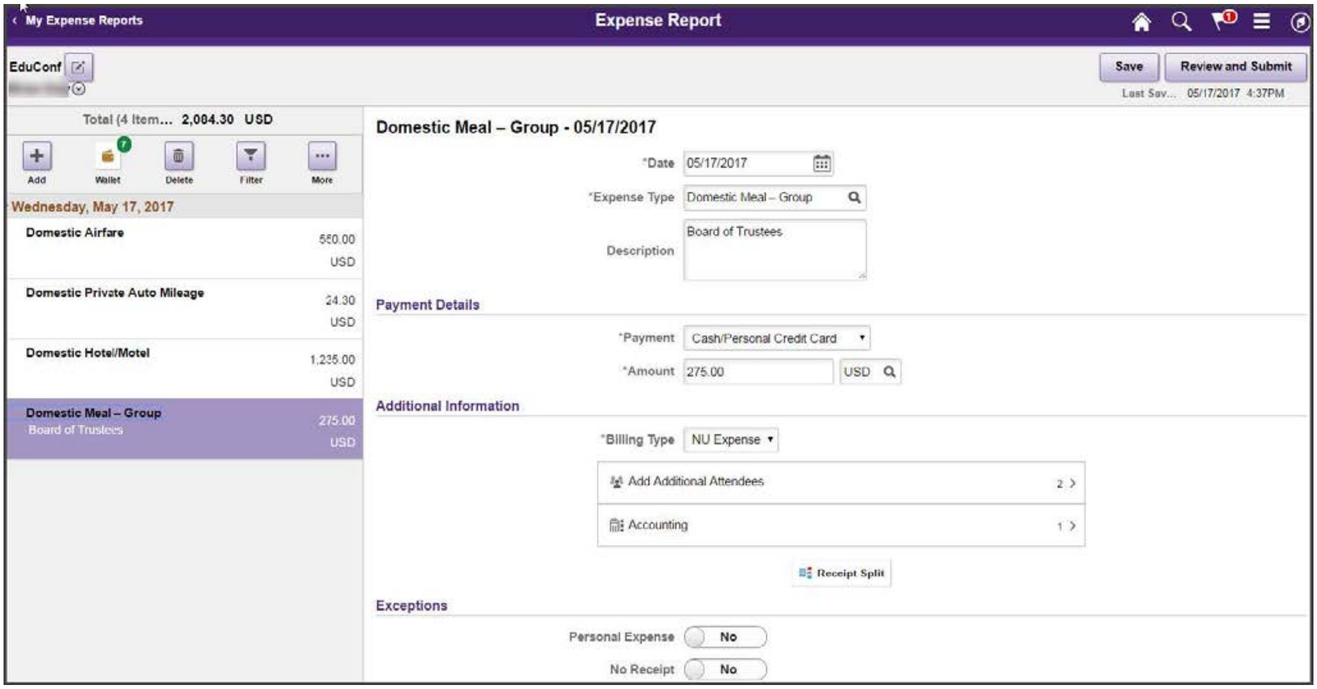


This example shows 2 expense lines for 2 expense transactions.

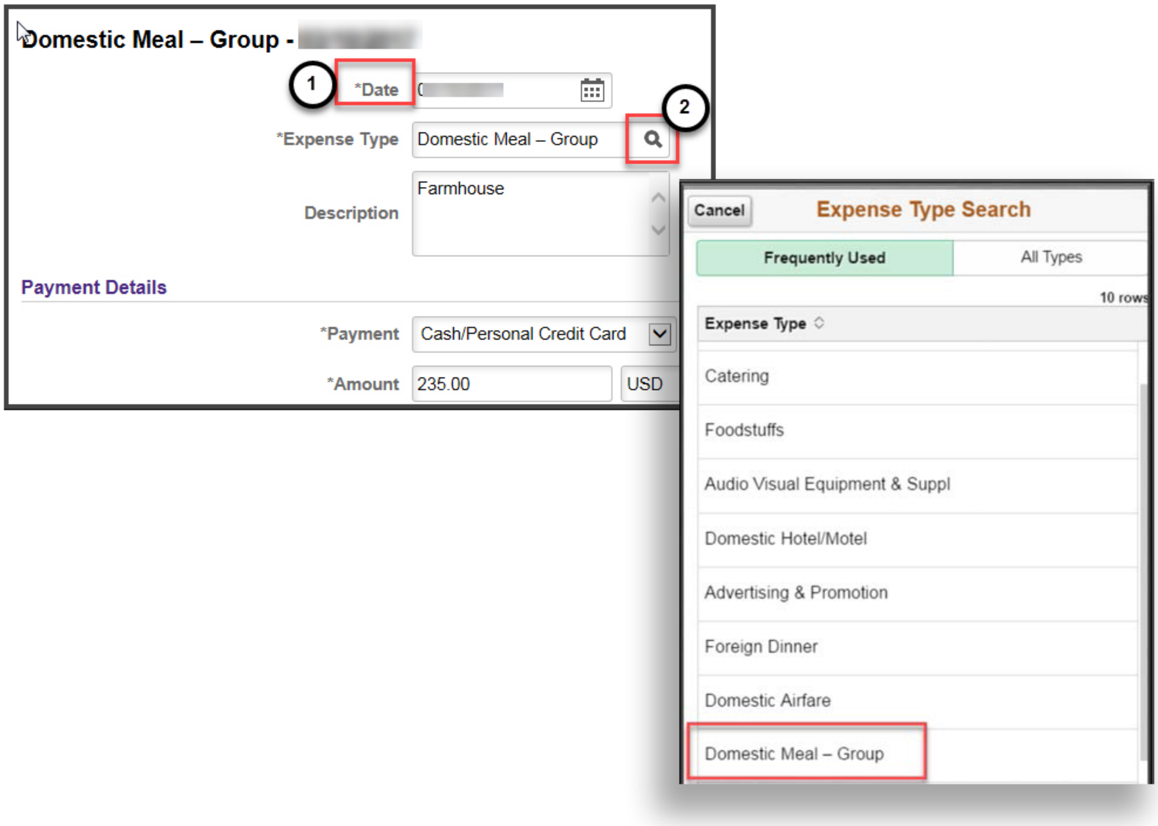
1. This expense line demonstrates that clicking on the +Add button, you can easily enter a new blank Expense Report.
2. This expense line demonstrates an example of what would appear when you click on Quick-Fill on the General Information screen to enter an expense transaction.
3. Enter the Expense Date.
4. Select Expense Type by clicking on the magnifying glass.
5. Enter a Description explaining the details for this expense.
6. Select the Cash/Personal Credit from Payment drop-down menu
7. Enter the Amount and the Currency. For Currency field, please see Appendix E – Entering Foreign Currency.
8. Billing Type defaults to NU Expense
9. Adjust chart string information in the Accounting field.

Domestic-Group Meal (Attendees) Expense Type

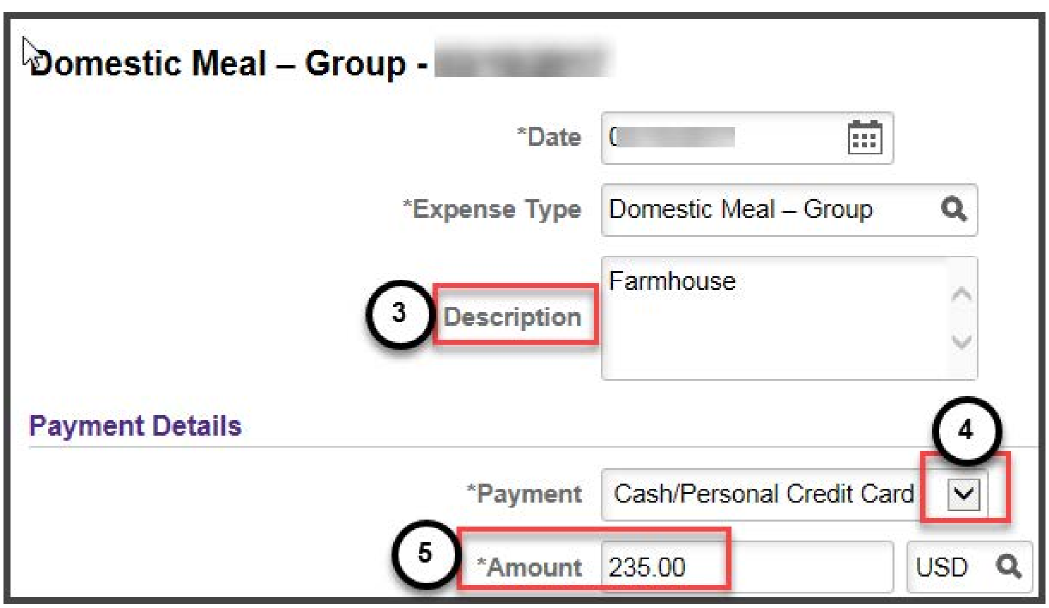
- A group meal is used whenever reimbursing the employee for more than just their own meal.
- This may include other faculty, staff, and university guests, but not family members.
- Enter the Name, Company and Title of each person who attended the group meal.



1. Enter the Expense Date.
2. Select Expense Type by clicking on the magnifying glass.
    a. Expense Type categorizes expenses as they related to the ChartField Account.
    b. The Expense Type search will default to Frequently Used expense types, or you can click on All Types to use a search function to find the Expense Type that you need.

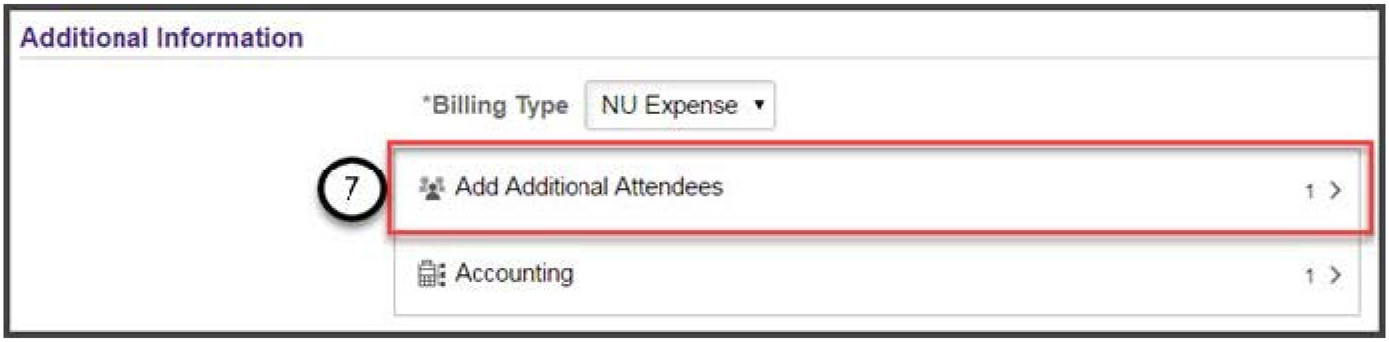


3. Enter a Description explaining the details for this expense.
4. Select the Cash/Personal Credit from Payment drop-down menu.
5. Enter the Amount and the Currency.



6. Billing Type is always NU Expense.

7. Click Add Additional Attendees to enter Name, Company, and Title of additional attendees.

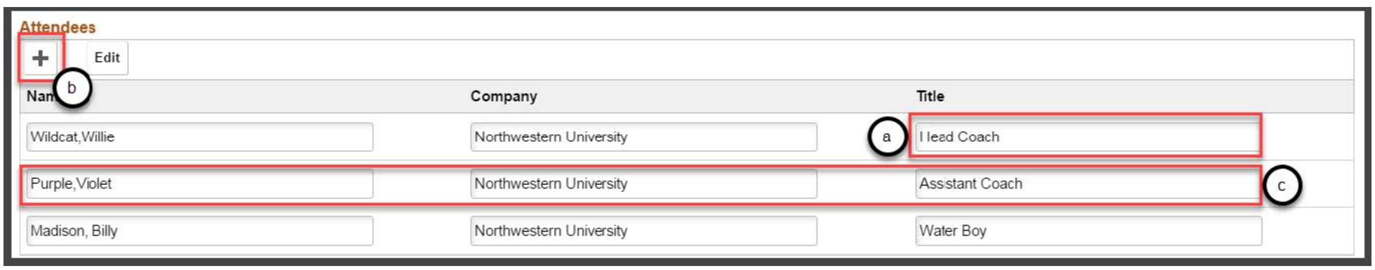


a. The employee being reimbursed automatically appears on the first line. Enter their Title.

b. Click + to add a blank row.

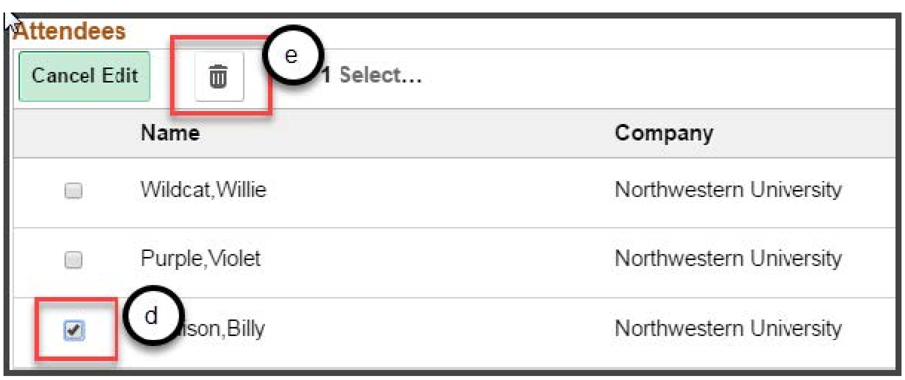
c. Enter the other Attendee's Name (Last, First), Company (school, employer, etc.), and Title (professional title or faculty, staff, etc.).

d. Repeat for each attendee.



d. To remove an unwanted line, click Edit and select those to be deleted.

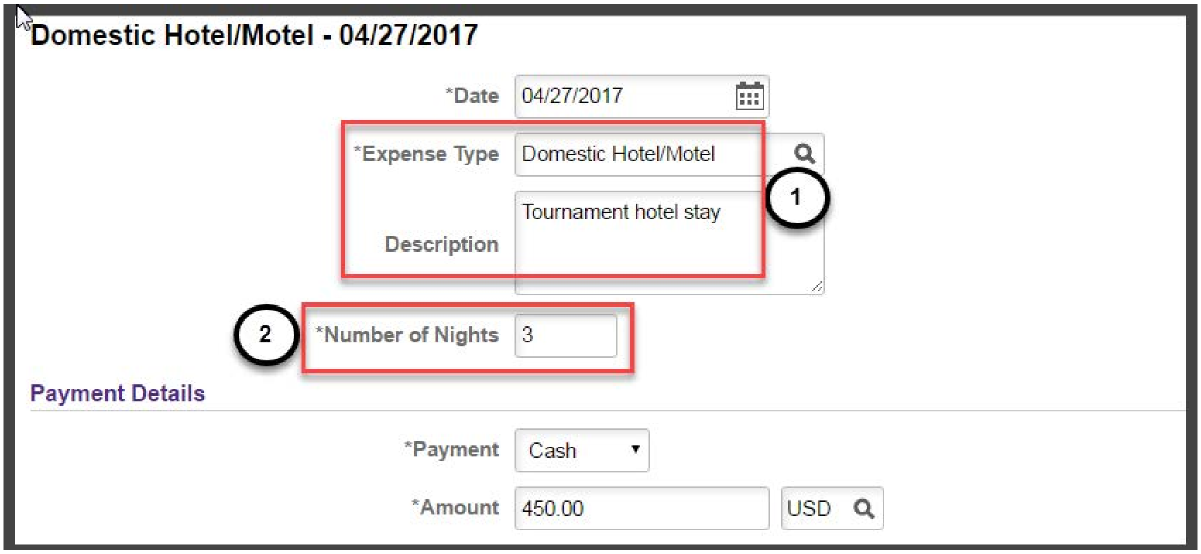
e. Click the Trash Can icon.



After all Attendees have been entered, click Done in the upper right corner of Attendees Entry window to return to the Expense Entry Screen.

Hotel Expense Lines Expense Type

1. Select Domestic or Foreign Hotel/Motel as the Expense Type and enter the Description.
2. Enter the Number of Nights stayed in the hotel for that expense line.
   a. Hotel stays can be aggregated to one line or broken out for each day.
   b. Each unique hotel stayed in must have at least one expense line.



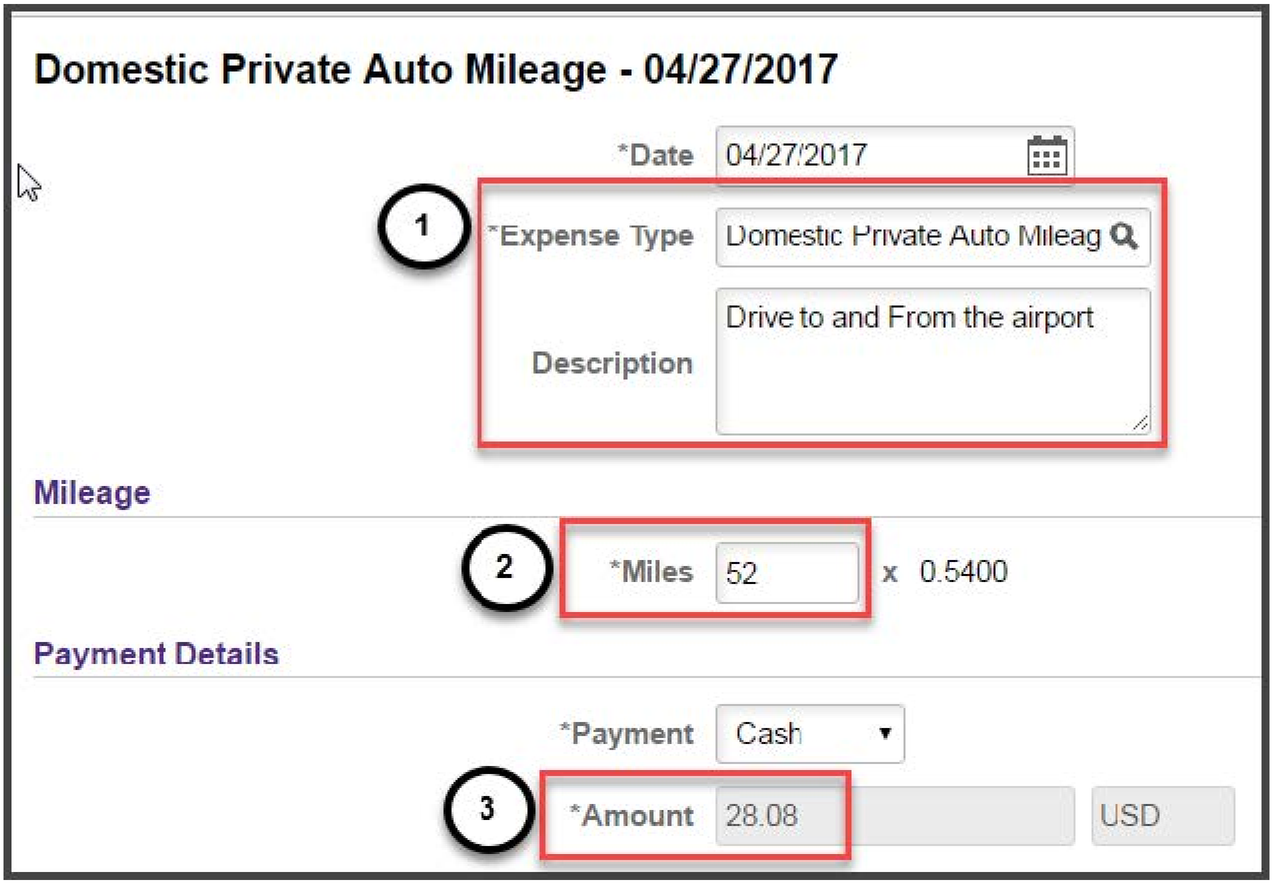
Note: If the Domestic or Foreign Hotel/Motel was purchased directly on a chart string, please see Non-Reimbursable Expenses.

Domestic or Foreign Private Auto Mileage Expense Line

Domestic or Foreign Private Auto Mileage Policy:

- Mileage reimbursement covers fuel, insurance, and vehicle wear and tear; these expenses may not be claimed separately.
- The mileage Rate is updated in NUFinancials annually by Northwestern administration based on the Federal Mileage Rate and corresponds to the Expense Date.
- When attaching proof of mileage, you may use Google Maps, MapQuest, or Yahoo Maps to calculate mileage.
- Please attach only the page that shows (in text) the names of the start and end points as well as number of miles driven.

1. Select Domestic or Foreign Private Auto for the Expense Type and enter the Description.
2. Enter the number of Miles for the trip.
    a. This may be a round trip figure.
    b. Mileage must be entered in whole numbers only.
3. The Amount will automatically populate.

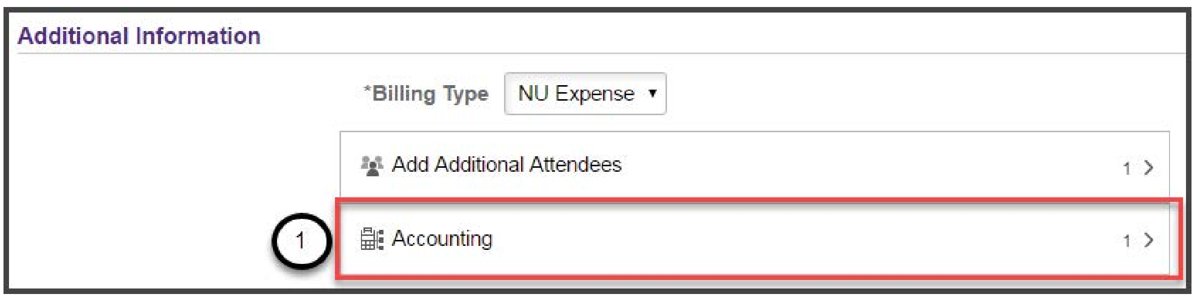


STEP 4: REVIEW OR EDIT ACCOUNTING DETAILS (CHART STRING)

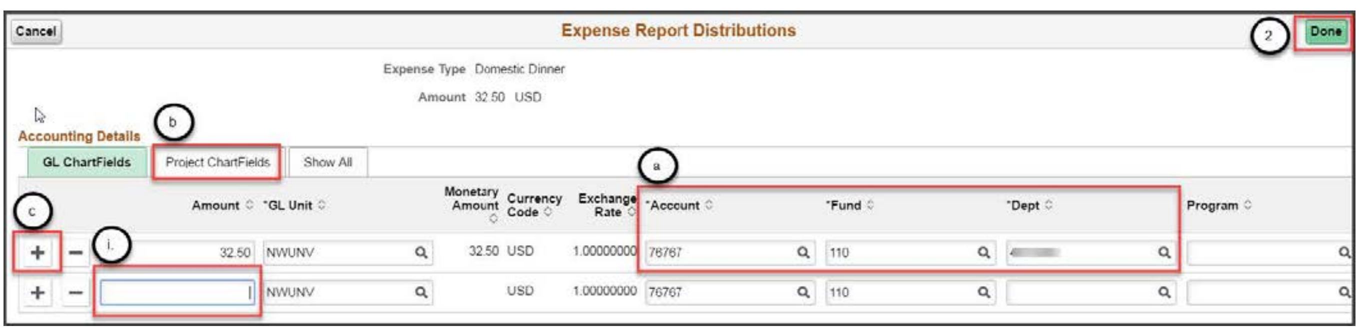
You can review or edit your accounting details at the expense line level in the following instances:

- If you didn't enter your chart string in Accounting Defaults found on the General Information screen.
- To update the Account Code (If you are expensing for a Grant chart string or you entered "Other Expense" for Expense Type). See Appendix B for the list of Expense Types with default Account codes.
- To enter the Project and Activity codes. This can be done through the Project ChartFields tab.

1. Click Accounting.



a. Enter Account, Fund, and Dept in the GL ChartFields tab.
b. To enter Project and Activity, click on the Project ChartFields tab.



c. To add additional chart strings to your expense line in the event the expense transaction needs to be split between two chart strings, click on the + button next to the ChartFields line.

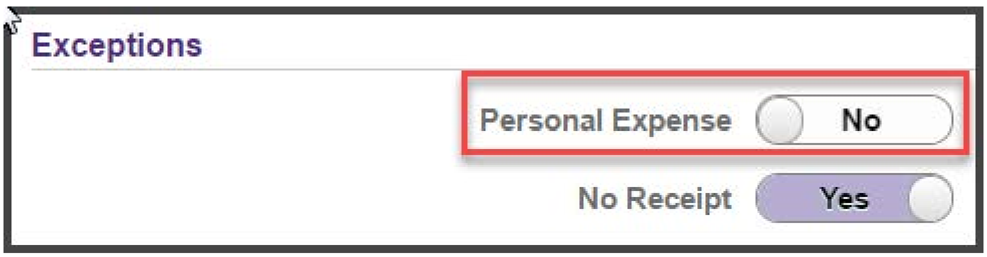
i. If you add a chart string, enter the Amounts to be allocated to each chart string.

2. Click Done.

EXCEPTIONS

Personal Expense

This functionality is used for both personal expenses, as well as non-reimbursable expenses.

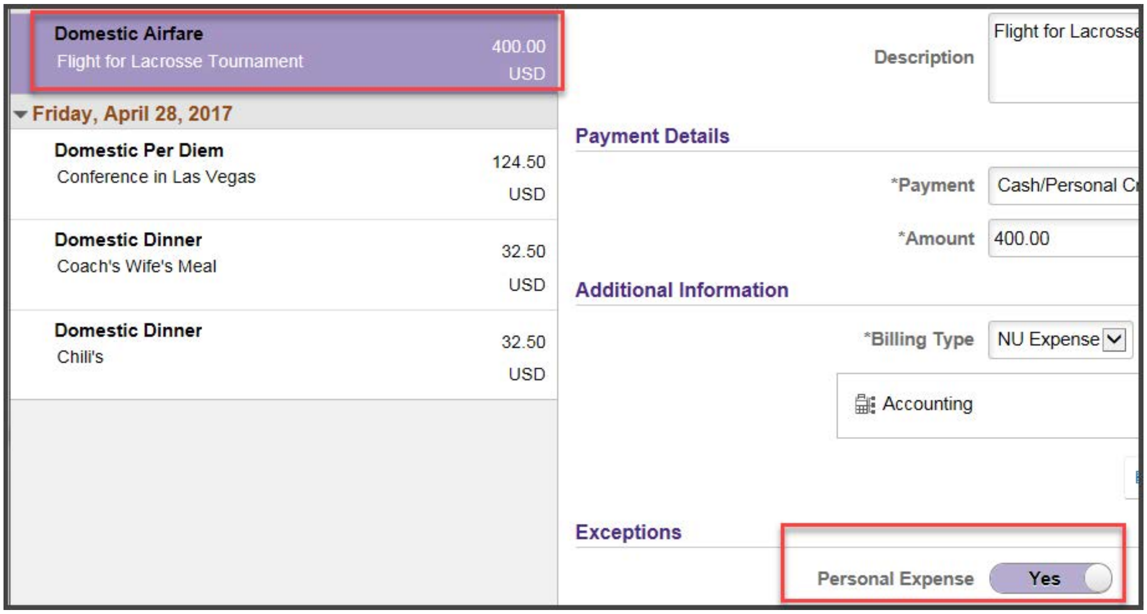


- The Personal Expense field now functions as both a personal expense, and as a non-reimbursable expense.
- If there is an inadvertent personal charge on a Northwestern Corporate Card, reconcile the charge on an Expense Report and have the individual write a check to Northwestern University. The check and the Expense Report number should be sent to Accounts Payable.
- If a family member is included in a travel expense, split out the amounts on the Expense Report using the Split Receipt function and only request reimbursement for the Northwestern employee.

Non-Reimbursable

Personal expense and non-reimbursable have the same function on an Expense Report.

- For example, if you purchase airline tickets through Egencia they are charged directly to a chart string, and cannot be reimbursed. Therefore, you would mark this as a Personal Expense.



It will appear as “non-reimbursable” on the summary page.

Note: Egencia is Northwestern’s preferred online travel booking tool. Northwestern's partnership with Egencia streamlines your travel booking process and helps to manage travel costs and reduce transaction fees.

No Receipt

If you do not have a receipt:

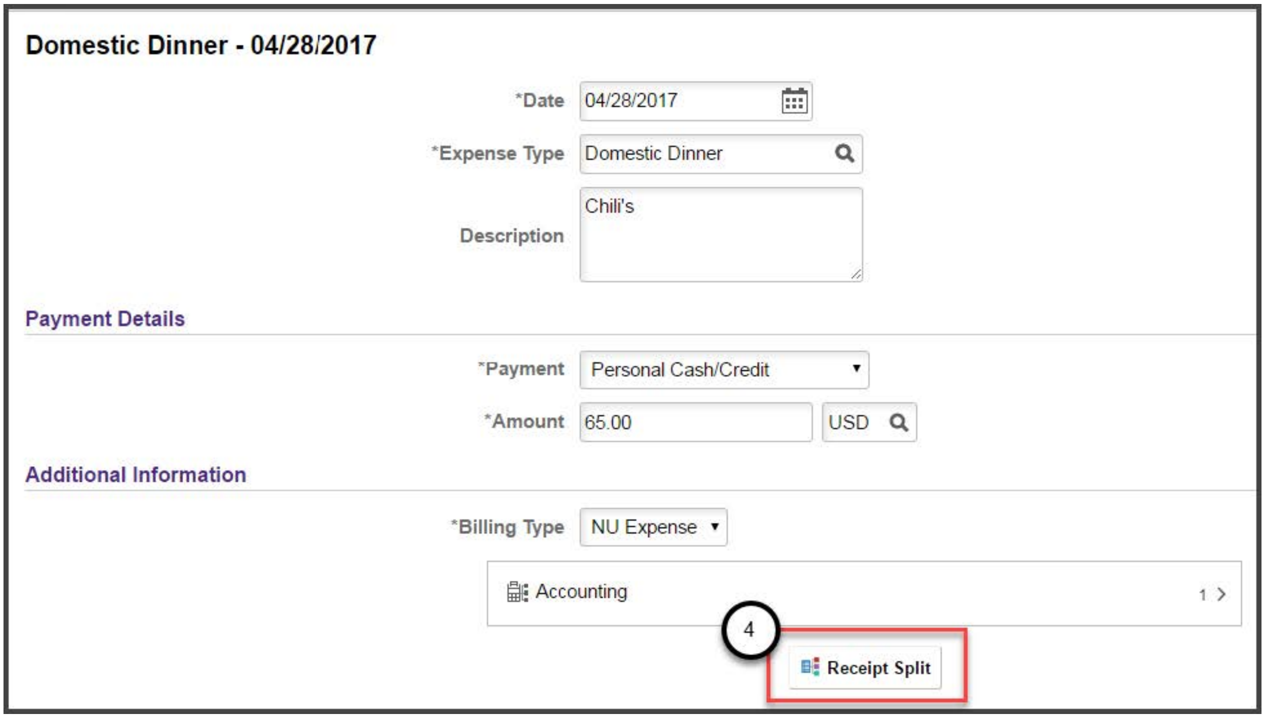
1. Select the No Receipt field.

2. Enter an explanation in the Description field.
3. Attach the Expense Policy Exception Request to the General Information Attach Receipt field.

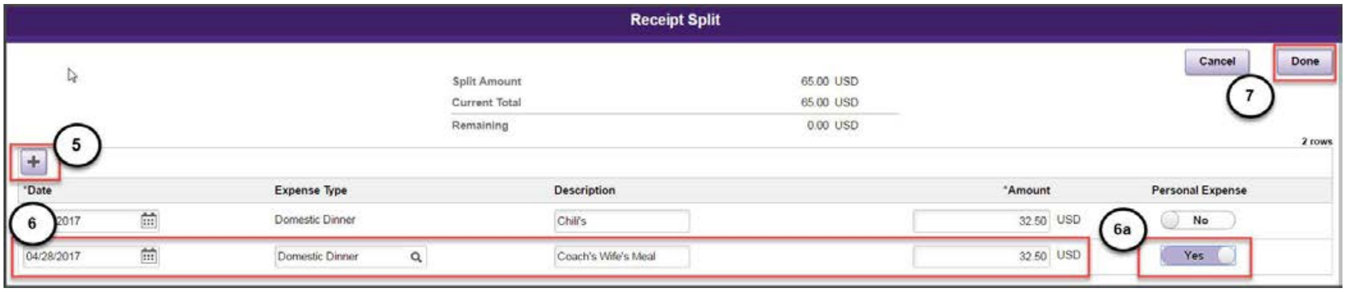
Receipt Split

Use this option to separate charges on the same receipt in separate expense line items. For example, a Hotel/Motel receipt may include room charges, as well as room service or dinner at the Hotel restaurant. This offers a quick way to expense each of those lines.

1. Complete fields for General Information: Business Purpose, Description, Expenses Supervisor, Accounting Details. You can attach your receipts here if you like, as well.
2. Click Add Expense.
3. Enter Date, Expense Type, Description, Payment, and Amount.
4. Click Receipt Split.



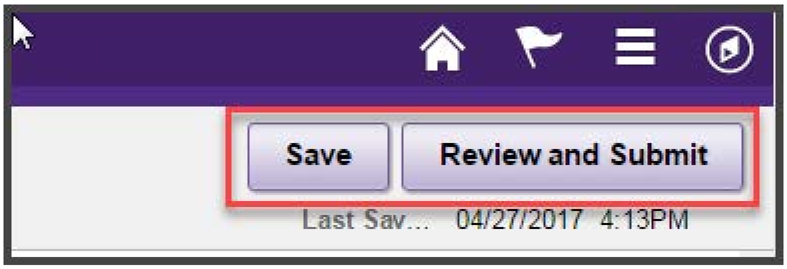
5. Click the + above Date to add another line.
6. Enter the Date, Expense Type, Description and Amount in the new line.
7. Click Done. This will take you back to the Expense Entry screen. Complete each expense line accordingly.



Note: Additional Personal Expense Option: Select Personal Expense on Expense Entry sheet to add manually for each expense (ex. Pre-paid expenses through Northwestern's Travel Services).

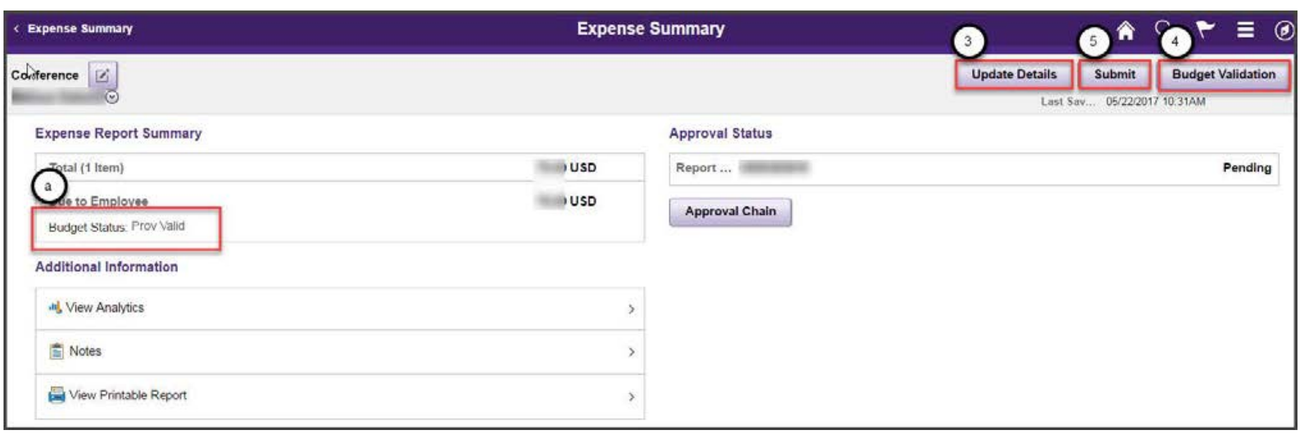
STEP 6: REVIEW AND SUBMIT

1. Click Save in the upper right corner.
    a. You must complete the General Information section and enter at least one expense line to save without error.
2. Click Review and Submit in the upper right corner.



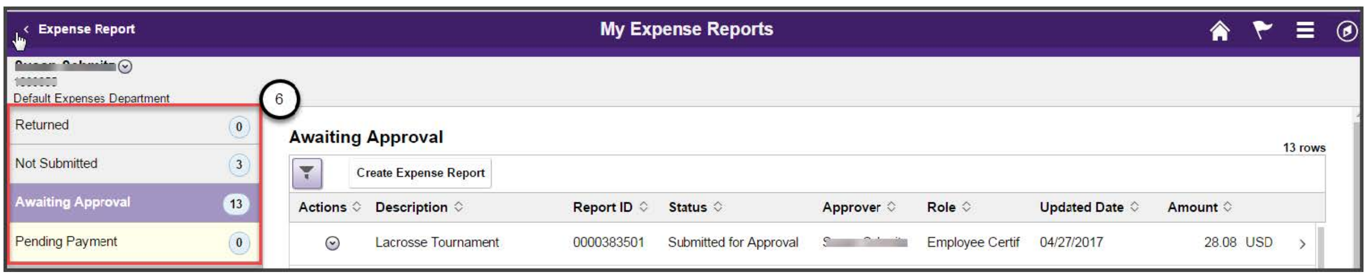
An Expense Report summary will appear.

3. To make changes to your Expense Report, click Update Details.
    a. This will take you back to the Expense Entry page.
    b. Once all details have been updated, click Review and Submit in upper right corner.
4. Once back on the Expense Summary page, click Budget Validation.
    a. Ensure Budget Status is Valid.
5. Click Submit.



6. A certification statement appears. Click Submit. This is your electronic signature.

7. A Summary of all your Expense Reports will appear. Click on either Returned, Not Submitted, Awaiting Approval, or Pending Payment, on the left side to view your Expense Reports.



Notes:

- Sponsored Project Expenses - F&A will not be applied to these expenses until they have been completely approved.
- You can withdraw an expenses report after submission, but before it is approved.