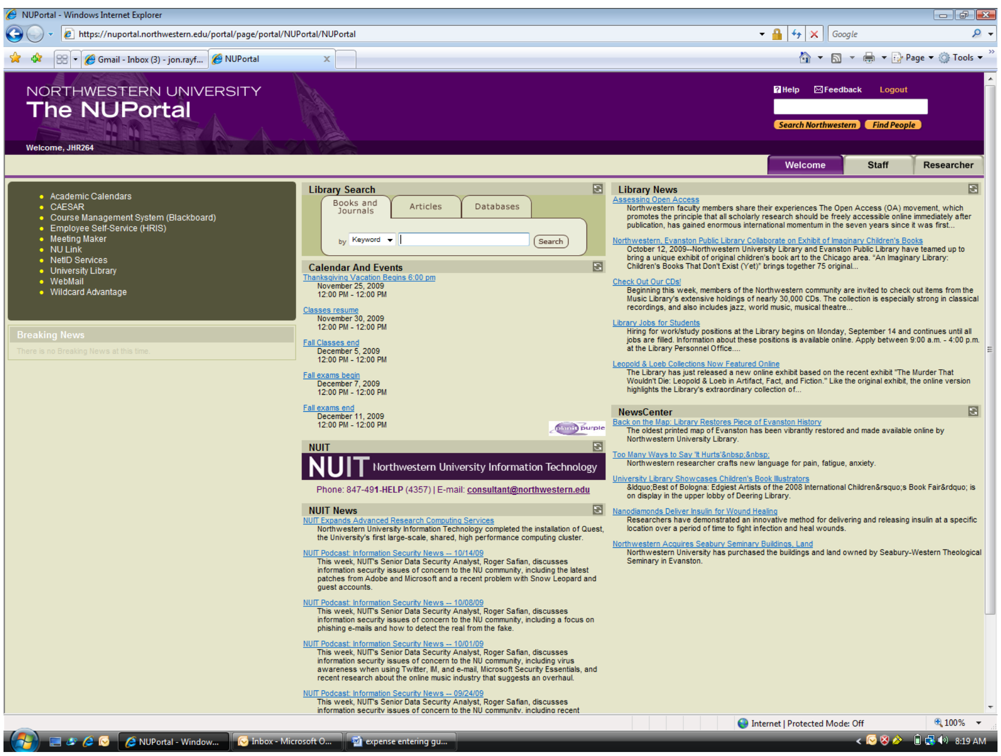
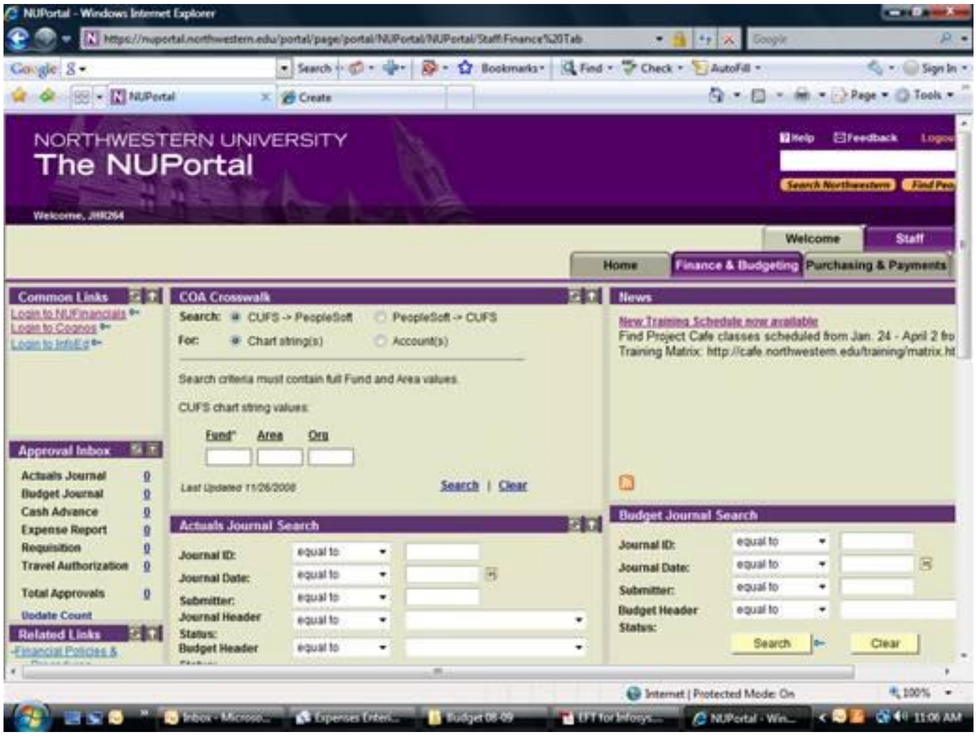
Reimbursements and You – A Field (trip) manual

Below are instructions for accessing the Expense Reimbursement page:

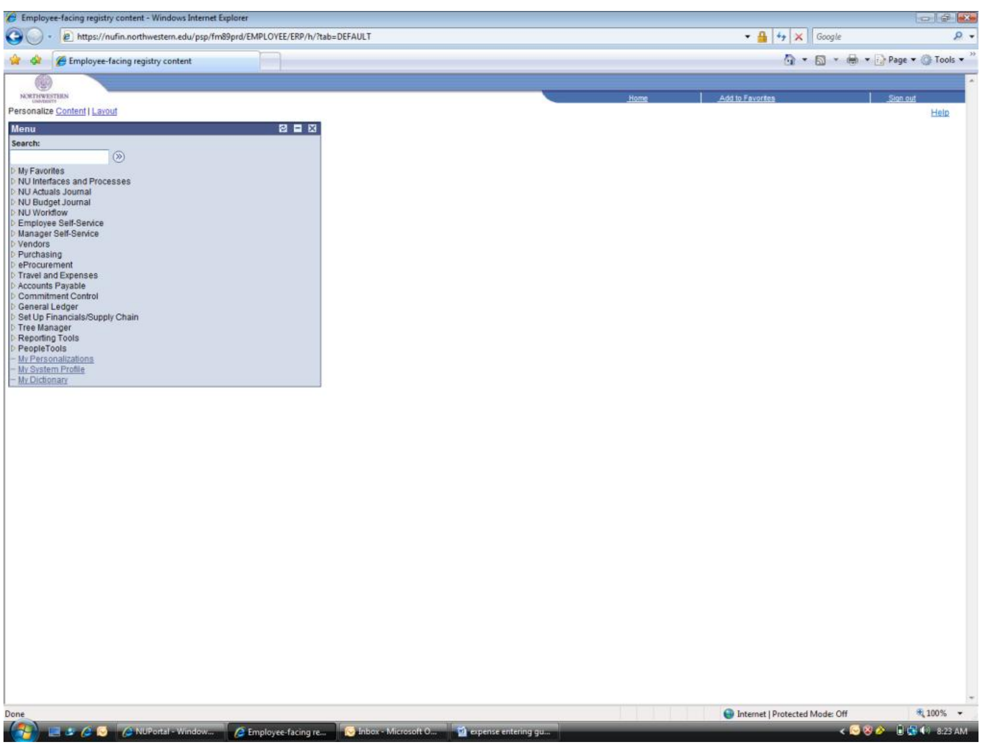
1. First, you need to log into the NUPortal
2. Go to https://nuportal.northwestern.edu/nuportal/login.html (you might want to bookmark this page for future ease).
3. Login with netID and password. This screen will load…



4. On the portal front page, select the "Staff" tab. It is located right below the search box.
5. Below the "Staff" tab, select "Finance & Budgeting". Your screen should now look like this:

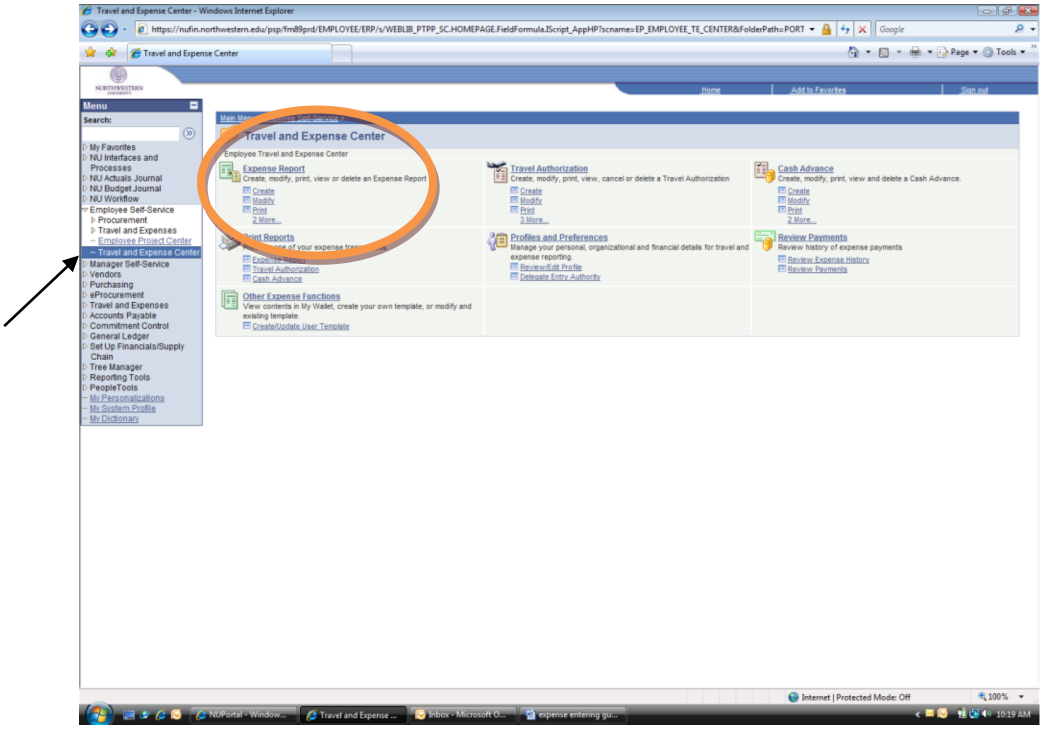


6. Click on the link on the left side of the screen saying Login to NUFinancials. This should take you to a new screen:



7. In the Menu, expand the tree directory marked "**Employee Self Service**". **Do NOT select "Travel and Expenses" (no it doesn't make much if any sense)**

8. Select the link Travel and Expense Center. **(Again, do NOT Select "Travel and Expenses". This is another red herring. Select the UNDERLINED link.)** This will bring up a menu that looks like this:



9. Click "Create" under the "Expense Report" menu. (circled above)

10. Enter your employee ID and click "Add".

Ten steps just to open the expense report you ask? Fear not, I explicated a few extra steps with the hopes of eliminating confusion, but if you're like me (and I wrote the thing!) it might still seem unnatural (or unnecessary) to complete the above operation. Believe it or not there are FEWER steps written on how to actually fill out the thing, but I'd be lying if I said at this point you're "almost there". Hang in there!!

Oh, and while I'm at it, please use either Internet Explorer or Firefox when entering expense reports. For some reason Google Chrome has formatting issues that prevent the report from printing, and it's a hassle to go through all this and not be able to print out the report when you're done!

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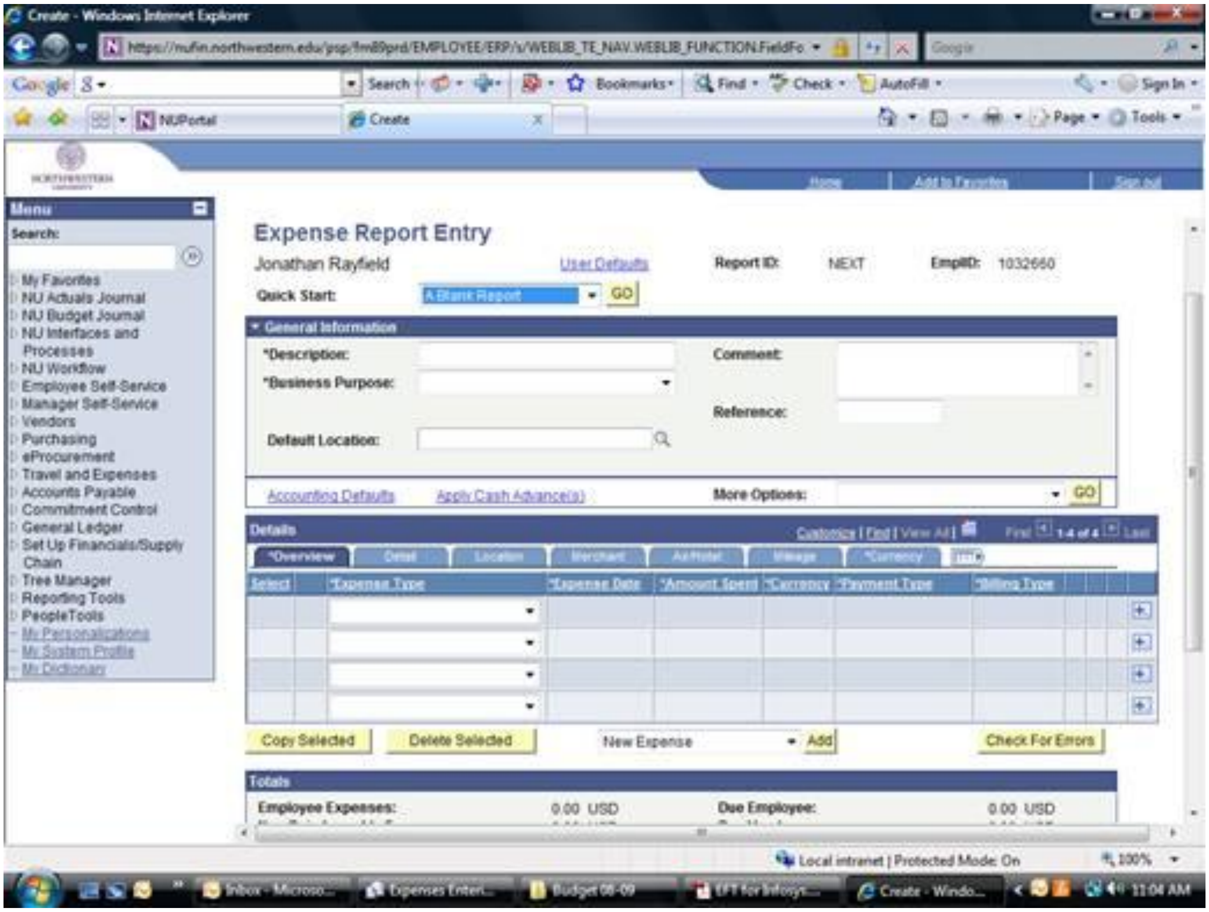
Once INSIDE the expense form:



1. Enter "Description" and "Business Purpose" in General Information. For travel this should be detailed enough to explain where and why the trip was taken. For non-travel/reimbursements the description should articulate what was purchased and for what event. ***Business Purpose*** *should be "**Site Visit**" for travel, "**Speaker Programs/Receptions**" for non-travel.*

2. Click the Accounting Defaults link. You will be taken to a screen that will ask you to enter Accounting information. The **Fund** field should be pre-filled, but if not enter "______". In **Department** you should delete the "9999999" and enter "___________". Click OK.

3. In the ***Details*** section, you will need to enter each receipt on a separate **expense line** (see "Tips & Tricks" for some help with this). Typically an expense line requires a minimum of **Expense Type, Expense Date, and Amount.** Air/Hotel expenses and auto mileage reimbursements require additional information located on the various tabs above the expense detail field.

4. The **Expense Type** field is a drop-down box containing many options for expense entry. Try to find the most appropriate descriptor for the expense. Please note that the system distinguishes between Domestic and Foreign travel. There are also options for non-travel reimbursements, please consult your DA (Jonathan) if you have any questions about which expense detail to use.

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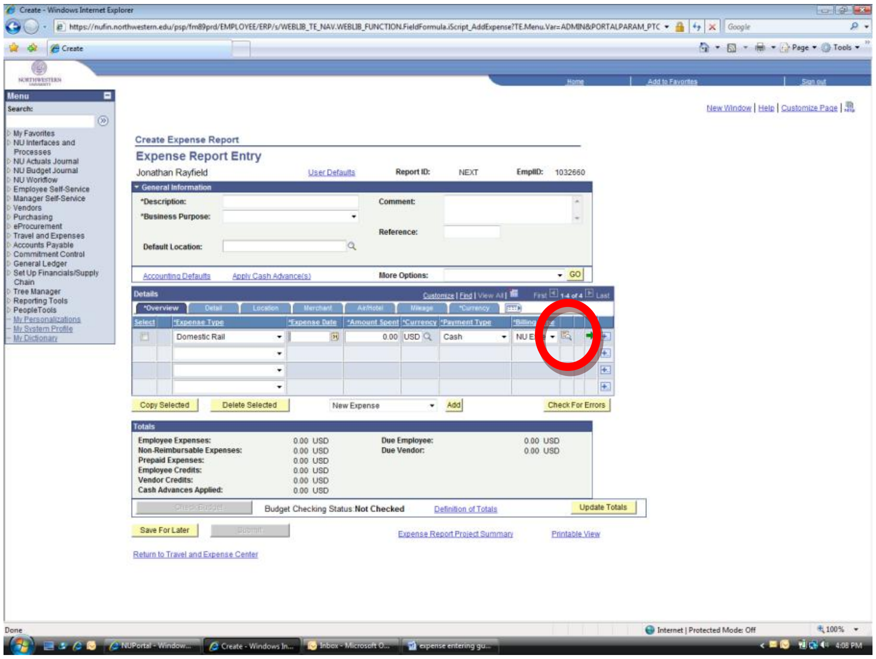
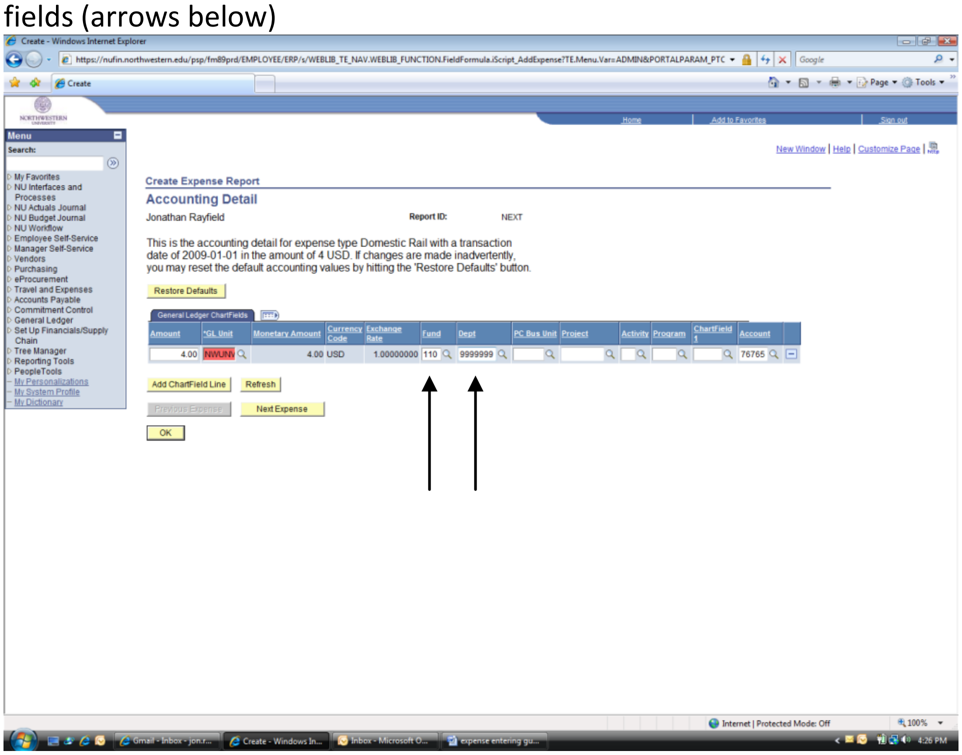
NOTE: Once you have begun entering Expense lines in your detail, Click “Save For Later”. The system times out every 60 minutes, and you will not want to lose any data.



5. Once you have entered all receipts into your Expense Report, click the icon to the right of the first expense line (hourglass over document icon circled above **in red**), this brings up the “Accounting Detail” screen. Your Fund/Dept defaults should be pre-populated in the respective fields (arrows below)



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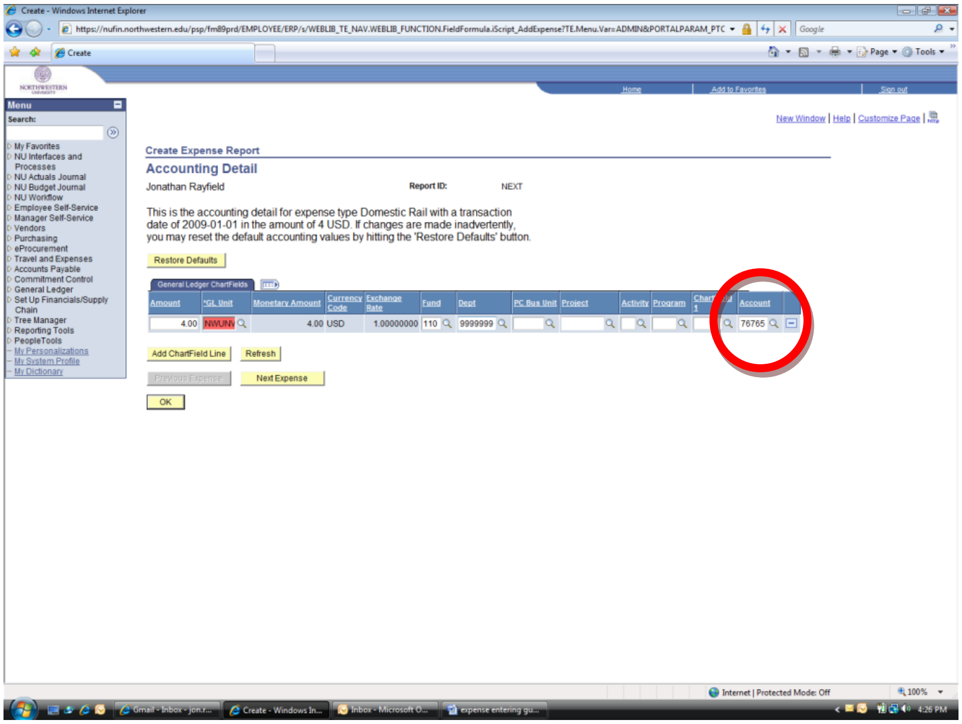


6. Change the above circled field labeled **Account** to 76710* **(for travel)**. Click **Next Expense** and repeat this step until the **Next Expense** button grays out. Click **OK.** You will return to the main Expense Report Screen.

7. Click the **Check for Errors** button located below the Expense Detail frame. All errors will be either flagged or highlighted in red. Click one of these red flags to determine the error. If you have trouble correcting the error please see me.

8. Once all errors are cleared, scroll down and click "**Save For Later**". When the screen refreshes click "**Check Budget**". Then in the subsequent screen click **OK**.

7. If budget checks as **Valid**, click **Submit.** If the budget check shows an **error** see your department's DA. A second "Approve Submission" screen will appear. Click **OK/Submit**

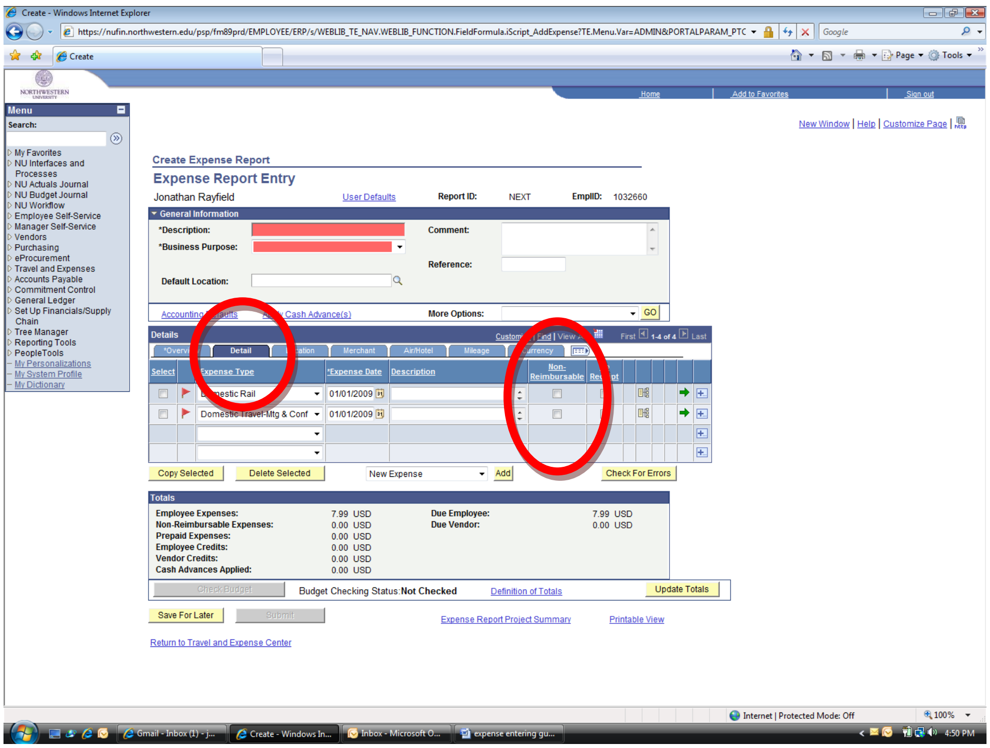
8. At the submitted screen, click the link marked Printable View to bring up the expense report to be printed. In your browser, select **Print. (this is the part where Chrome messes up by the way…)**

9. Attach all receipts on all four sides to pieces of white paper. Sign the printout of the expense report, and submit the original receipts and the signed expense report to your DA.

*** 76710 is for TRAVEL ONLY. For non-travel expenses see your DA and they will give you the appropriate account.**

Tips & Tricks/Additional Detail

- **Non-Reimbursable Expense –** If flights, hotels, or cars were prepaid by the university prior to your trip, please save the receipts and submit the receipt as a “non-reimbursable” expense. Select the Detail tab (circled on the left below) and check the box for each non-reimbursable expense (circled on the right). This will give our department a better idea of your total trip cost, not just your personal expenses. You will still be reimbursed the correct amount.



A note on Expenses:

Northwestern has a pre-established travel policy, located here: http://www.northwestern.edu/financial-operations/policies-procedures/policies/travel.pdf. This travel policy outlines per diems, meal limits, guidelines for airfare selection and car rental. Individual department heads have discretion over establishing additional guidelines and policies as they deem appropriate.

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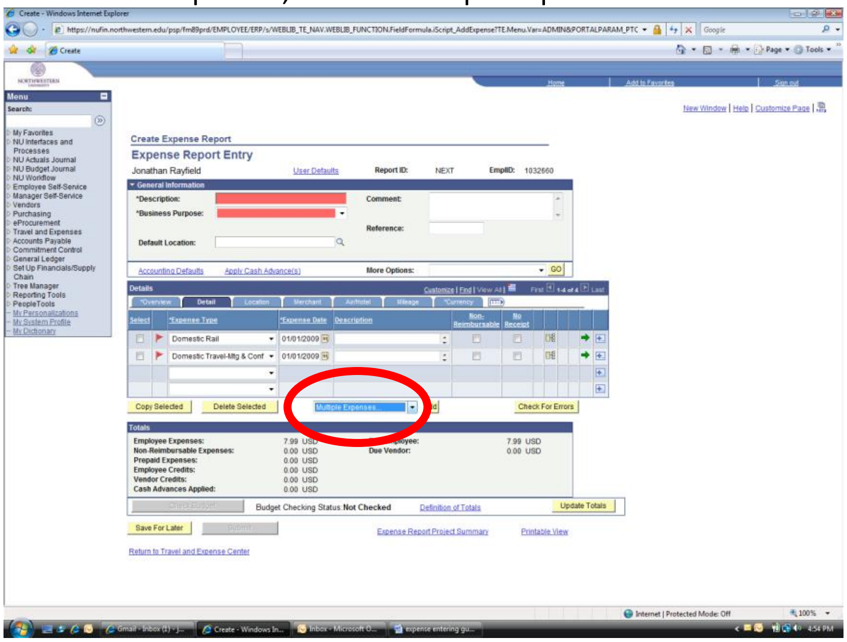
- **Add Multiple Expenses –**

  - Here's a neat trick. You can add multiple expenses to your report at a time! In the circled dropdown, select "Multiple Expenses" then click **Add.**



  - You will see a screen like this:

  - Enter the date range of your trip. Now in the left column check any expenses you incurred only one time (hotel, flight, etc.), in the right column check any expenses that occur daily (food, taxi, etc). When you've gone through and selected your expenses, click "Continue". The expense report will pre-populate your expense report with expense lines for each day! This will save you a few steps!