Enter Employee Expense Report

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Entering an Expense Report – Getting Started

Enter an Expense Report:
- For travel or non-travel reimbursement
- For yourself or as proxy for another employee
- With single or multiple expense lines
- Charged to a Grant or Non-Grant chart string
- Using one or more chart strings

What policies govern Expense Reports?
- Travel, Entertainment & Courtesy Guidelines
- Purchasing and Payment Policy and Procedures
- Expense Approval Roles & Responsibilities

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.

When is an Expense Report not used?
- When travel/expense has not yet occurred.
- For reimbursing individuals who are not employees (use a Visitor's Expense Report).
- Note that temporary employees (except in the Center for Public Safety) *cannot* submit electronic Expense Reports and must be reimbursed as a visitor (use a Visitor's Expense Report).

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.

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Navigate to NUFinancials

1. Go to https://nufin.northwestern.edu
2. Log in using your **NetID**(User Name) and **Password**

Note: Every user will have to do a **Multi-Factor Authentication** (MFA) in order to access NUFinancials. For information on MFA, click here.

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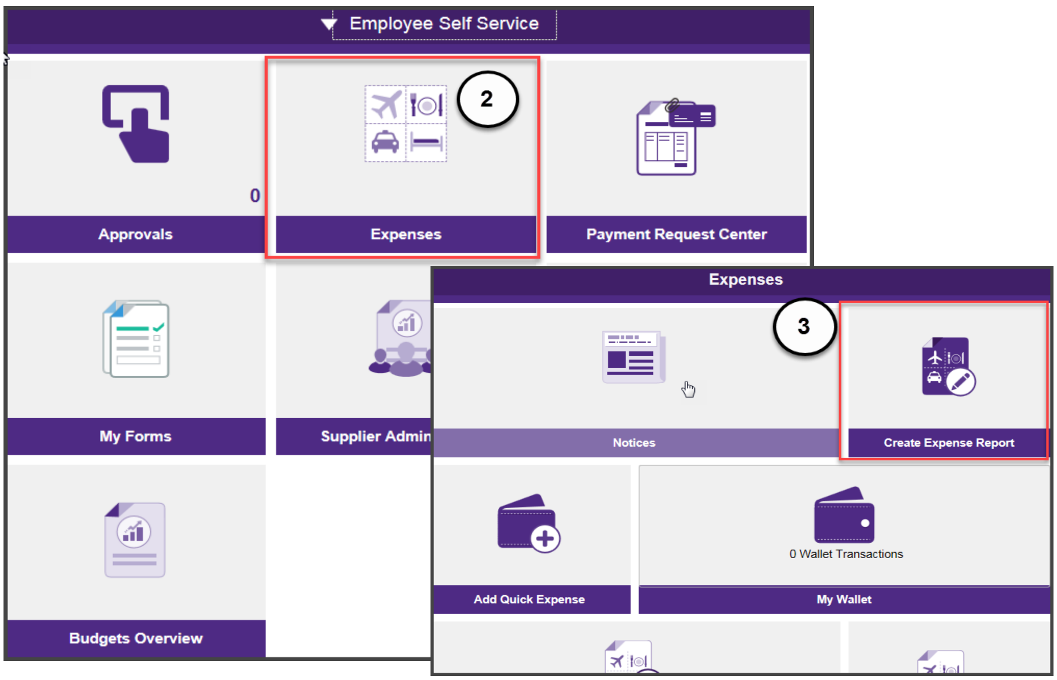
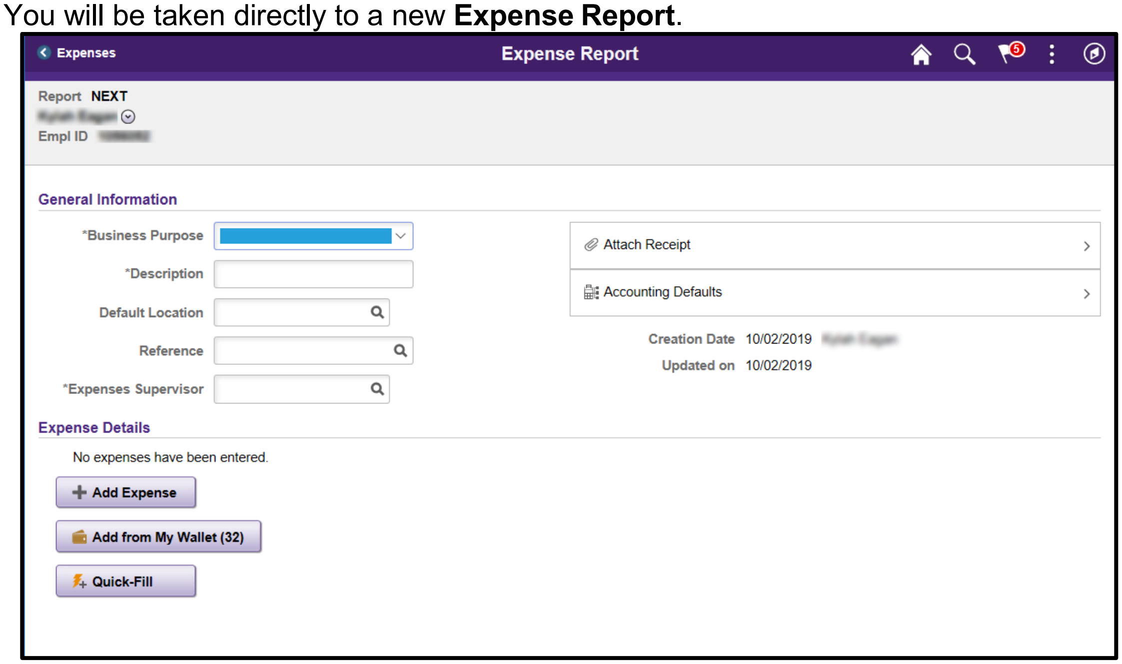
Step 1: Create an Expense Report

Navigate to Expense Reports

1. Log in to NUFinancials > **Employee Self Service**
2. Click the **Expenses** tile.
3. Click **Create Expense Report** tile.



4. You will be taken directly to a new **Expense Report**.



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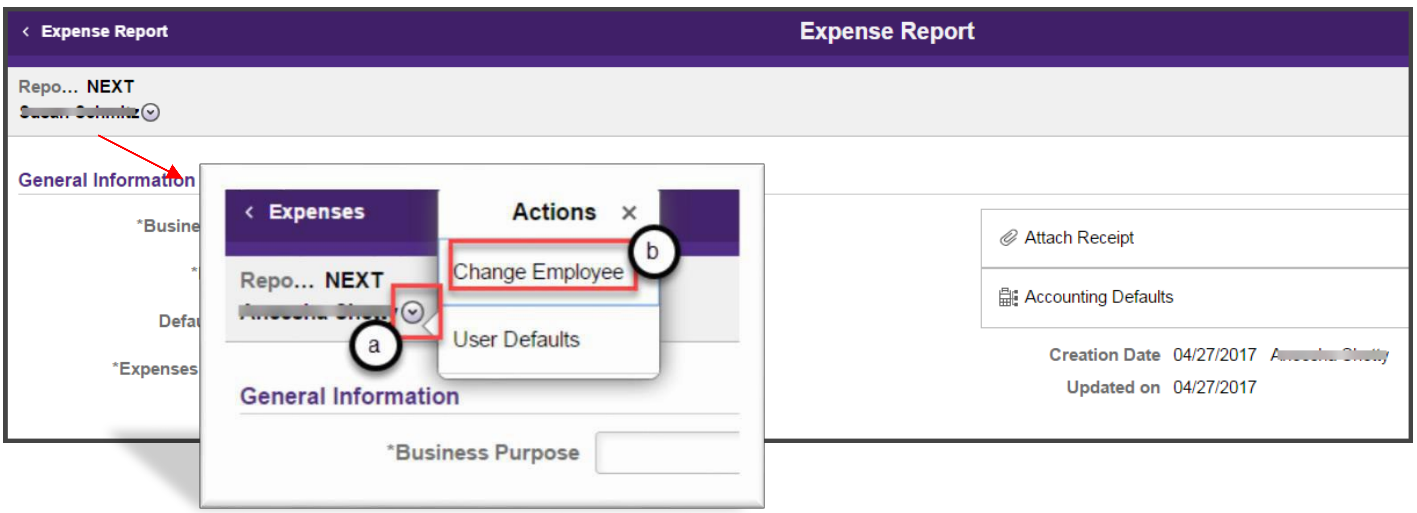
NOTE: Follow these steps if you are entering an expense report as a proxy.

For Proxy

If you are creating the Expense Report as a Proxy, it is VERY IMPORTANT to change the employee name first by following the steps below.

1. To change the employee name:
    - **a.** Click on the drop-down arrow next to your name in the upper left corner.
    - **b.** Click **Change Employee**.



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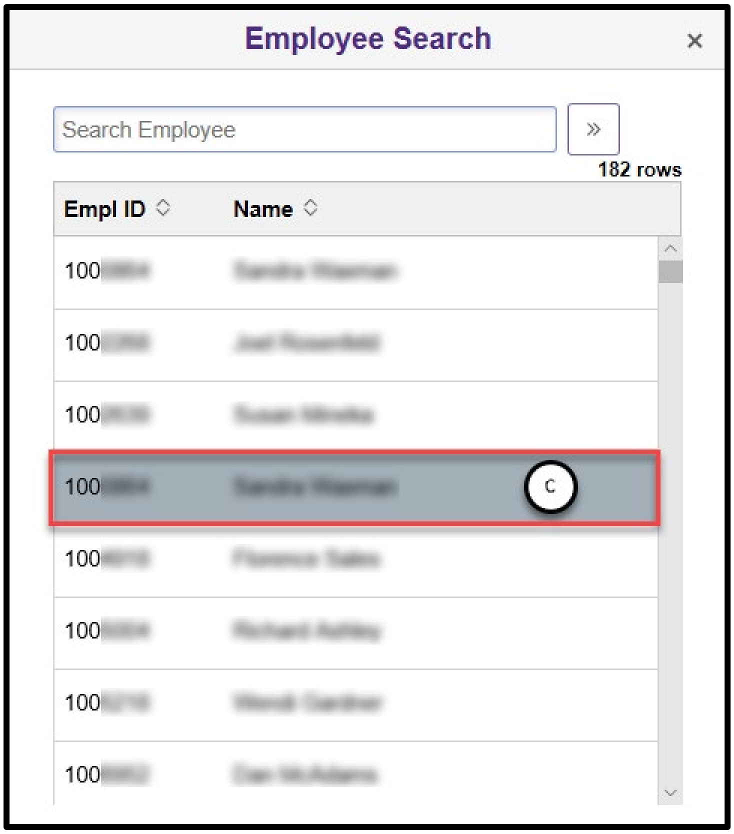
c. Select the name of the employee for whom you are proxy from the Employee Search window that appears.



d. Once selected, you will be taken back to the Expense Report **General Information** page.

e. You will now see the employee's name you selected in the upper left corner.

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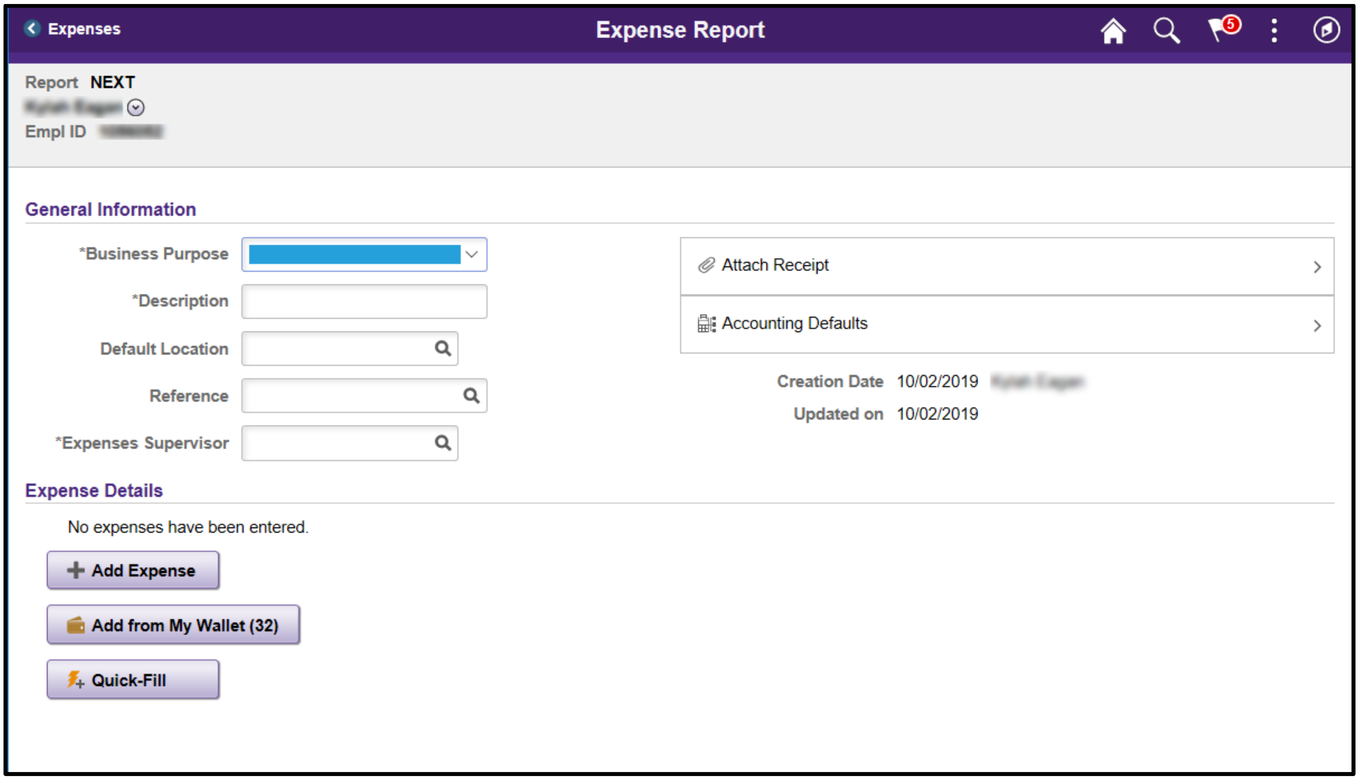
Step 2: Enter Expense Report General Information

The General Information Screen



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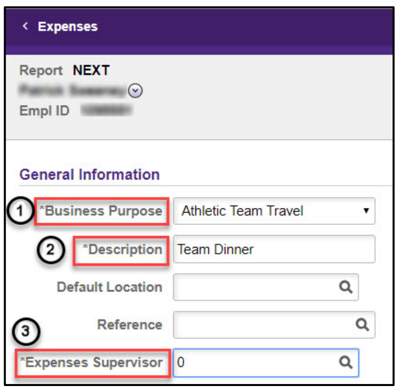
General Information

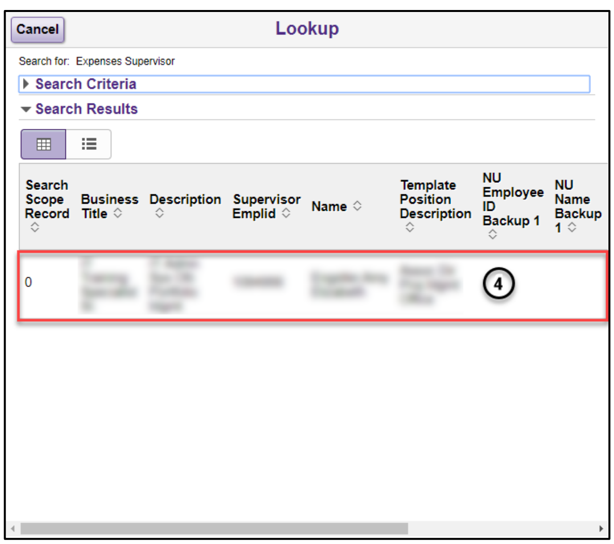
1. Select the **Business Purpose** from the drop-down menu.
2. Enter the **Description** for the Business Purpose.

Default Location is not currently used.

Reference is not currently used.

3. Select the **Expenses Supervisor** by clicking on the Expenses Supervisor magnifying glass to search for the supervisor who will approve these expenses.
4. Select the appropriate **Expenses Supervisor** name**.**

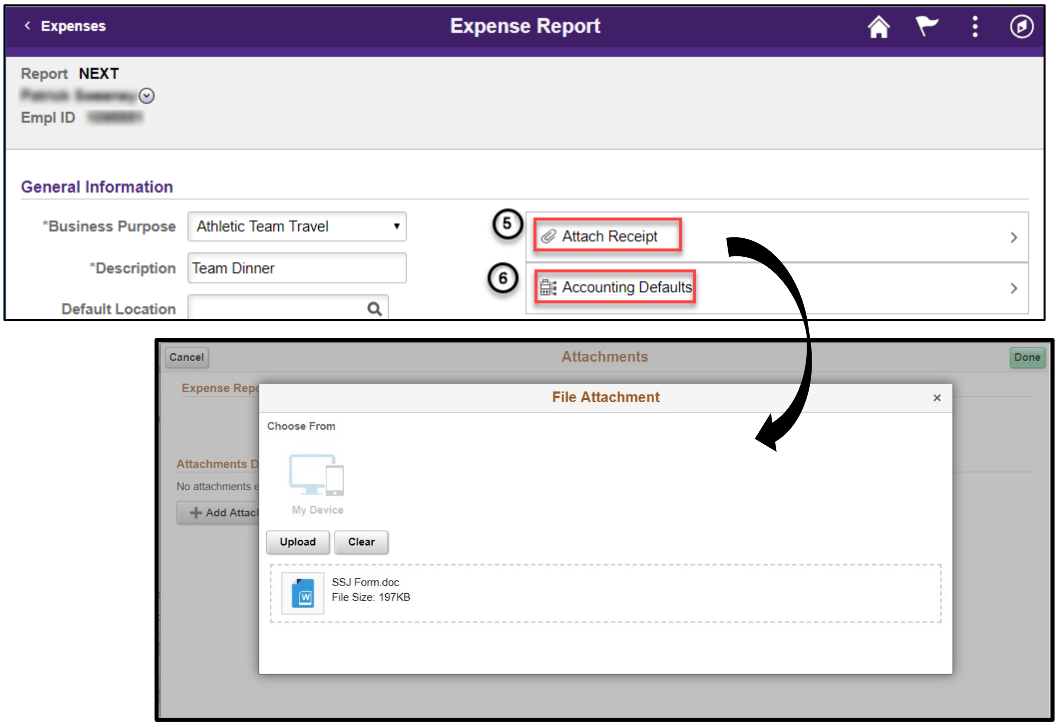




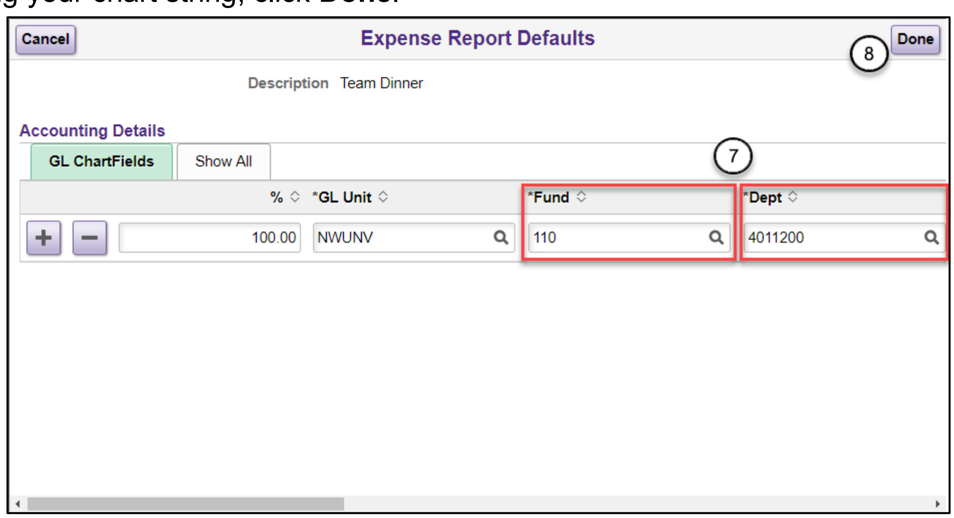
Notes:

- *If the Expenses Supervisor is not displayed, you will need to print the Expense Report, have it signed by the Expense 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 myHR.*

5. Scan and attach receipts and other supporting documentation in the **Attach Receipt** field.
    a. Be sure to attach your receipts in the Attach Receipt field in the General Information section 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**.
7. Enter the chart string **Fund**, **Dept**, **Project**, and **Activity** codes.
    - PC Business Unit is “NWUNV”.
    - You cannot enter an account code. It will be prepopulated based on the Expense Type.
8. After entering your chart string, click **Done**.



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***Note**: Entering the details in Accounting Defaults means the individual expense lines will **default** to the Fund and Dept you enter. 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.*

IMPORTANT: Accounting Defaults must be set up before entering expense lines. Otherwise, expense lines will not be automatically populated with default chart strings.

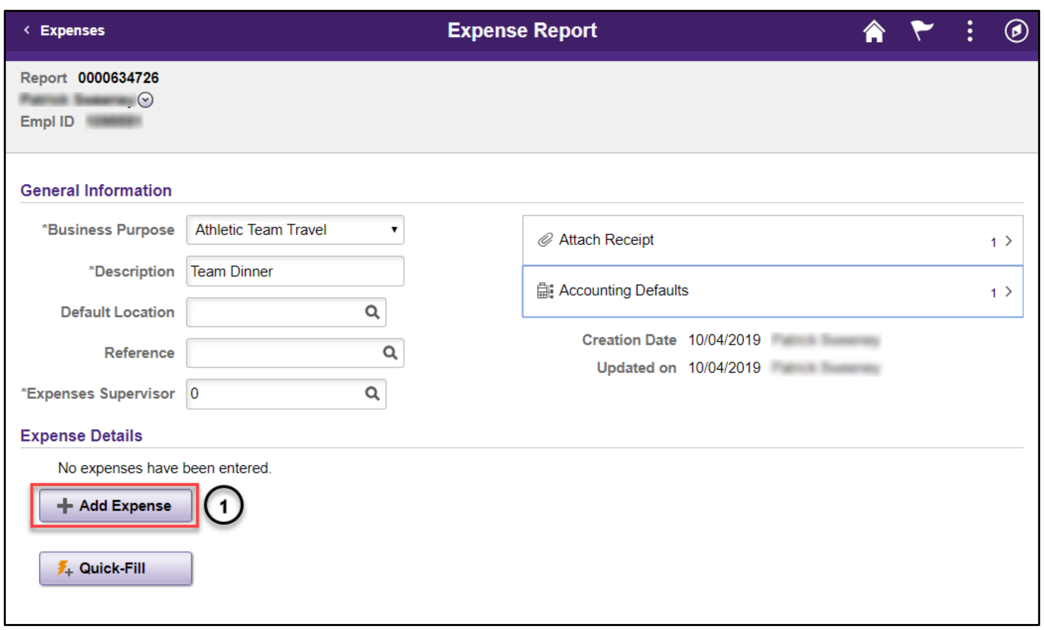
Expense Details

Under **Expense Details**:

- If you are adding single lines to your Expense Report click **+Add Expense**.
- If you are adding multiple lines at a time to your Expense Report click **Quick-Fill**.

+Add Expense:

1. Click **+Add Expense**



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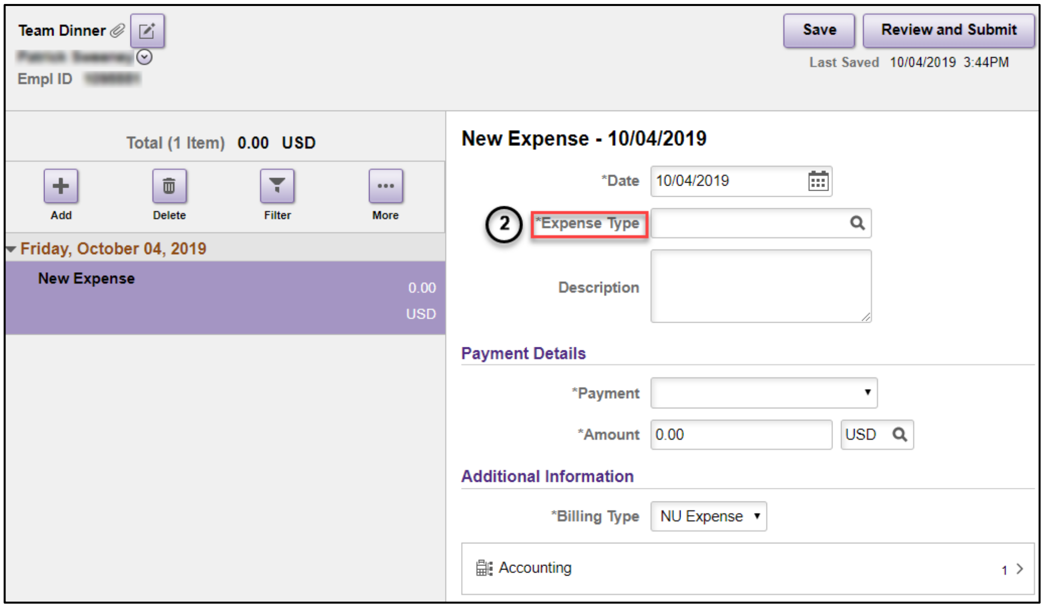
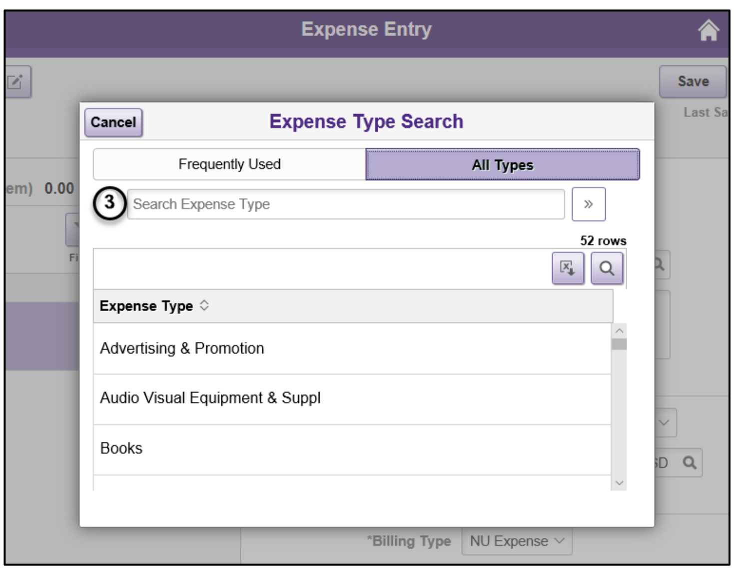
2. Select the Expense Type by clicking on the magnifying glass in the **Expense Type** box.



3. Select the Expense Type from the list of expense types. Specific types can be selected by searching the type in the **"Search Expense Type"** box from the **All Types** tab.



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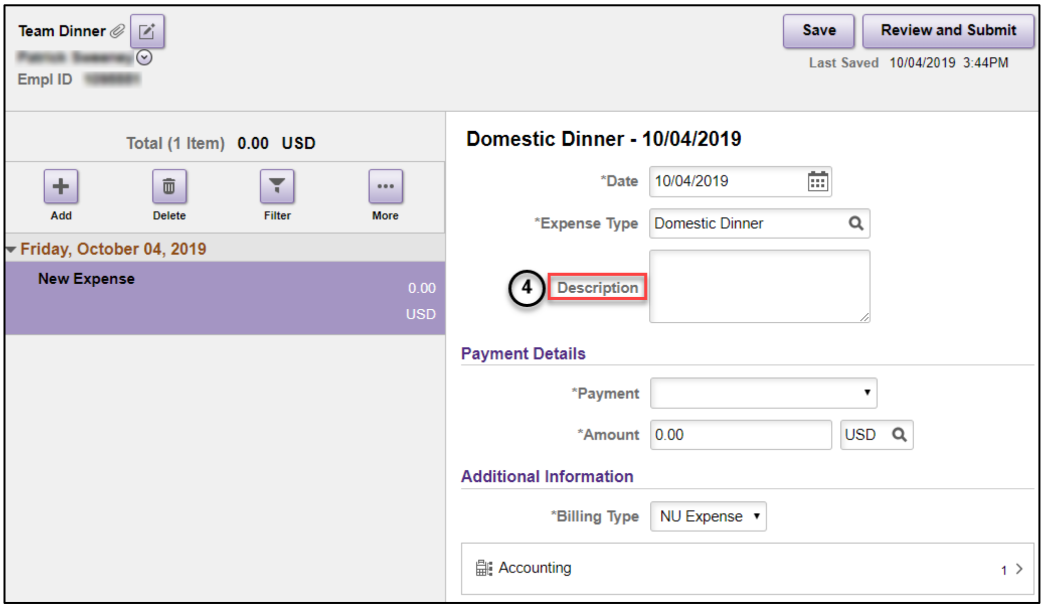
4. Enter **Description** explaining the details of the expense. Provide as much information as you can, including dates of travel if applicable.

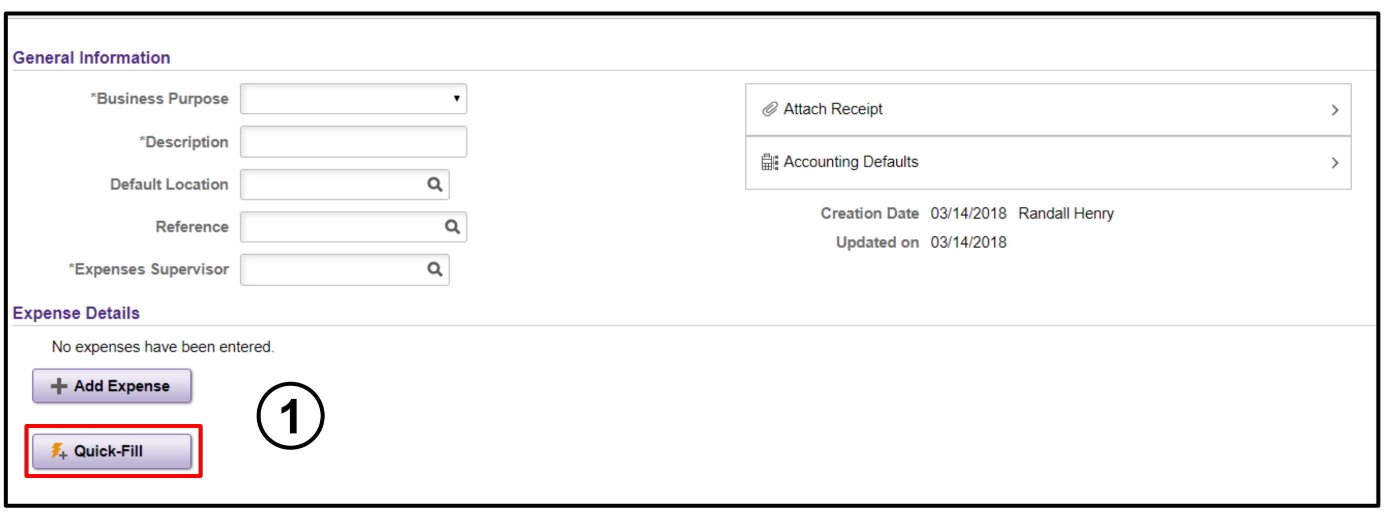


5. **Payment Details**, **Additional Information** and the **Exceptions** can be added in this page for single line expense reports. See Step 3 section for details.

Quick Fill:

If you are adding multiple lines to the Expense Report, use Quick Fill to enter the information.

1. Click **Quick-Fill**



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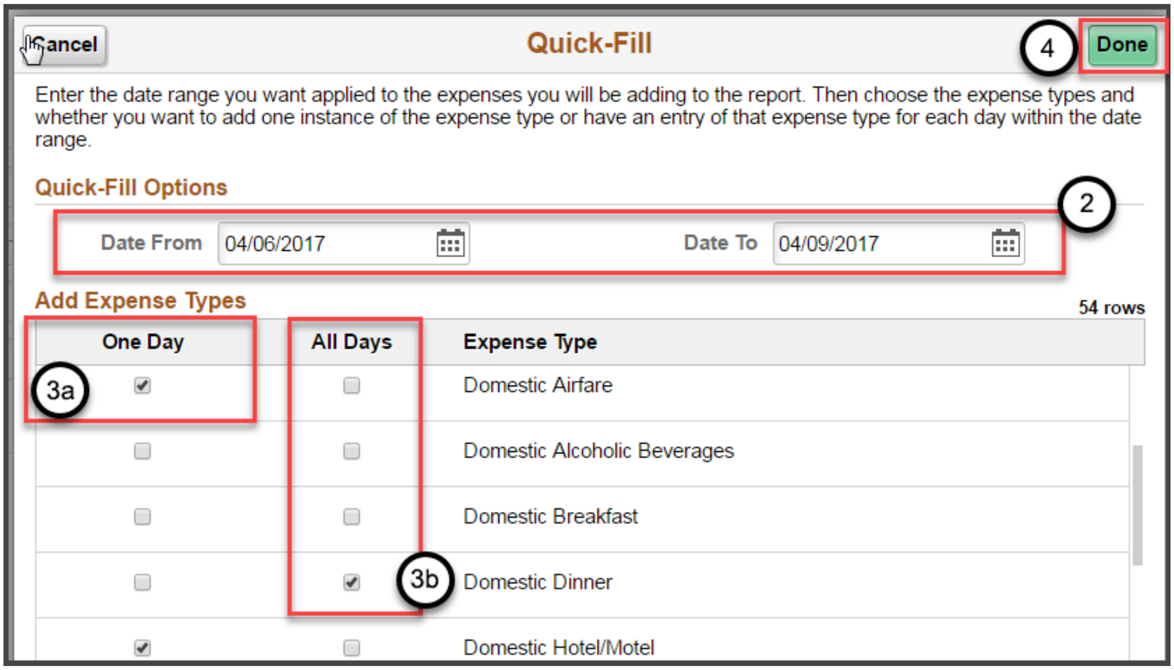
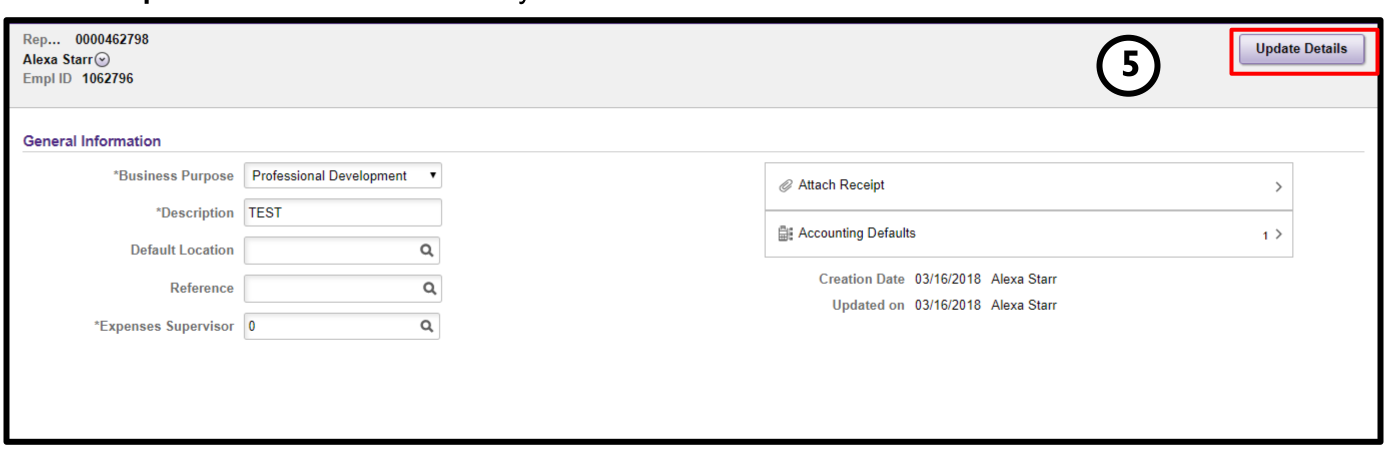
2. Once the **Quick-Fill** window appears, enter the **Date Range** for the expense.
3. On the **Add Expense Types** section:
   a. Click the One Day checkbox if it occurred only once during the trip.



   b. Click the All Days checkbox if it occurred more than once.
4. 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. The same process can be used for Airfare – you only need to enter one line for roundtrip airfare.

5. Click **Update Details**. This will take you to the line information.



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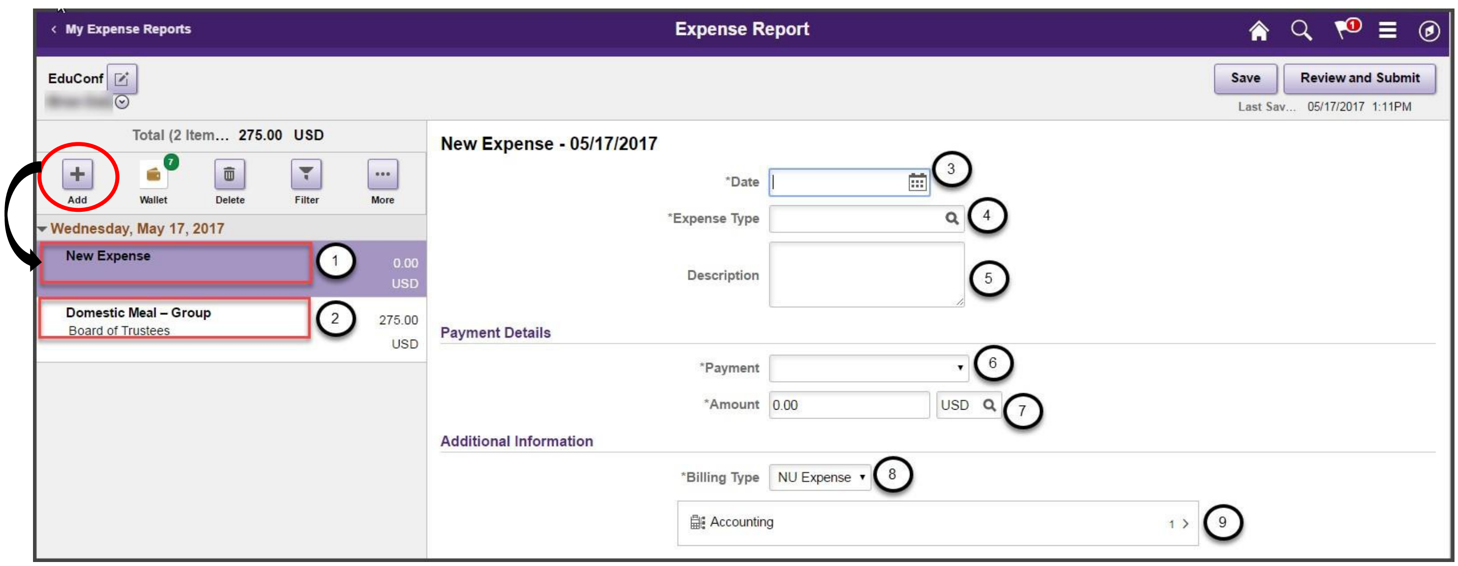
Step 3: Enter Expense Report Line Details for New Expense

Expense Entry Screen



This example shows 2 expense lines for 2 expense transactions.

1. This expense line demonstrates that with clicking the **+Add** button you can easily enter a new blank ExpenseReport.
2. This expense line demonstrates an example of what would appear when you click **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 **Cash / Personal Credit Card** from **Payment** drop-down menu
7. Enter the **Amount** and select 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.

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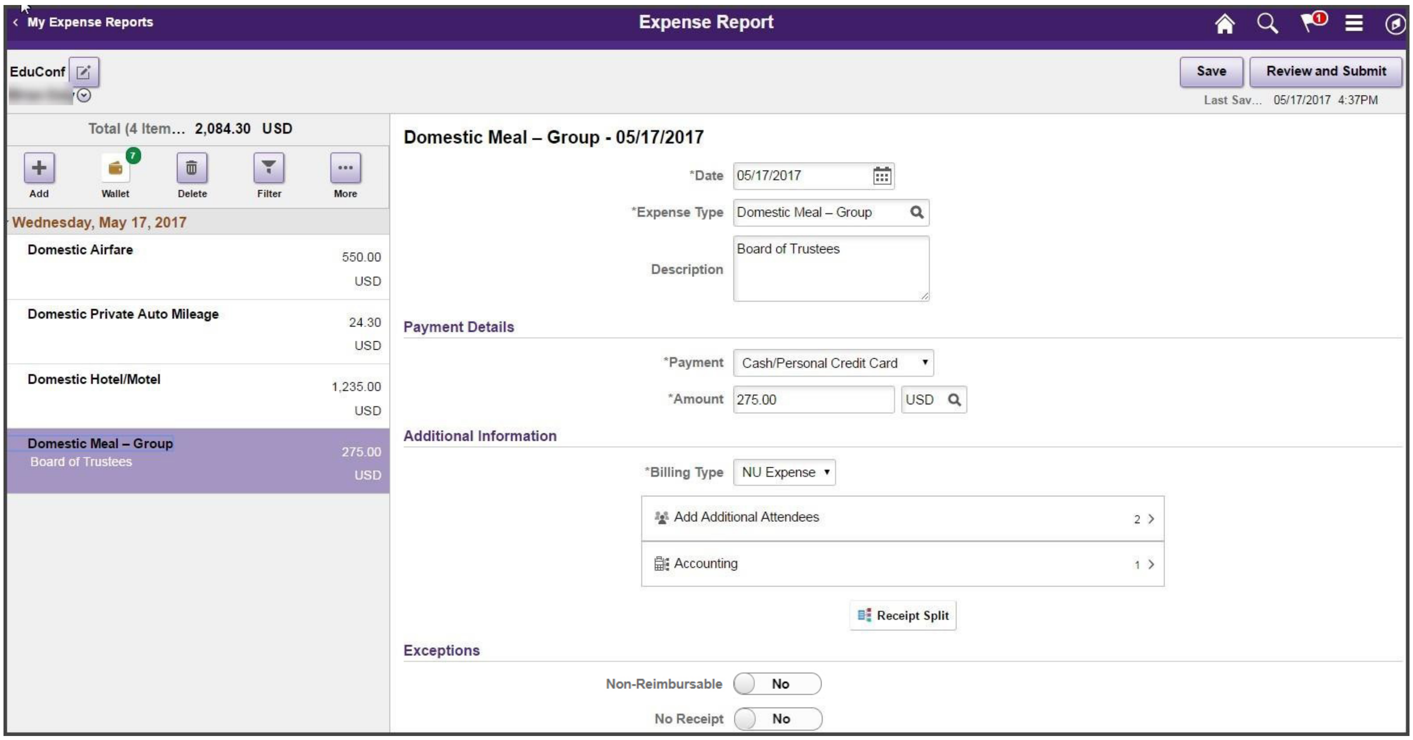
*****When creating Expense reports, there are some special types of Expenses that may require additional information. Look at the sample scenarios below:***

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.
- This type of Expense report requires the Name, Company and Title of each person who were part of the group meal.



Steps:

1. Enter the **Expense Date**.
2. Select **Expense Type** by clicking on the magnifying glass.
    - **a. Expense Type** categorizes expenses as they relate 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.

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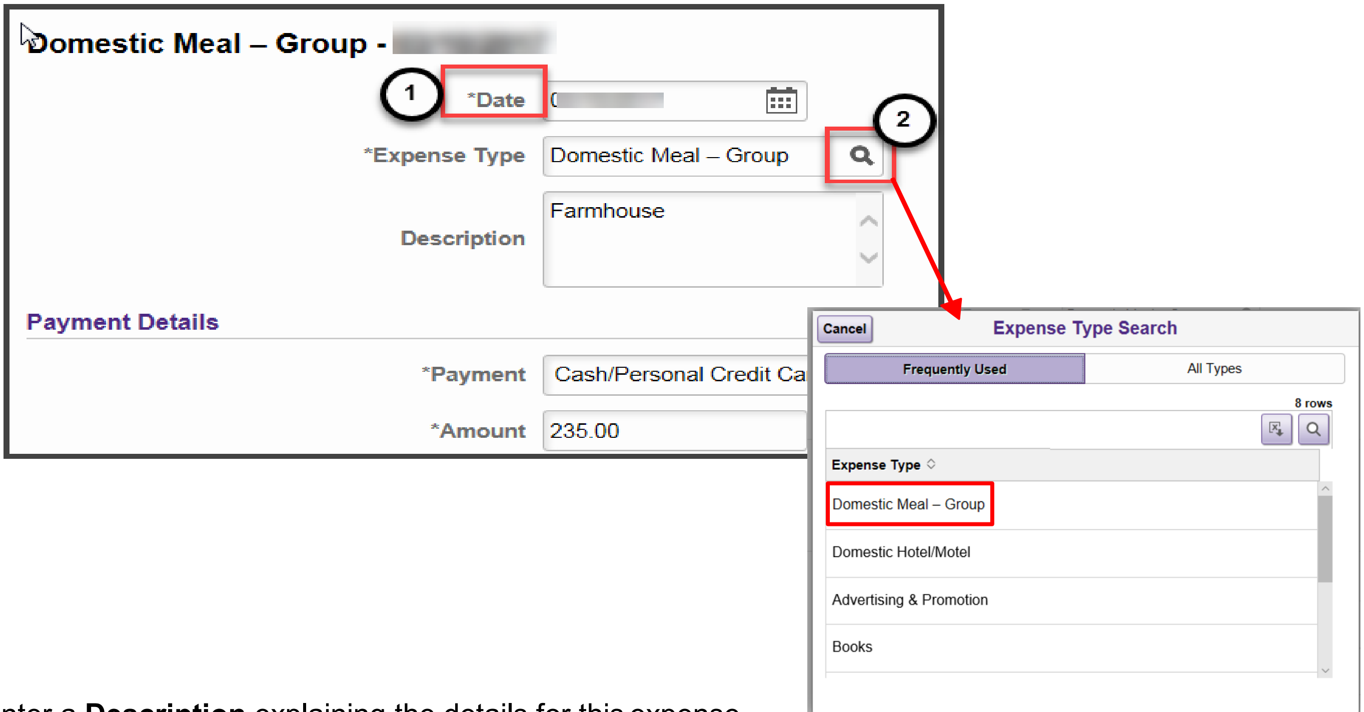
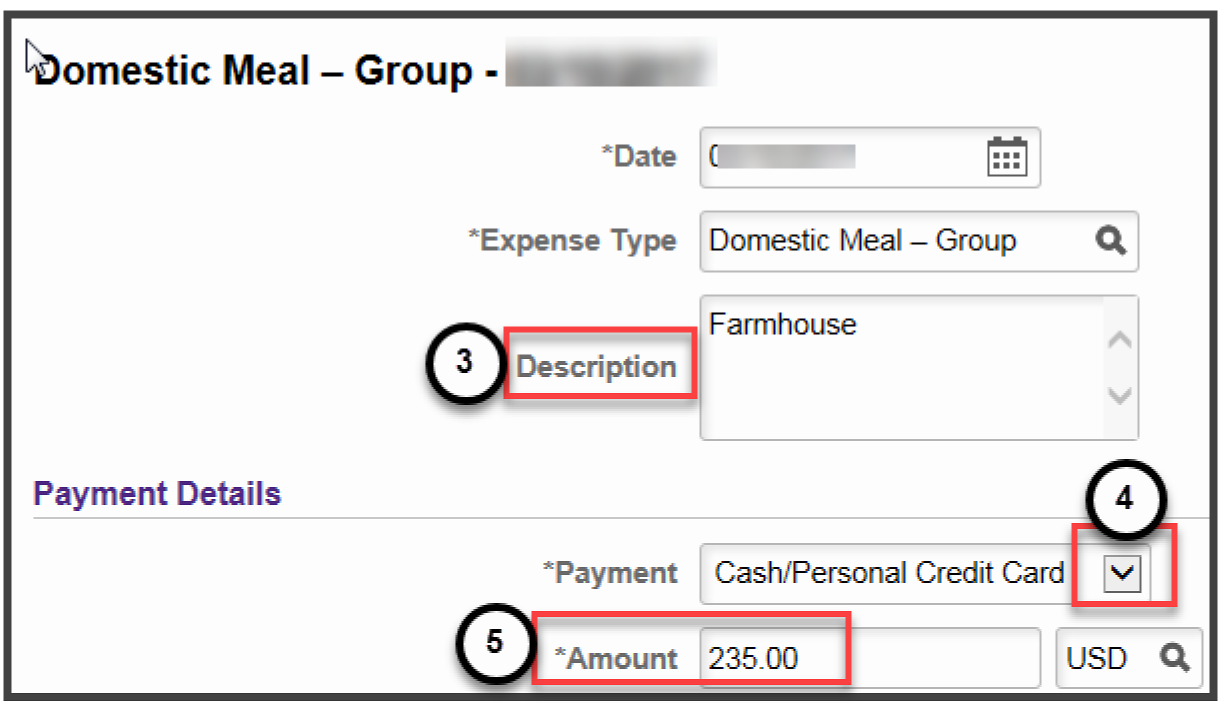
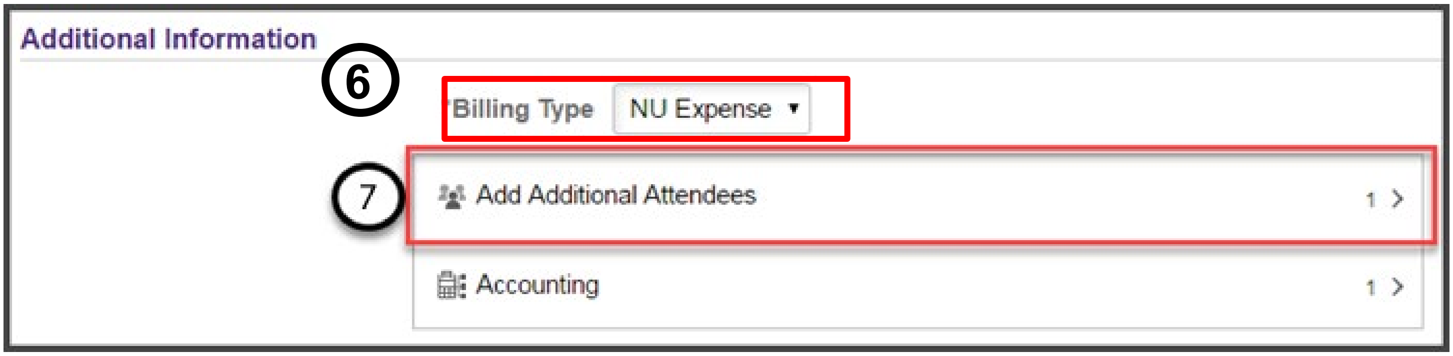


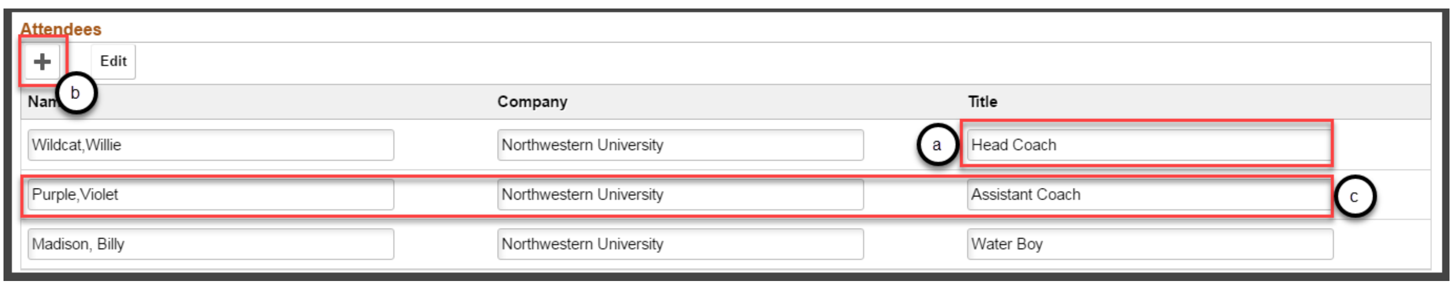
3. Enter a **Description** explaining the details for this expense.
4. Select **Cash / Personal Credit Card** from **Payment** drop-down menu.
5. Enter the **Amount** and select the **Currency.**



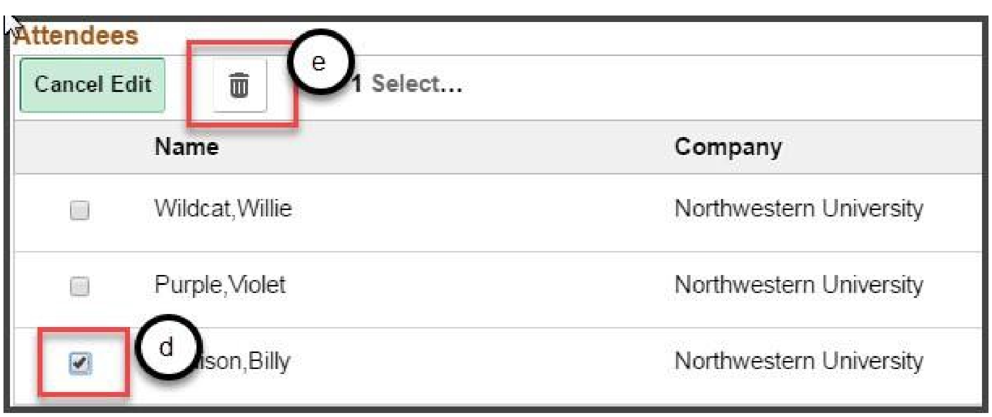
6. **Billing Type** is always **NU Expense**.
7. Click **Add Additional Attendees** to enter Name, Company, and Title of additional attendees.



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 Attendees **Name** (Last, First), **Company** (school, employer, etc.), and **Title** (professional title or faculty, staff, etc.). *Repeat for each attendee.*



d. To remove an unwanted line, click **Edit** and select those to be deleted.
e. Click on the **Trash Can** icon to delete the unwanted line.



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

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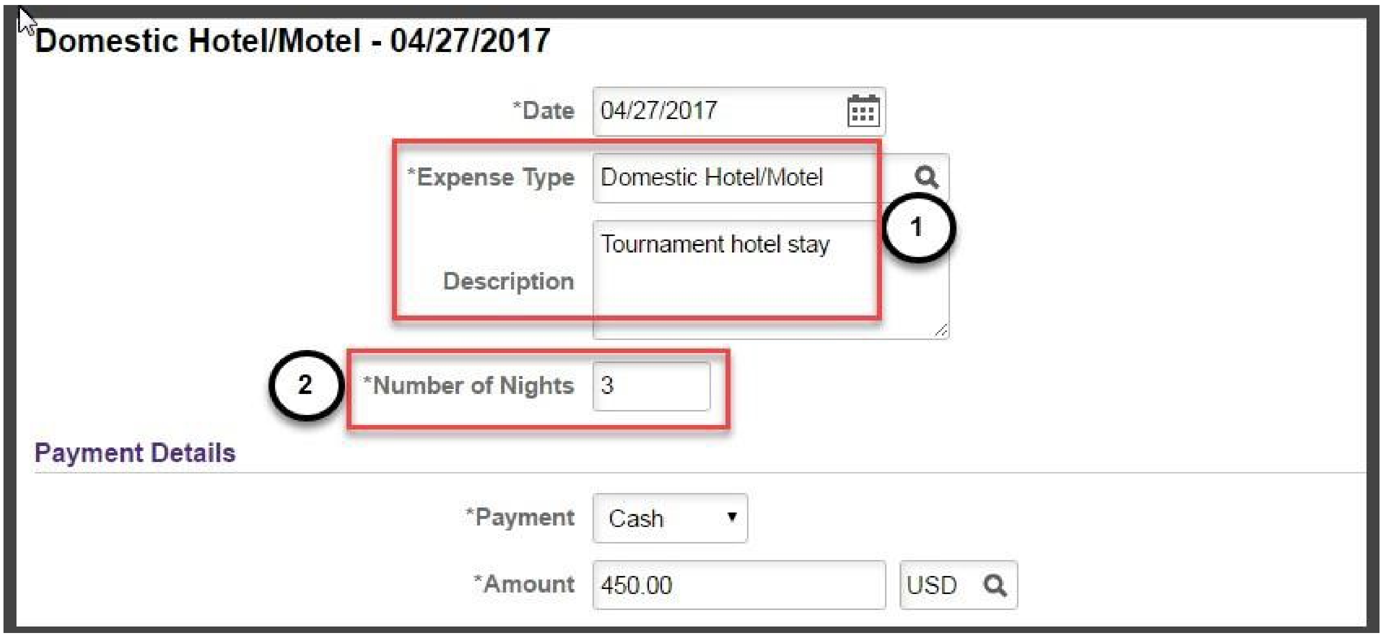
Hotel Expense Lines Expense Type

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 directly applied to / paid from 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.

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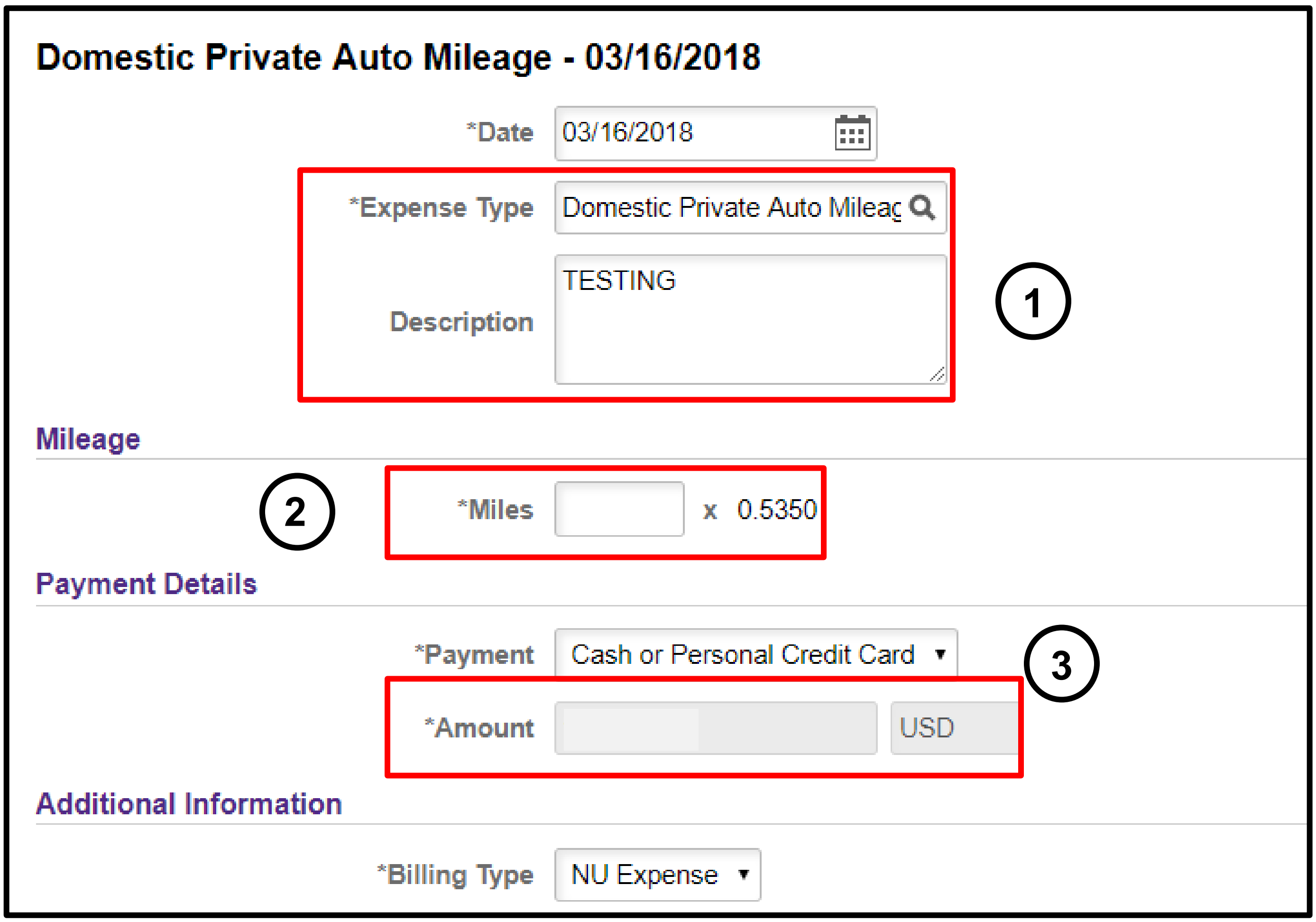
Steps:

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.



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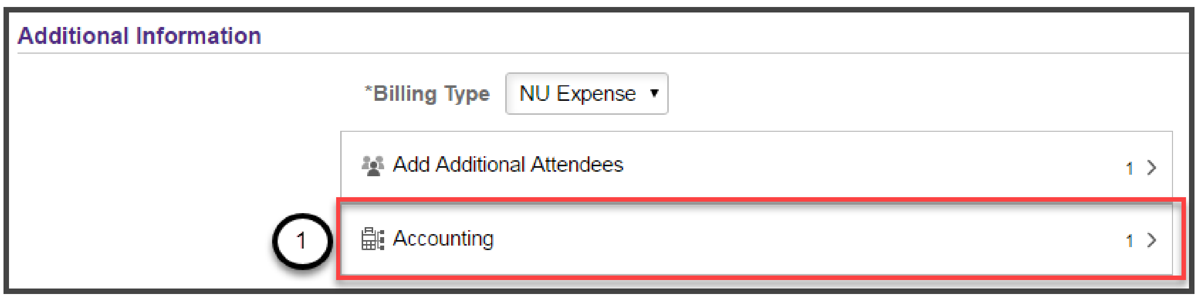
Step 4: Review or Edit Accounting Details (chart string)

You can review or edit your accounting details at the expense line level for 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**.

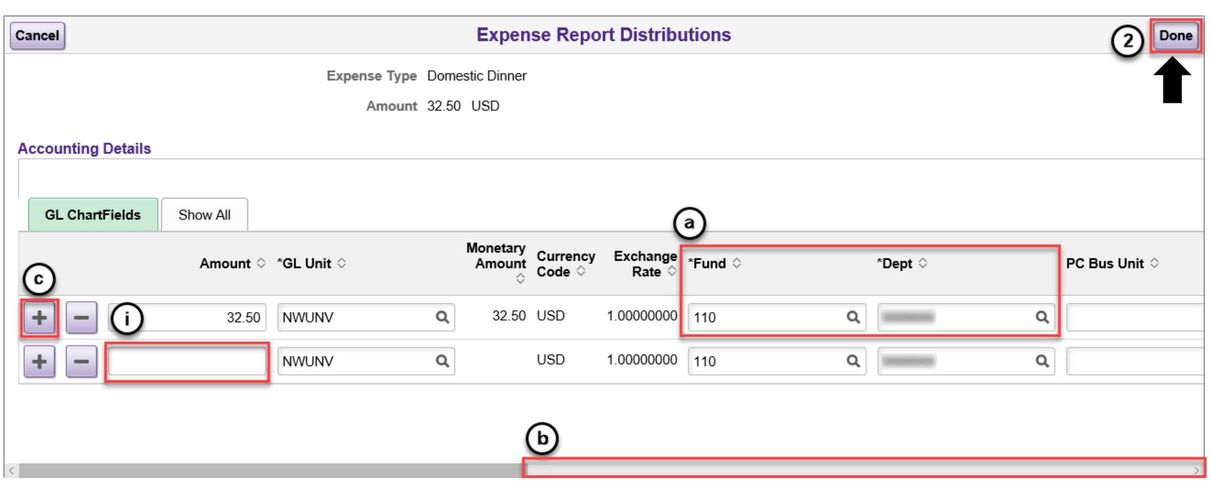


   a. Enter **Fund**, **Dept, Project**, and **Activity.**

   b. Scroll to the right to view and if necessary, change the **Account**.

   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 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**.

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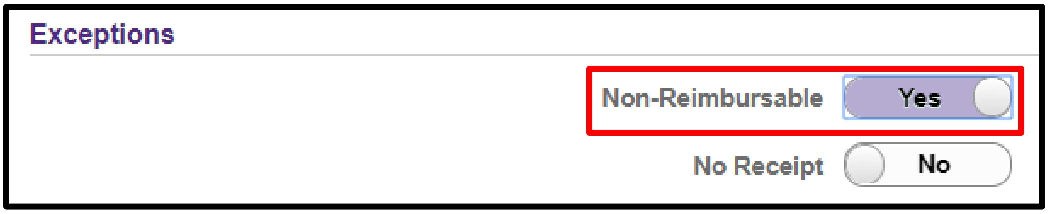
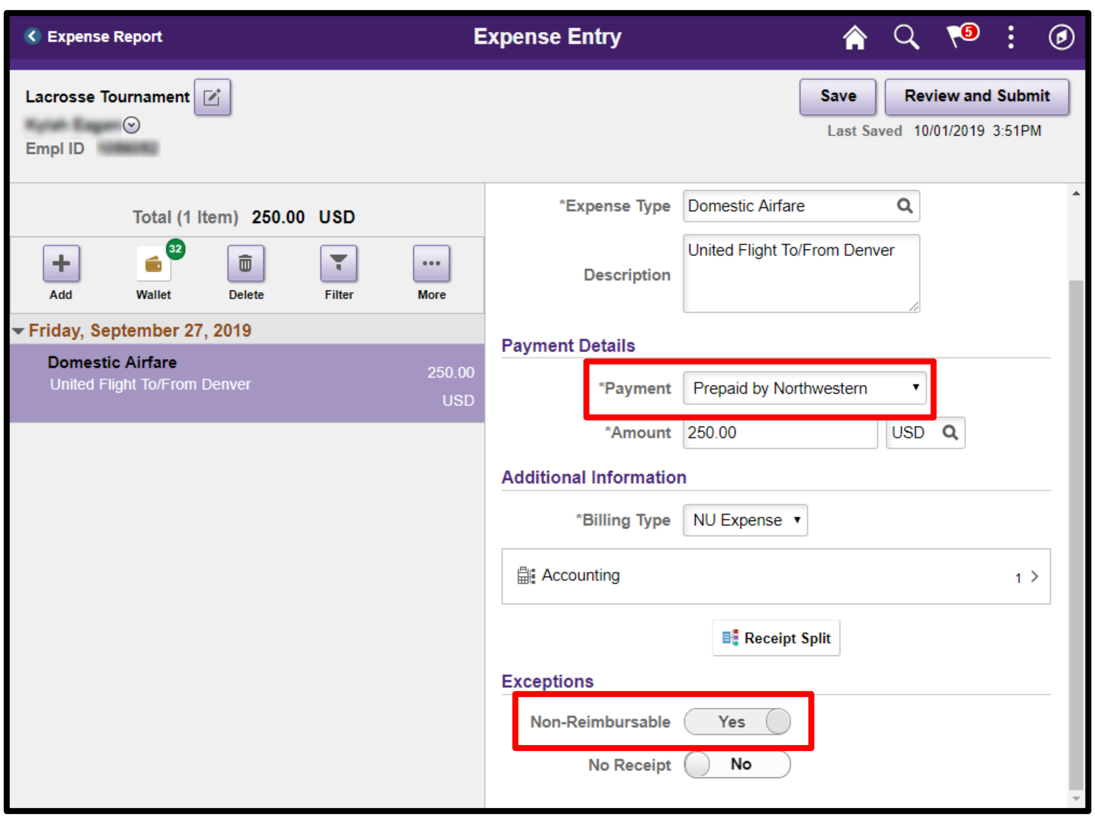
Step 5: Exceptions

Non-Reimbursable

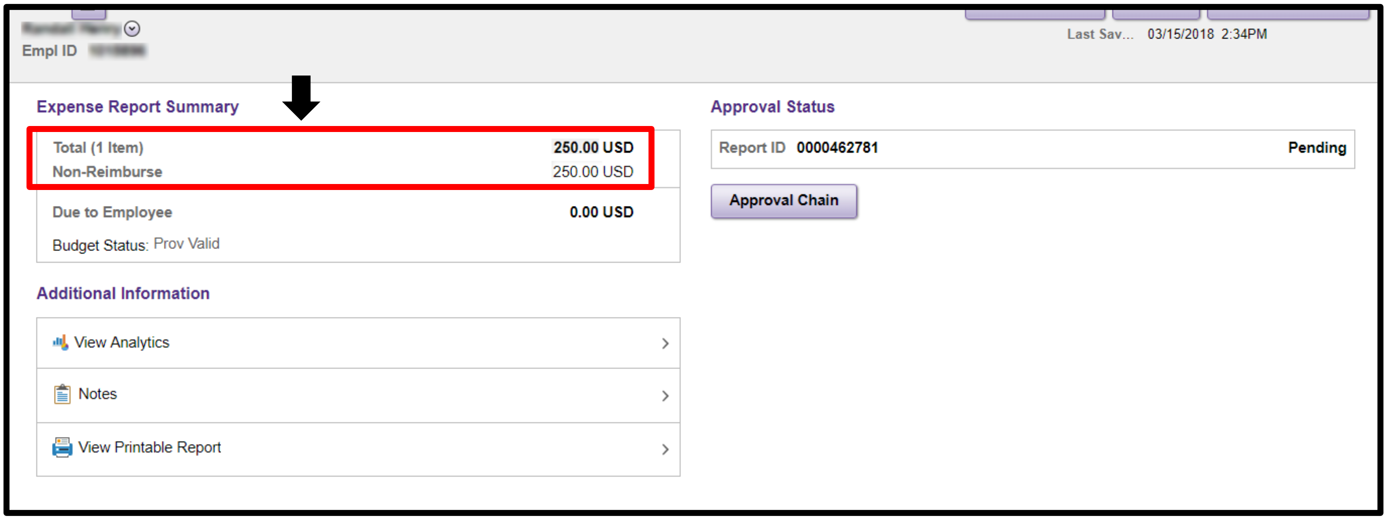
This functionality is used for both personal expenses as well as non-reimbursable expenses.



- 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.
- If you purchase airline tickets through Egencia, they are charged directly to a chart string. The employee is not reimbursed for the amount of the tickets. Therefore, you would mark this as “Prepaid by Northwestern”. Example:

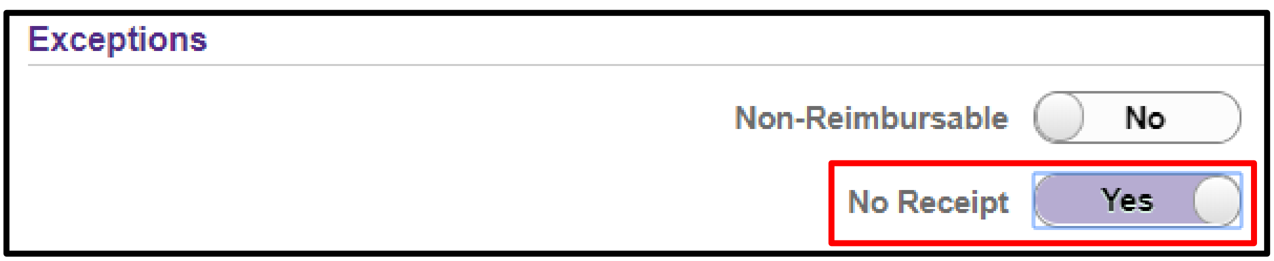


It will appear as **"Non-Reimburse"** on the summary page.



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.

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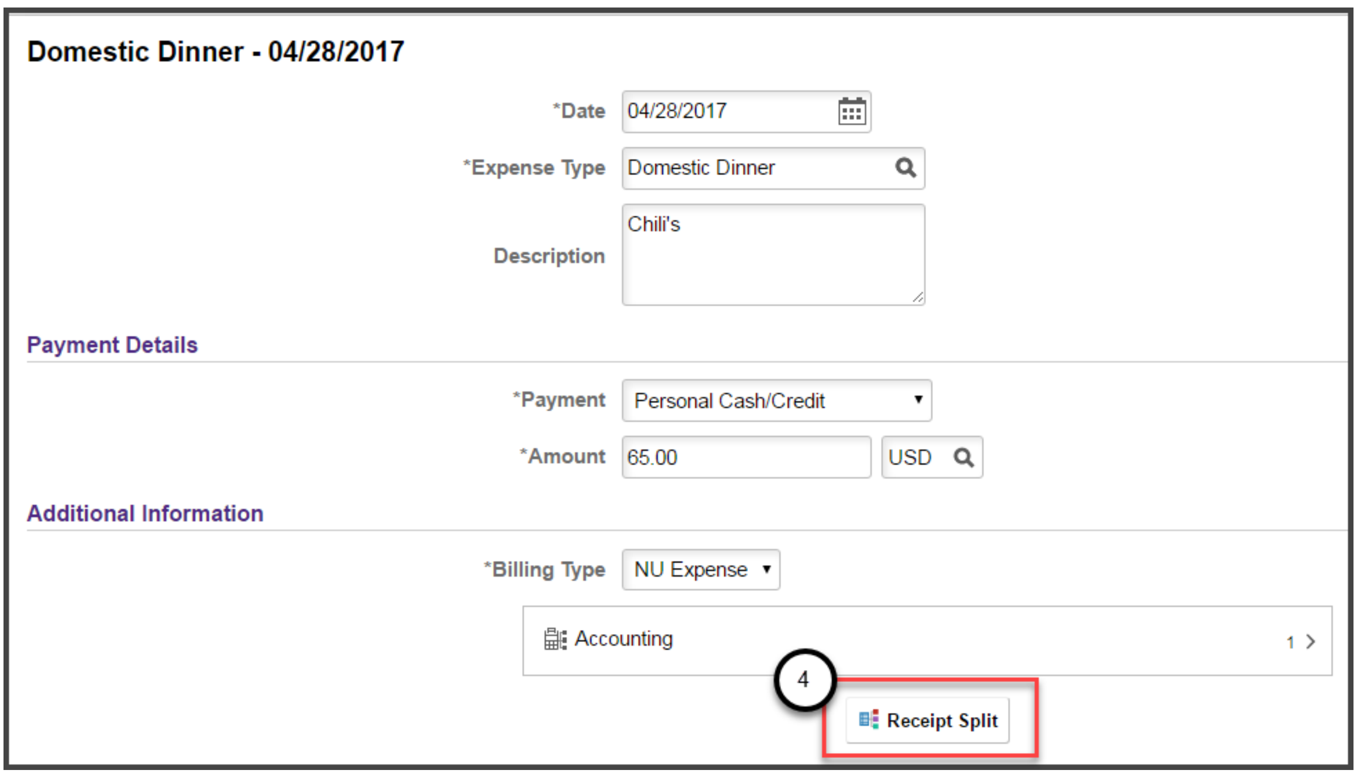
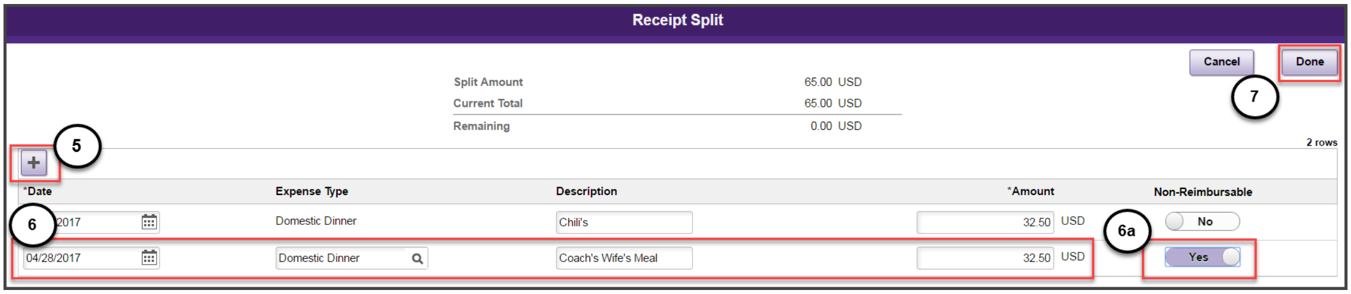
Receipt Split

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.
   a. If this is **Non-Reimbursable** expense, select Yes.
7. Click **Done**. This will take you back to the Expense Entry screen. Complete each expense line accordingly.



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

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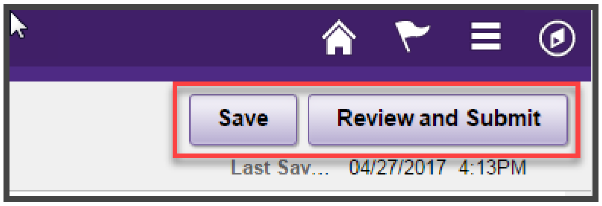
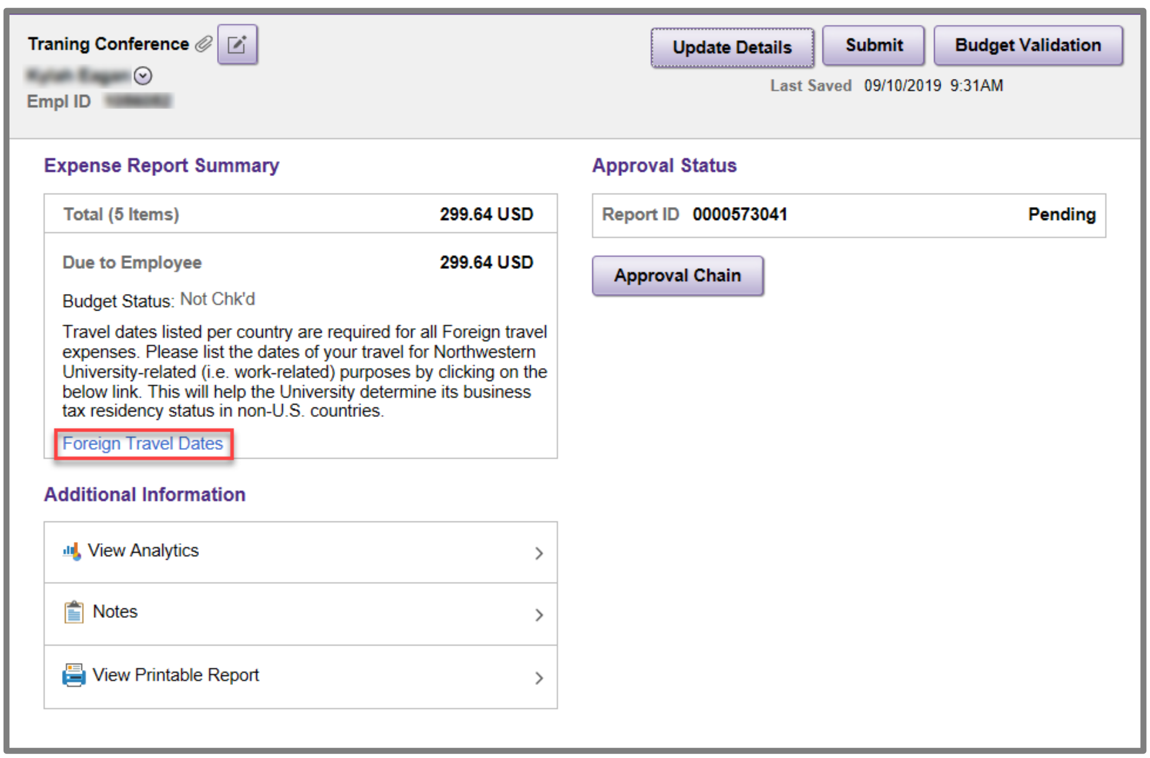
Step 6: Review and Submit

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. ***If*** you entered any foreign travel related expenses, a message will appear below Budget Status.
   a. Click the Foreign Travel Dates link.



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b. Complete the Foreign Travel Dates window until Balance is 0.00.

   i. Enter the Country and City where the foreign expense was incurred.

   ii. Enter the dates (consecutive) that you were in the foreign country and city by clicking the **Date From** and **Date To** calendar icons and selecting the dates. The dates (consecutive) you select should include the full length of stay in the city, not just the dates when you incurred an expense.

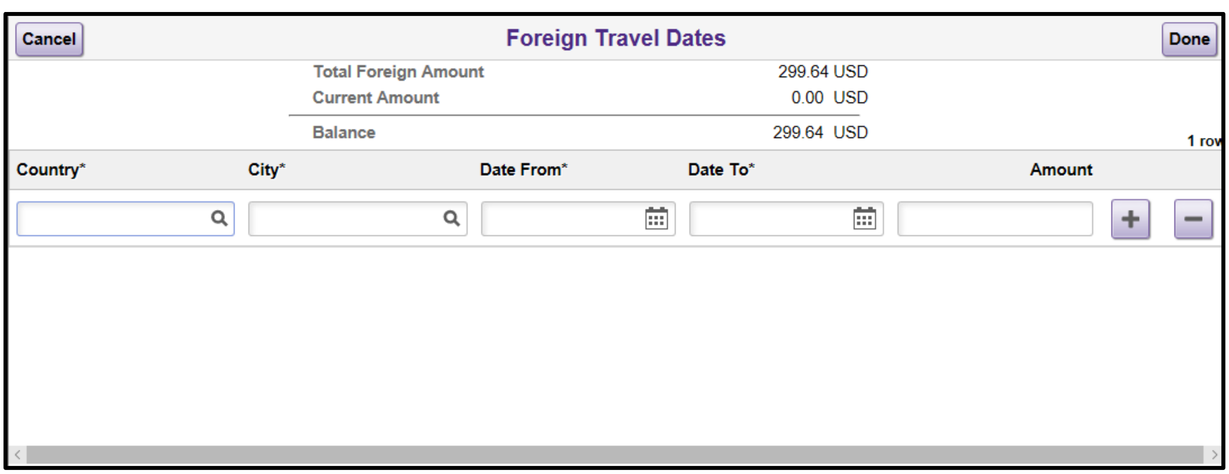
   Note: if you were in the same city twice over two different consecutive dates and incurred expenses, enter each set of consecutive dates/expenses separately. For example, if you flew in to Frankfurt August 1 and stayed overnight, then went on to Prague and stayed over 2 nights, and then returned to Frankfurt and stayed overnight, and then flew out the next day you returned, you would enter 3 sets of dates:

   1. Frankfurt August 1-2
   2. Prague August 2-4
   3. Frankfurt August 4-5

   iii. Enter the *total* amount in U.S. dollars of expenses you incurred in the foreign city. **Note**: If you incurred more than one expense for a given foreign city in consecutive dates, add the expenses up and enter the total expense. The total USD amount you allocate in Foreign Travel Dates should only reflect the total USD expenses that are "foreign" expense types. This total *may* not include all the expenses actually spent in that foreign location; e.g., "books" expense should not be allocated to a foreign location even if purchased in a foreign location.

   iv. To add more foreign travel country, city, dates, and amounts, click + and repeat steps i - iii.

   v. Click **Done**.



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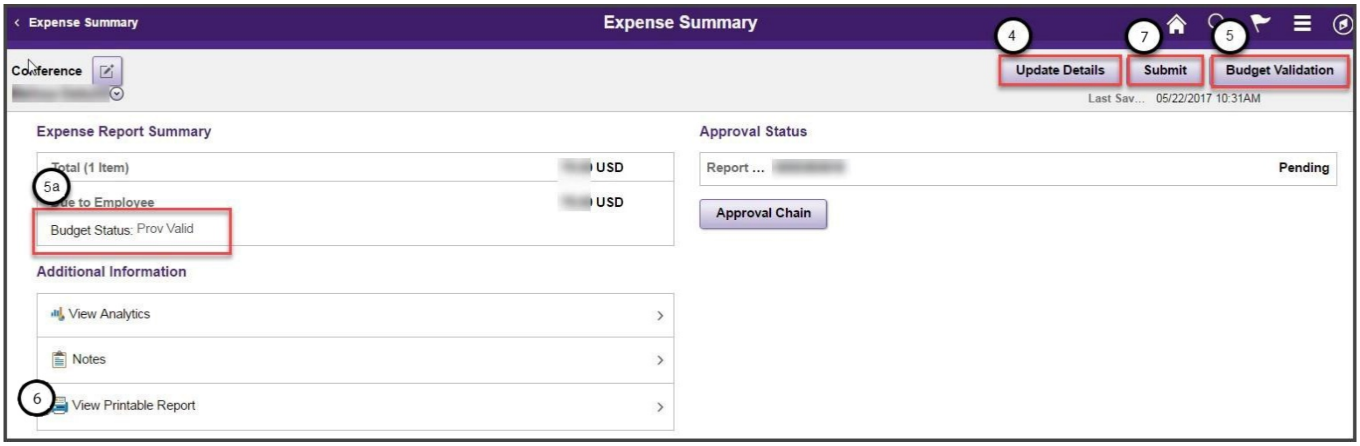
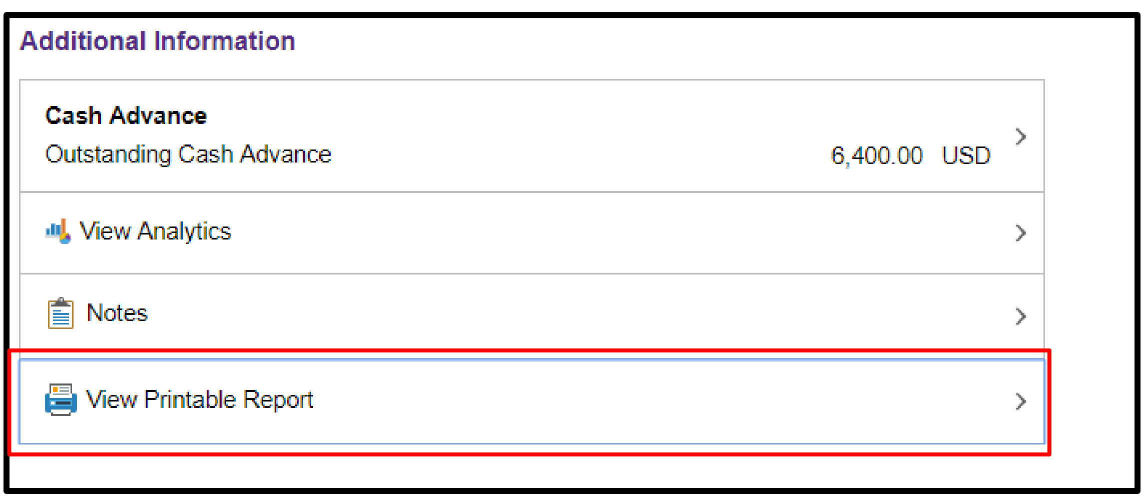
4. To make changes to your Expense Report, click **Update Details**.
    a. This will take you back to the Expense Entry page.
    b. Once all details have been updated, click **Review and Submit** in upper right corner.



5. Once back on the Expense Summary page, click **Budget Validation**.
    a. Ensure Budget Status is **Valid**.
    b. If you get an error on the Budget Validation Status, review the following link for more information on the error: http://www.it.northwestern.edu/admin-systems/nufinancials/Errors.html.

6. If the user does not have an ER supervisor set up in the system, a **Printable Version** of the Expense Report should be printed and signed by the Expense Report supervisor. To access the Printable Version of the Expense Report Click **View Printable Report** in Additional Information.



A new window with the chart string information will open.

Report ID 0000462790	**Status** Pending	
Employee Randall Henry	**Employee ID** 1015896	**NetID** RTTAYLOR
Report Description TEST	**Business Purpose** Academic/Scholastic Team Event	

Northwestern

Expense Lines

Date	Expense Type	Non-Reimbursable	No Receipt	Receipt Required	Payment Type		Transaction Amount	Exchange Rate	Amount
Description			Additional Information		Merchant			Location	
Fund Code	Department	Project	Activity	Program Code	CF1	Account	Amount on Chartstring	Exchange Rate	Distributed Amount
03/15/2018	Domestic Hotel/Motel				Cash or Personal Credit Card		165.00 USD	1.00	165.00 USD
TEST			Number of Nights: 1						
110	1742100					76766	165.00 USD	1.00	165.00 USD

Employee Phone	Entered By user	Receipt	Creation Date	Print Date	Page Number
847/467-7540	RTTAYLOR		03/16/2018	3/21/2018	Page 1 of 2

Expense Report

Report ID 0000462790	**Status** Pending	
Employee Randall Henry	**Employee ID** 1015896	**NetID** RTTAYLOR
Report Description TEST	**Business Purpose** Academic/Scholastic Team Event	

Northwestern

Employee Expenses	**165.00 USD**
Cash Advances Applied	**0.00 USD**
Non-Reimbursable Expenses	**0.00 USD**
Prepaid Expenses	**0.00 USD**
Amount Due to Supplier	**0.00 USD**
Amount Due to Employee	**165.00 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

Employee Phone	Entered By user	Receipt	Creation Date	Print Date	Page Number
847/467-7540	RTTAYLOR		03/16/2018	3/21/2018	Page 2 of 2

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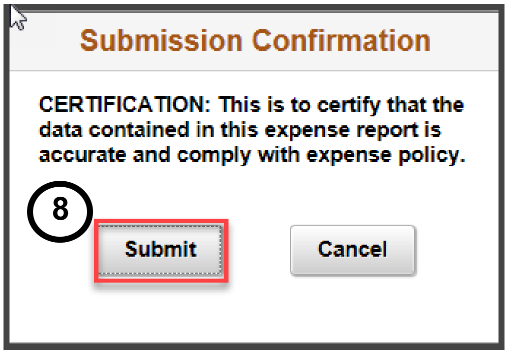
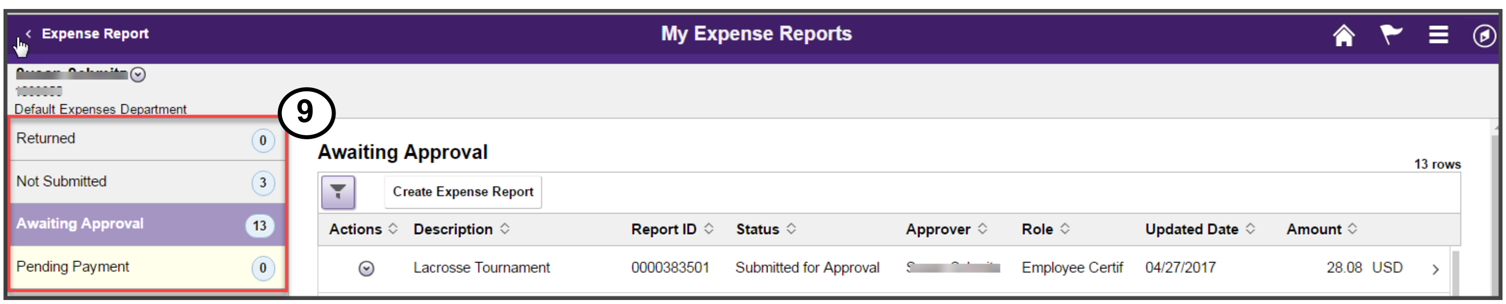
7. Click **Submit**.
8. A certification statement appears. Click **Submit.** *(This is your electronic signature, certifying the accuracy of the Expense Report.)*



9. A Summary of all your Expense Reports will appear. Click 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 only before any approvals have been applied.*

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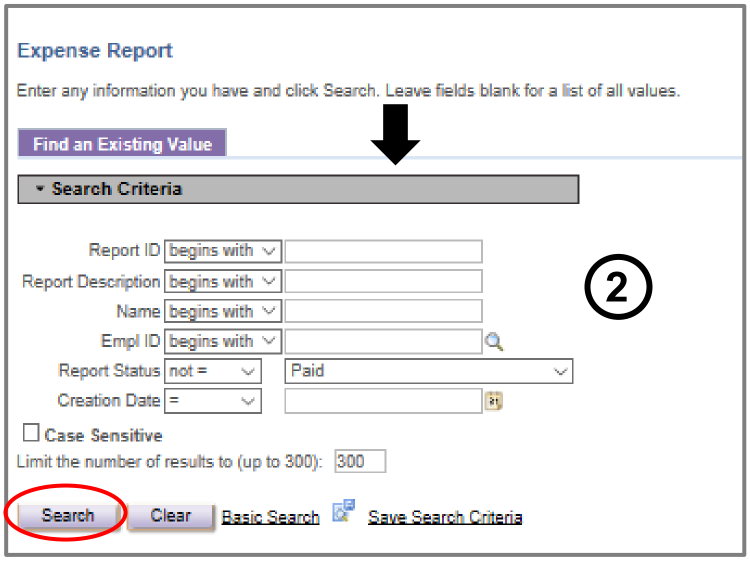
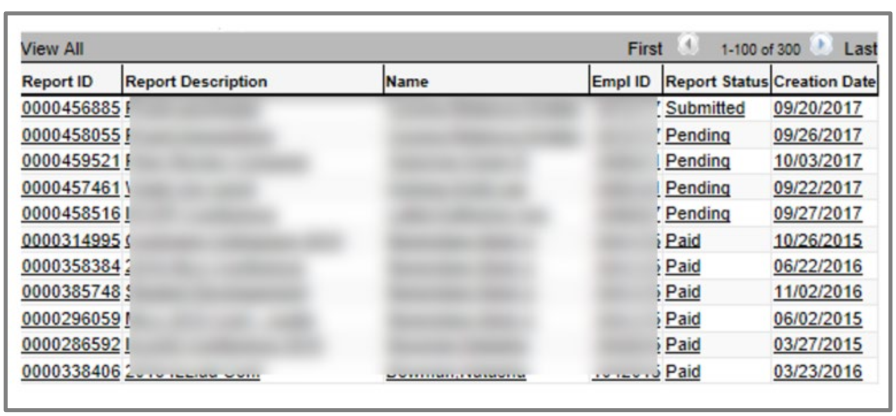
Step 7: Searching for Existing Expense Reports

1. Navigate to **Employee Self-Service**> **Travel and Expenses**> **Expense Reports**> **View**.
2. Enter a **Search Criteria**. Click **Search**.



3. From the results, select the expense report that you want to view.



Note: *If you do an open search, the results will include all expense reports for all employees for which you are a proxy.*

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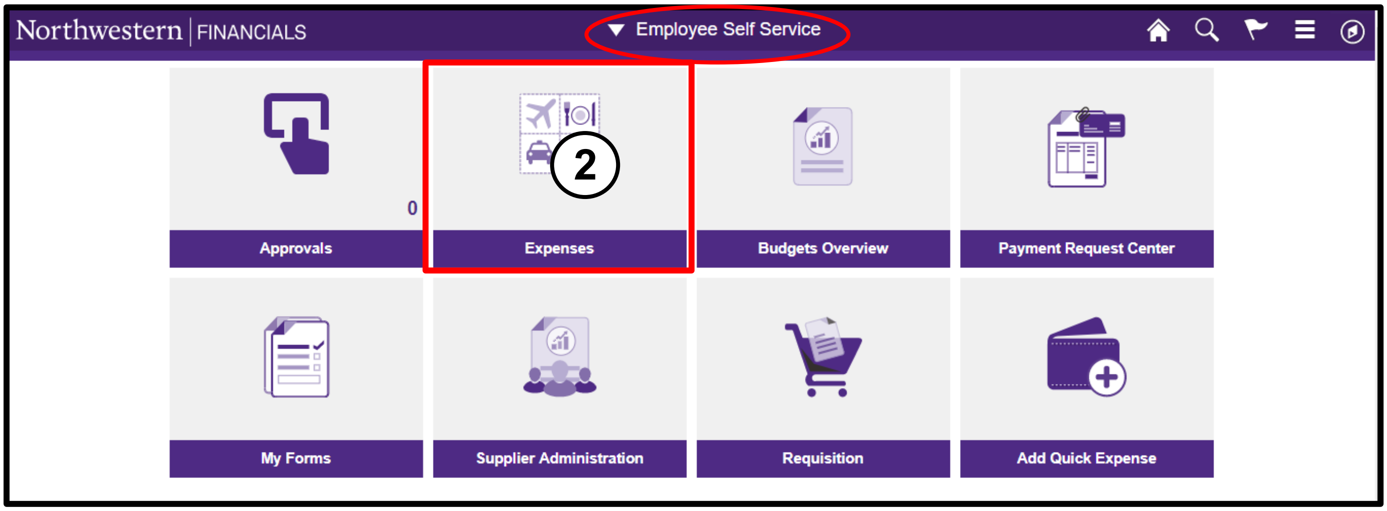
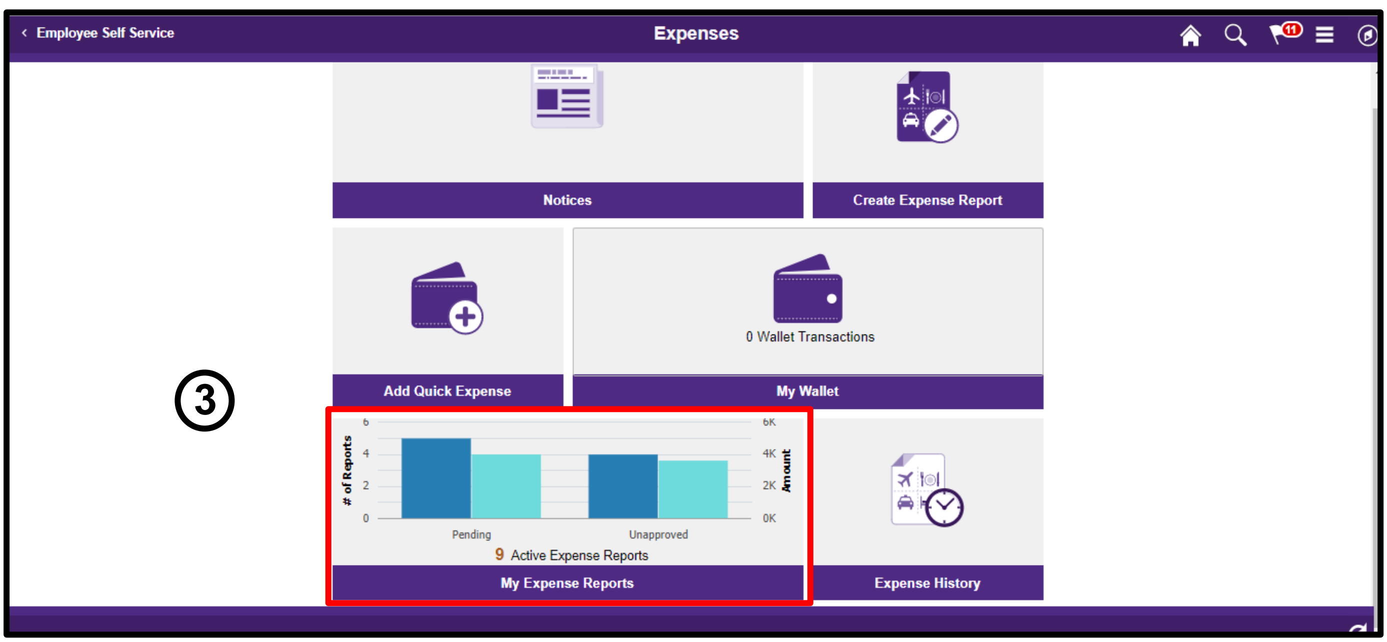
Deleting an Expense Report

1. Log in to **NUFinancials > Employee Self Service**
2. Click the **Expenses** tile.



3. Click **My Expense Report.**



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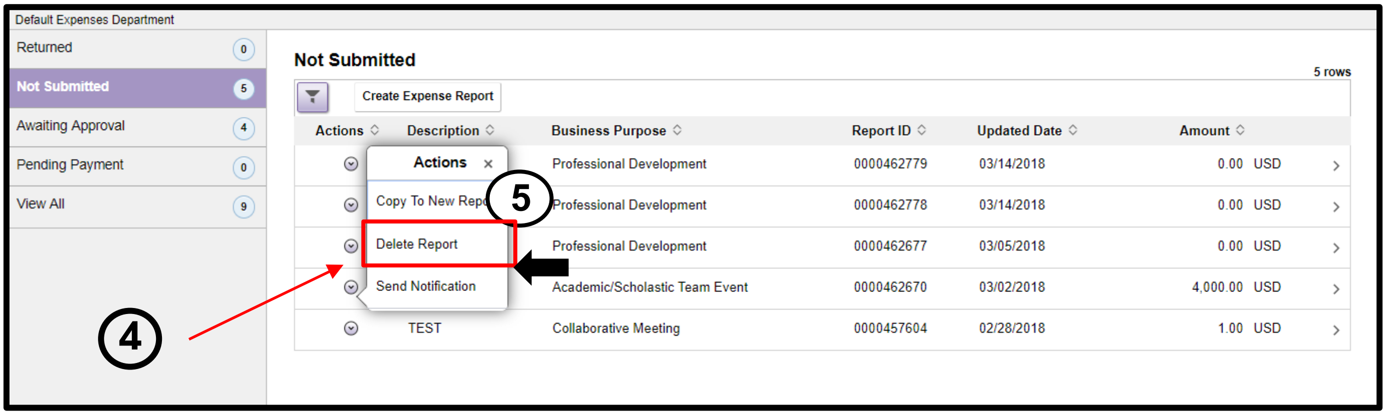
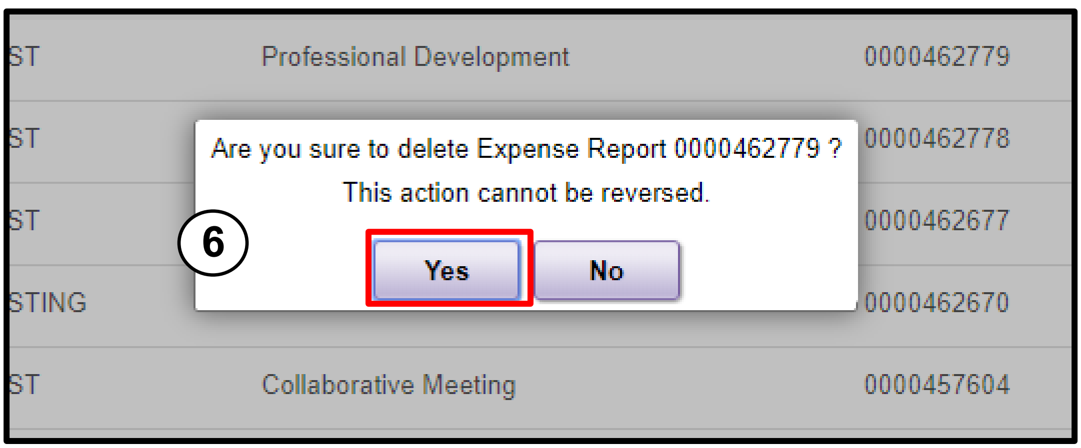
4. Click on the down arrow of the Expense Report you want delete.

5. Select **Delete Report** under ‘Actions’.



6. Click **Yes** to this box.



7. You will receive a confirmation at the top of the page that the Expense Report has been deleted.

Review Expense Report Policy

Expenses reports are used to reconcile transactions made by employees. These expenses may be out of pocket expenses (cash or personal credit card), expenses charged to the Northwestern Corporate Card, and prepaid expenses such as airfare and hotel charges paid through Northwestern Travel Services. Always refer to Expense Report Policy and Procedures for further detail on Expense Report policy.

Out of Pockets expenses

- List all expenses on the Expense Report and attach receipts and/or other supporting documentation.
  - If you are missing a receipt, indicate so on the report and complete the Expense Policy Exception Request.
- In an Expense Report, you will choose **Cash/Personal Credit Card** as the payment.

Northwestern Corporate Card expenses

- For charges to the Northwestern Corporate Card, review the charges in My Wallet for accuracy of the Category before transferring the expenses into the Expense Report (**NUFinancials > Expenses tile > My Wallet**).
- You can change the Account code after the transaction is in the Accounting area.
- You should always transfer in My Wallet charges and not re-enter them in an Expense Report.
- If you delete a My Wallet charge from an Expense Report, it will return to My Wallet to be reconciled at a later date.
- You should attach receipts from Northwestern Corporate Card purchases to the Expense Report.
- In an Expense Report, **Northwestern Corporate Card** will default as the payment and it cannot be changed

Pre-paid expenses

- You have the option to list pre-paid expenses on an Expense Report (to reflect the full cost of the trip).
- Select the **Payment Type** "Prepaid by Northwestern", which automatically marks the field **Non-Reimbursable = Yes** in the Exceptions section. The expense will then be excluded from the total reimbursement amount.

- ### Personal expenses

- The **Non-Reimbursable** field 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.

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Appendix A – Per Diem

- Per diems are permissible for meals and incidental expenses (M&IE) for authorized business travel. For M&IE, the reimbursement method selected must be used for the entire trip and should be established ahead of the trip.
- The employee's travel location determines the maximum per diem reimbursement rate.
- Incidentals are small items like a snack, bottled water, pen and notebook.
- Ask your department if they allow Per Diem.
- Per Diem Reimbursement Methods:

Reimbursement Methods		
Criteria	**Per Diem**	**Actual Expenses****
Lodging		X
Meals and Incidental Expenses	X	X
Trip Duration is less than or equal to **12 hours**		X
Trip Duration is greater than **12 hours**	X	X
First day of Travel	75% of the per diem rate	X
Last day of Travel	75% of the per diem rate	X

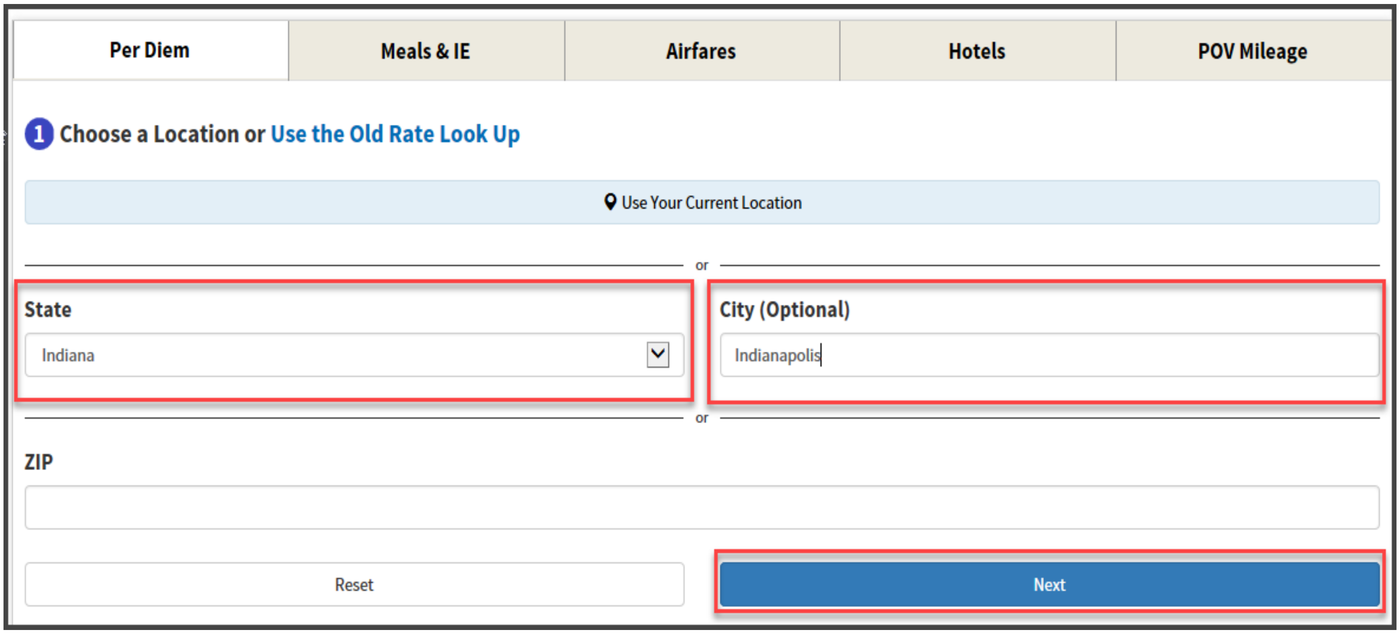
**Receipts must be submitted for reimbursement. Meals must comply within policy limits.

For more information regarding Policy, please view the **Travel Policies & Procedures** document on the NUPortal.

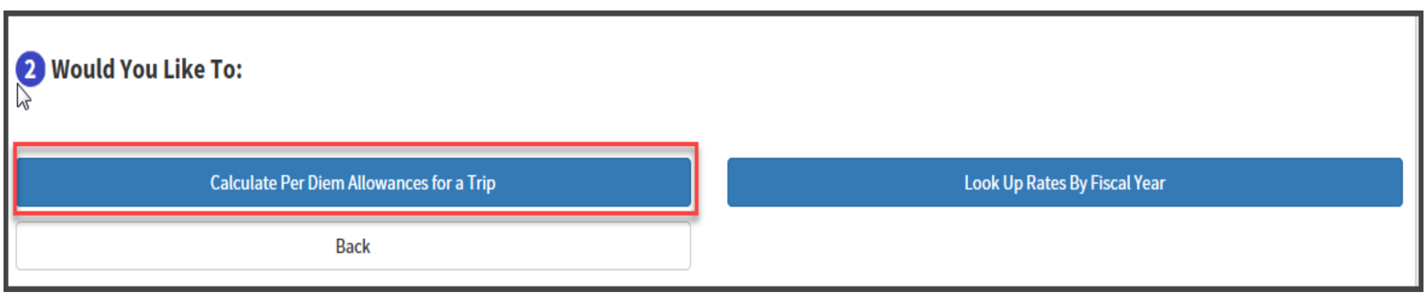
Per Diem Expense Entry

Navigate to gsa.gov > **Travel > Per Diem**

1. Enter **State** and **City**. Click **Next**.



2. Click **Calculate Per Diem Allowances for a Trip**.



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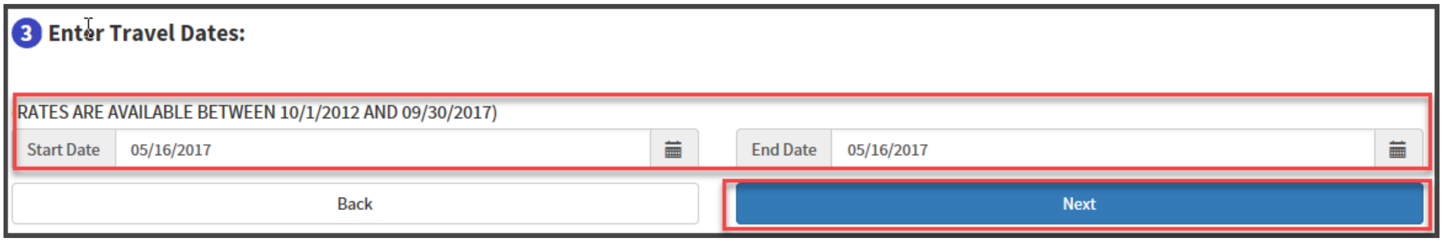
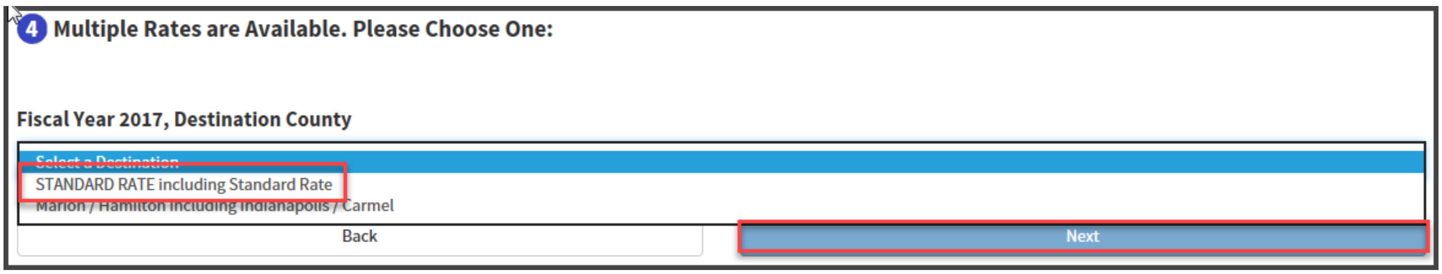
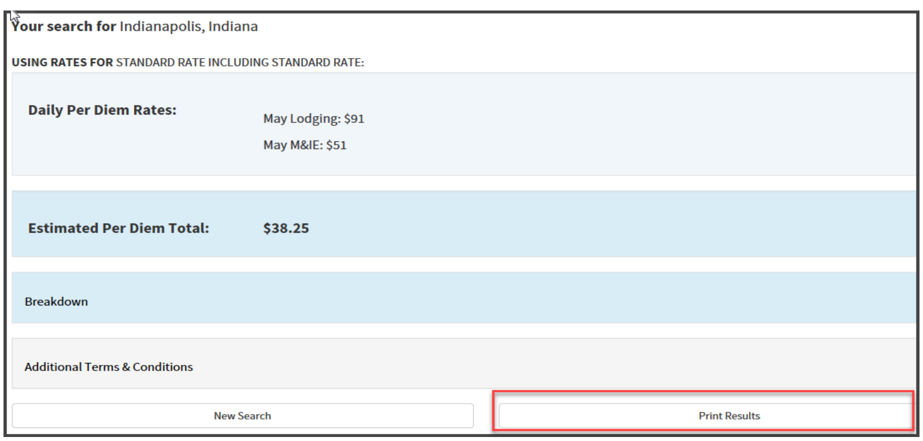
3. **Enter Travel Dates** and click **Next**.



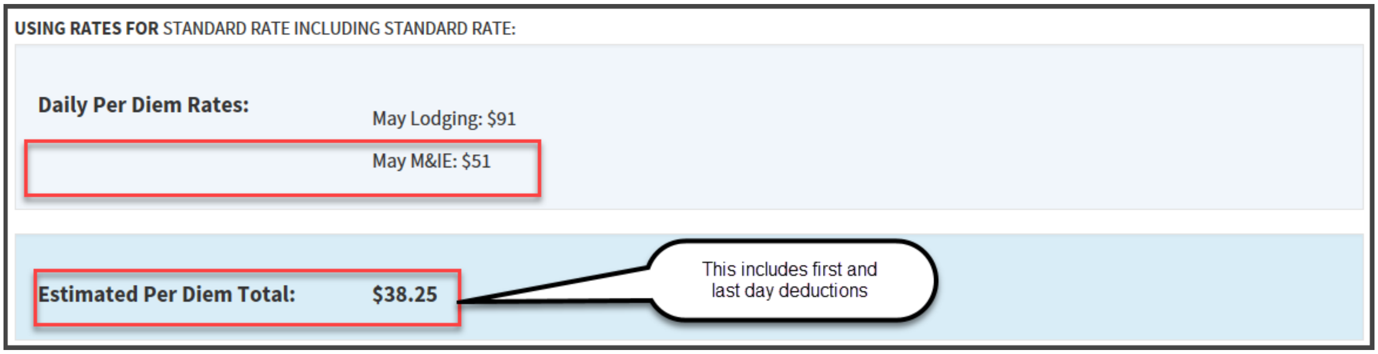
4. Choose **STANDARD RATE including Standard Rate.** Click **Next.**



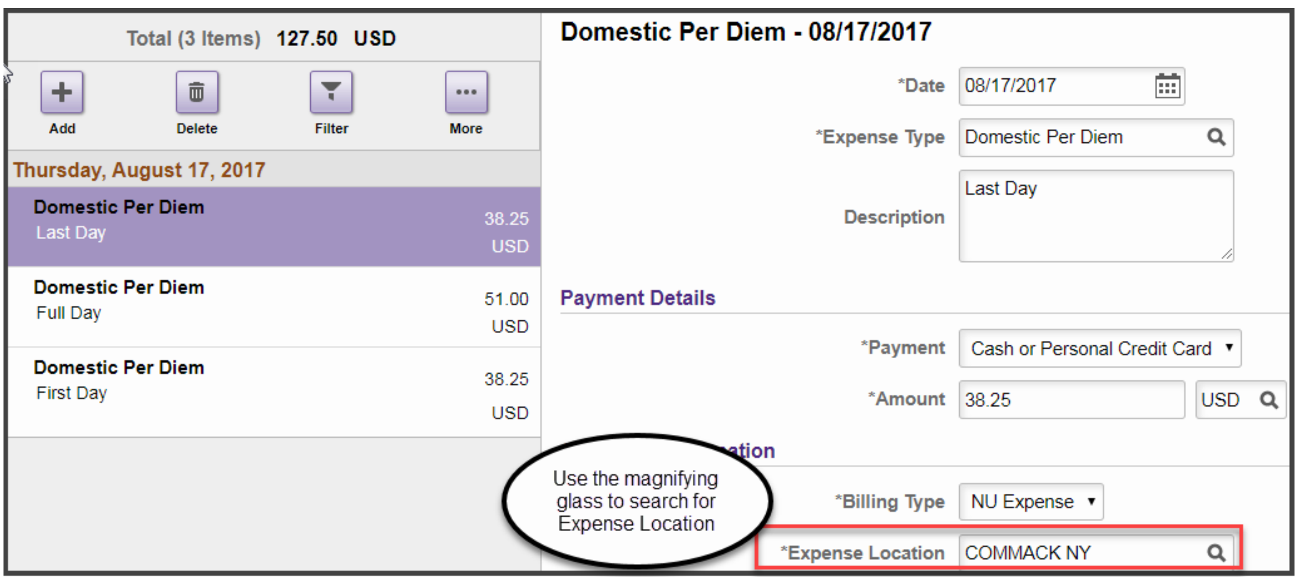
5. Print **Results.**



Follow the ***Step 2: Create an Expense Report*** steps above. When you get to ***Step 3: Enter Expense Report General Information*** and are ready to enter the **Amount** field, see this example for how to calculate Per Diem, First and Last day, **Amount**:



You must enter a separate **Expense Line** for each of the following: First Day: $38.25, Second Day: $51.00, Last Day: $38.25: Enter the **Expense Location**. Use the magnifying glass to the right to search for the correct code.



Note: *You have the option of using the 25% deduction for first and last day in the expense report. Lodging is separate from per diem rate.*

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Appendix B – Expense Types with default Account Codes

Expense Type	Account
Advertising & Promotion	75150
Audio Visual Equipment & Supplies	73310
Books	73910
Catering	76725
Computer Equipment & Supplies	73075
Domestic Airfare	76765
Domestic Alcoholic Beverages	76769
Domestic Breakfast	76767
Domestic Dinner	76767
Domestic Hotel/Motel	76766
Domestic Incidentals	76767
Domestic Lunch	76767
Domestic Meal Group	76768
Domestic Per Diem	76767
Domestic Private Auto Mileage	76765
Domestic Public Ground Transport	76765
Domestic Rail	76765
Domestic Rental Vehicle	76765
Domestic Tolls & Parking	76765
Domestic Travel-Mtg & Conf Fees	76777
Domestic University-Owned Vehicle	76765
External Telecom Services	76960
Foodstuffs (non-catered food)	76725
Foreign Airfare	76770
Foreign Alcoholic Beverages	76774
Foreign Breakfast	76772

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Foreign Dinner	76772
Foreign Hotel/Motel	76771
Foreign Incidentals	76772
Foreign Lunch	76772
Foreign Meal Group	76773
Foreign Per Diem	76772
Foreign Private Auto Mileage	76770
Foreign Public Ground Transportation	76770
Foreign Rail	76770
Foreign Rental Vehicle	76770
Foreign Tolls & Parking	76770
Foreign Travel-Mtg & Conf Fees	76778
Lab Supplies	73475
Magazine Subscriptions	73920
Mailing and Postage	75520
Maintenance & Repairs	75440
Membership Dues	75030
Moving & Storage	75852
Office Supplies	73010
Other Expenses (*invalid account, must be changed under Accounting Details)	73005*
Printing	75130
Professional & Consulting Services	75010
Professional Development	76730
Purchased Software	73100
Research Subject Fees	78660
Used for Advances	76765

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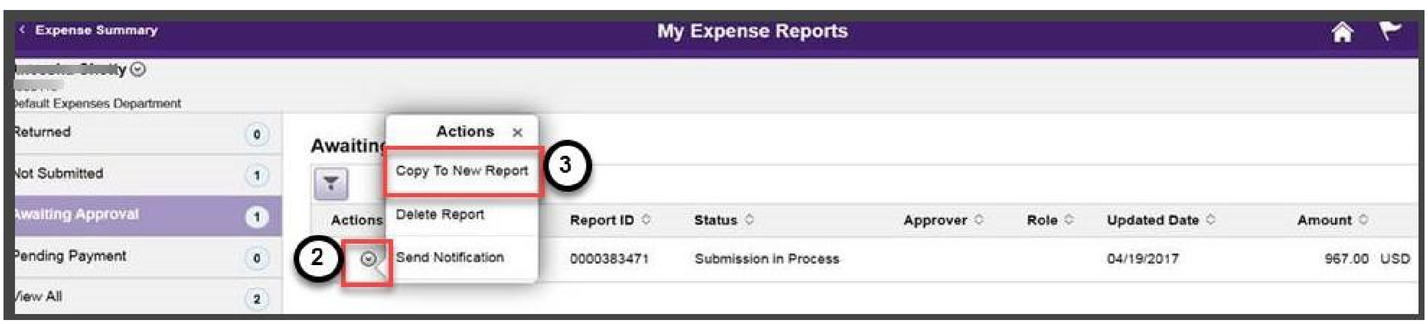
Appendix C – 90 Day Exception Rule

If you submit an Expense Report past 90 days, be sure to attach the **90 Day Exception Form** to your Expense Report. This form can be found on the NUPortal.

- The expense report will give you an error if you are submitting a late report.
- Complete and attach the 90 Day Exception Rule form to the General Information **Attach Receipt** field and submit.

Appendix D – Create a New Expense Report from Existing Expense Report

1. Login into **NUFinancials** > **Expenses tile** > **My Expense Reports** > **View all**
2. Click on the **drop-down arrow** next to Description.
3. Select **Copy to New Report**.
    a. Be sure to update the **Date**, **Description**, **Amount**, etc., accordingly in the new Expense Report.



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Appendix E – Entering Foreign Currency

*Navigate to Oanda.com > **Currency Conversion > Converter***

1. **Currency I Have:** Select foreign currency type (ex: Euro).
2. **Currency I want:** Select US Dollar.
3. **Amount:** Enter **"1"** to calculate the exchange rate or if your receipts are in more than one currency, enter the amount from the receipts individually.
4. **Amount**: This is the exchange rate to enter in **Amount** on the Expense Report for the date selected.
5. **Date:** Select original transaction date from receipt.
6. Click **Print** and attach a scanned printout of the conversion web page with the Expense Report.

Note: Interbank Rate*: Not used*

NEED HELP? Contact IT Support Center, 847-491-4357 (1-HELP) consultant@northwestern.edu

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