WCAS Expense Report Quick Reference

- Navigation: NUPortal > Financial > Payments tab > Expense Reports > Create a new Expense Report or NUFina\ncials > Employee Self Service > Travel and Expense Center > Expense Report > Create
- Select from your Proxy Access list (if prompted) by clicking the magnifying glass and click Add.

1a. Enter an overall Description starting with the appropriate prefix below:
   - A; = Chemistry, Life Sciences, Physics & Astronomy, does not include exception or 90 day memo
   - AE; = Chemistry, Life Sciences, Physics & Astronomy, does include exception and/or 90 day memo
   - B; = Anthropology, Earth, Math, Psychology, does not include exception or 90 day memo
   - BE; = Anthropology, Earth, Math, Psychology, includes exception or 90 day memo
   - C; = Dept/Program not shown above, does not include exception or 90 day memo
   - CE = Dept/Program not shown above, includes exception or 90 day memo

1b. Select a Business Purpose from the dropdown menu.
2. Click Accounting Defaults and enter the chartstring(s) this reimbursement will be charged to.
3. Select an Expense Type from the drop down menu. Enter the Expense Date and Amount Spent from receipt.
4. Click the people icon and enter all Group Meal attendees (if applicable).

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5. To add more expense lines, click the drop down menu and select **New Expense** or **Multiple Expenses**, then click **Add**.
6. Click the **Detail** tab and enter a **Description** for each line (vendor name, location, etc.)
7. Click the **Air/Hotel** tab and enter the **Number of Nights** stayed for each hotel line (if applicable).
8. Click the **Mileage** tab to enter Private Auto Mileage and enter the number of **Miles** driven (if applicable). Attach proof of mileage documentation (Google map, MapQuest, etc.).
9. Scan and attach receipts and other supporting documentation in **Attachments** (under comments).
10. Click **Save for Later**. Click **Check Budget**, and then click **OK**
11. Scan and attach the signed Expense Report, receipts, and other supporting documentation (90-day memo and policy exception form, if applicable) in **Attachments** (under the Comment field).
12. Employees with multiple appointments (and their proxies), click the radio (circular) button next to the Appointment/Supervisor where this expense report should route. Employees without multiple appointments do not need to make a selection.
13. Click **Submit**, and then click **OK**.
   - If you are submitting the Expense Report for yourself, a certification message will appear.
   - If you are submitting on behalf of someone else (as proxy) the certification message will not appear.