

**FACULTY / STAFF / GRADUATE STUDENT
EXPENSE REPORT ENTRY GUIDE
DEPARTMENT OF MATHEMATICS, NORTHWESTERN UNIVERSITY**

Please refer to the tutorial and checklist and FAQ's on the following pages to ensure smooth processing of your reimbursement request prior to submission.

Logging in:

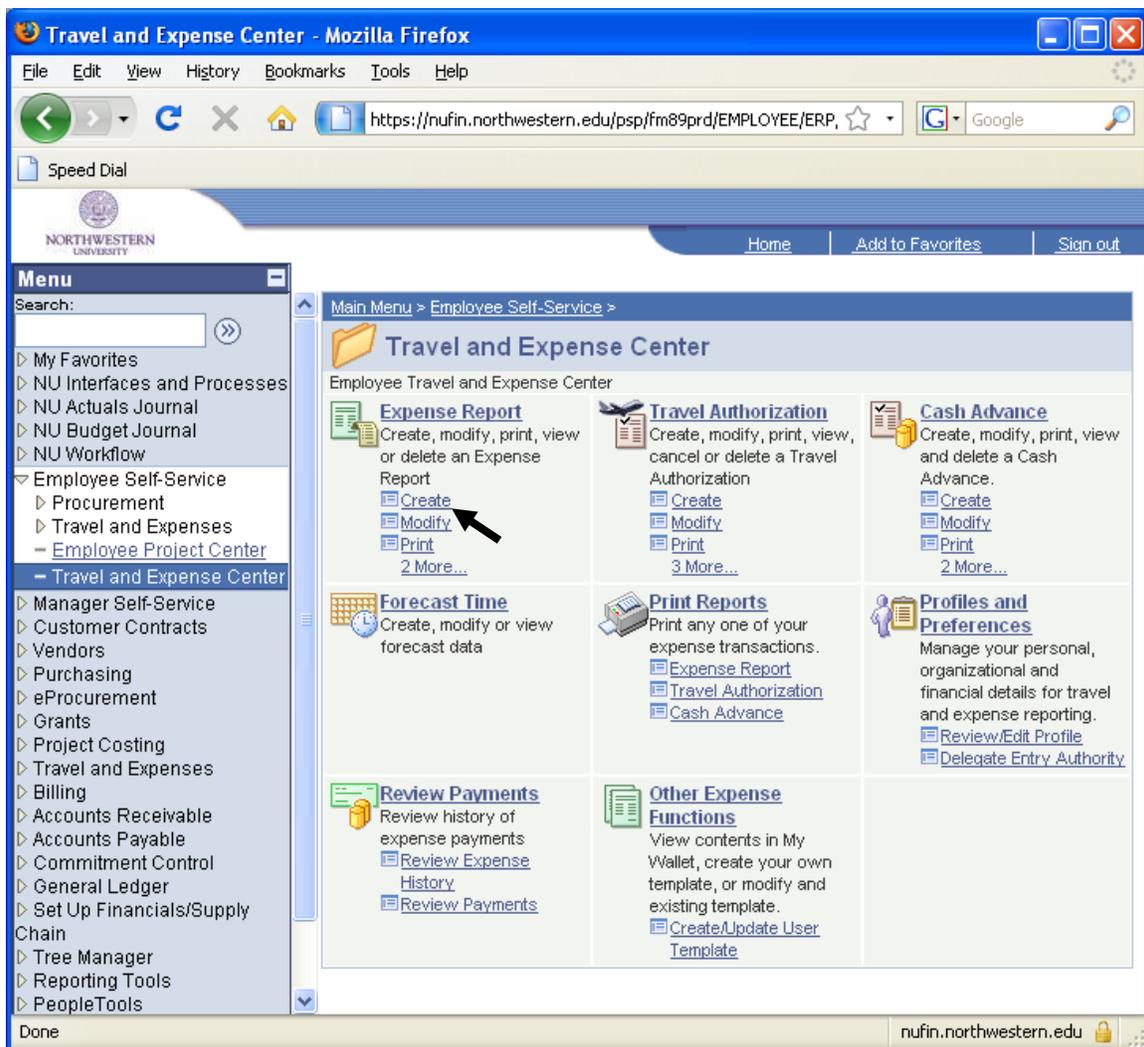
Log in to <http://nufin.northwestern.edu/>

Note: If accessing this site off-campus, please also log onto VPN.

In the menu on the left, click on *Employee Self-Service*.

Select *Travel and Expense Center*.

Under the Expense Report menu, click on the “*Create*” link.



Expense Report Entry:

a) Under “General Information” section, enter the following:

Description (include dates of event in this field)

Business Purpose (select from drop-down menu)

Comment (enter more specific description of the expense)

The screenshot shows a web browser window titled "Create - Mozilla Firefox" displaying the nufin system interface. The "General Information" section is expanded, showing the following fields:

- Description:** Research Conference, 5/7-9/09
- Business Purpose:** Professional Development
- Comment:** AMS conference in Miami, Florida
- Reference:** (empty field)
- Default Location:** (empty field with search icon)
- Accounting Defaults:** (empty field)
- Apply Cash Advance(s):** (empty field)
- More Options:** (empty field with dropdown arrow)
- GO:** (button)

b) Under “Details” section, enter the following in the “Overview” tab for each receipt:

-**Expense Type** (select from drop-down menu)

-**Expense Date** (enter date of event)

Note: for airfare, enter the date of the return flight.

-**Amount Spent and Currency**

Note: expenses made in foreign currency can be entered by filling the appropriate currency code in the “Currency” field. For the system to convert the amount to USD, you must click on the “Currency” tab and enter the exchange rate for each applicable line. The exchange rate used **must** reflect a rate effective on the date the charge was incurred (for trips spanning more than one day, one rate can be used for the entire trip, as long as the rate was effective during the trip). Include official documentation (along with your receipts) of exchange rates by either printing from a currency conversion website (we recommend <http://www.oanda.com/convert/fxhistory>), or submit credit card statements to show actual charges. Write the expense in US Dollars on each foreign receipt.)

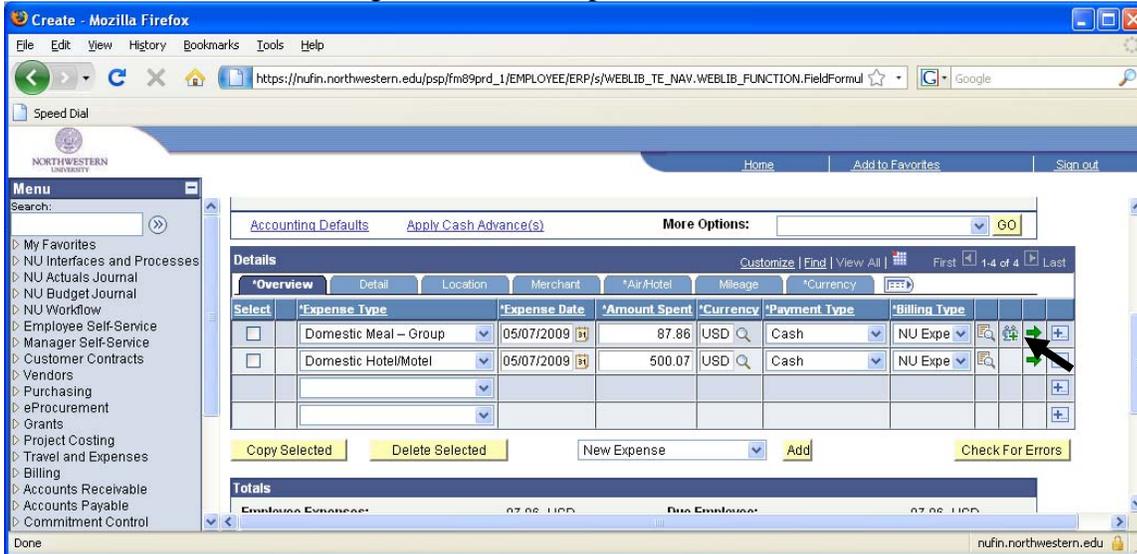
The screenshot shows the "Details" section of the nufin system, specifically the "Overview" tab. The table below displays the expense lines:

Select	*Expense Type	*Expense Date	*Amount Spent	*Currency	*Payment Type	*Billing Type			
<input type="checkbox"/>	Domestic Meal - Group	05/07/2009	87.86	USD	Cash	NU Expe			
<input type="checkbox"/>	Domestic Hotel/Motel	05/07/2009	500.07	USD	Cash	NU Expe			

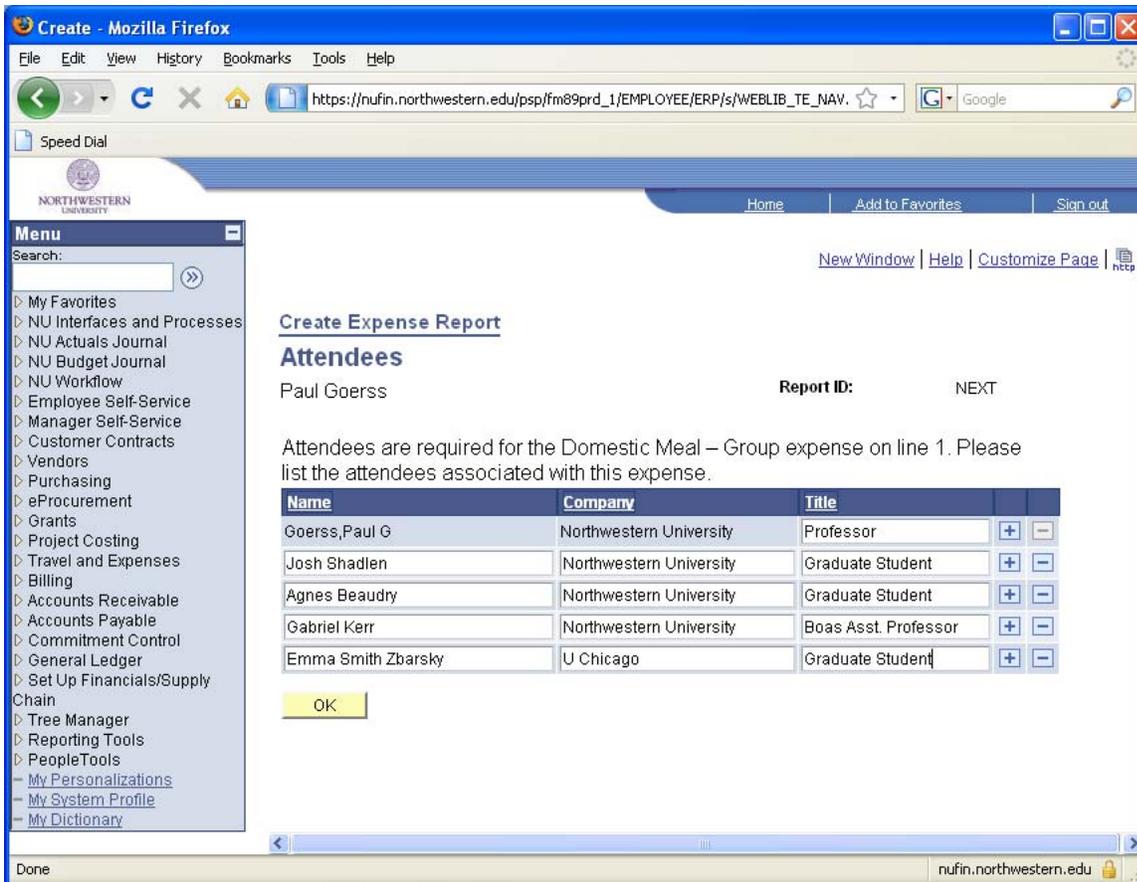
Please note: On receipts containing multiple expense types, separate lines are required. For example, on a hotel receipt, one line can be entered for the hotel room rate charges, but each meal charged to your room must be added as a separate line.

The following additional information is required in these special cases below:

Group Meals: For meals involving more than one person, select the Expense Type of “Domestic Meal – Group” or “Foreign Meal – Group.” Click on the “Add Additional Attendees” button, which can be found on the right side of the expense line: 



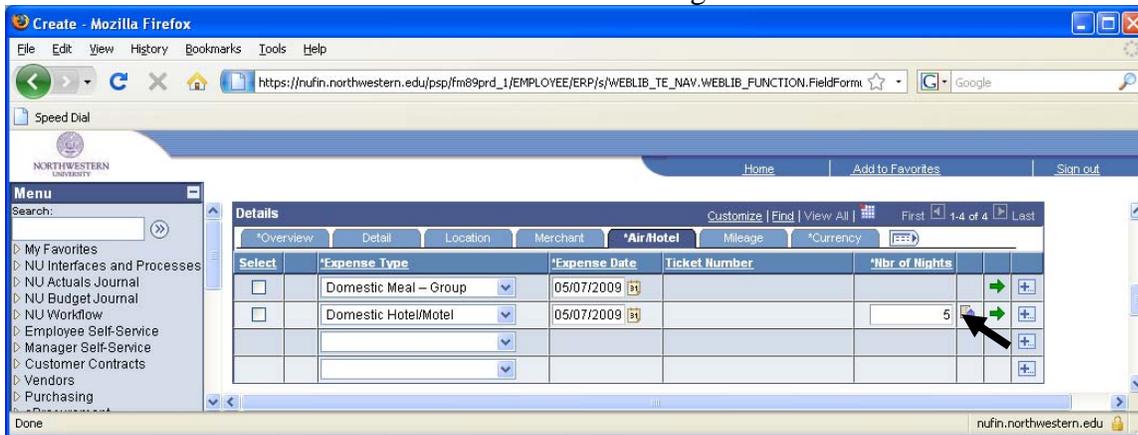
The screen looks like this:



You will need to enter the Name, Institution, and Title of each person attending the dinner.

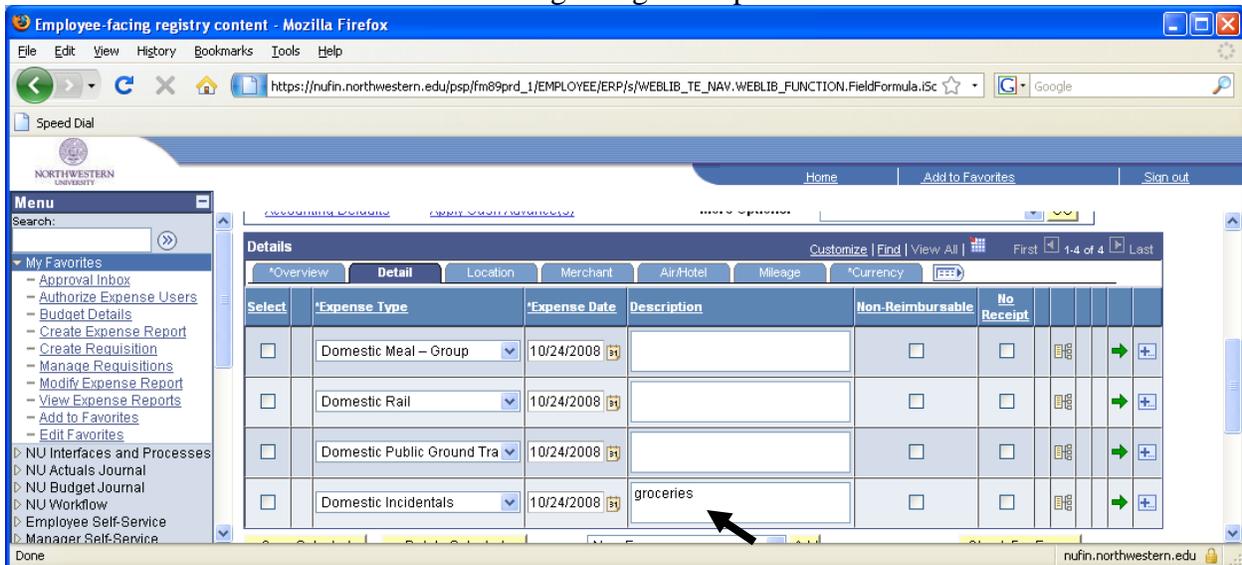
Hotel Receipts:

Click on the “Air/Hotel” tab to enter the number of nights.



Incidentals and Per Diem:

Click on detail tab and enter more detail regarding the expense.



Please Note: Per Diem can only be requested on foreign trips over 14 days. In addition, they must not exceed government specified rates. Please print the applicable pages from the following website (http://aoprals.state.gov/web920/per_diem.asp) and append to your reimbursement if you are claiming per diem. Also note that hotel receipts are still required even if you are claiming lodging per diem.

Preparing Expense Report for Submission:

When all information has been entered, click on the Save For later button.

The screenshot shows the 'Employee-facing registry content' page in Mozilla Firefox. The browser address bar displays the URL: https://nufin.northwestern.edu/psp/fm89prd_1/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFormula.iSc. The page features a menu on the left with options like 'Approval Inbox', 'Budget Details', and 'Create Expense Report'. The main content area includes a 'Totals' section with the following data:

Totals			
Employee Expenses:	0.00 USD	Due Employee:	0.00 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		

Below the totals, there is a 'Budget Checking Status: Not Checked' and an 'Update Totals' button. At the bottom, the 'Save For Later' button is highlighted with a mouse cursor.

Flags will show up on each line, because accounting information has not been entered. Please ***DO NOT*** enter this information into the system, and ignore those errors. Record the expense report number, and you can then close out of NUFinancials.

The screenshot shows the 'Expense Report Entry' form in Mozilla Firefox. The browser address bar displays the URL: https://nufin.northwestern.edu/psp/fm89prd_1/EMPLOYEE/ERP/s/WEBLIB_TE_NAV.WEBLIB_FUNCTION.FieldFo. The form includes a 'General Information' section with the following details:

- Description:** Seminar/TFT Dinners
- Business Purpose:** Professional Development
- Status:** Pending
- Default Location:** [Empty]
- Post State:** Not Applied
- Accounting Date:** 07/14/2009
- Accounting Template:** STANDARD

The 'Report ID' is 0000025963 and the 'EmpID' is AZA214. A pink box highlights the 'Report ID' field with the text 'REPORT ID'. Below the general information, there is a 'Receipt Info' section with a 'Receipts Received' checkbox. The 'Details' section shows a table of expense entries with the following data:

Select	Expense Type	Expense Date	Amount Spent	Currency	Payment Type	Billing Type	Flags
<input type="checkbox"/>	Domestic Meal - Group	05/07/2009	87.86	USD	Cash	NU Expe	[Flags]
<input type="checkbox"/>	Domestic Meal - Group	05/11/2009	64.01	USD	Cash	NU Expe	[Flags]
<input type="checkbox"/>	Domestic Meal - Group	06/01/2009	48.85	USD	Cash	NU Expe	[Flags]
<input type="checkbox"/>	Domestic Incidentals	05/18/2009	46.51	USD	Cash	NU Expe	[Flags]
<input type="checkbox"/>	Domestic Incidentals	05/26/2009	77.42	USD	Cash	NU Expe	[Flags]
<input type="checkbox"/>	Domestic Incidentals	05/25/2009	45.00	USD	Cash	NU Expe	[Flags]

A pink box highlights the 'Flags' column with the text 'FLAGS: PLEASE IGNORE'. The 'Save For Later' button is also visible at the bottom of the form.

Please obtain an Expense Report Envelope from the Copy Room. On the envelope, you will write your name, expense report number, and specify the account(s) to charge. (In addition, you can email both Janna and Apryl with this information as additional confirmation.) Insert all original and itemized receipts inside the envelope, and submit to the Math Office in the "Reimbursements/Purchase Requests" mailbox within **30** days of the event. Submissions after 60 days of the event will require a completed 90-day letter.

Once the reimbursement is submitted, the usual turnaround time for department processing is approximately one week. You will then be contacted to review and sign the final expense report. Expense reports will be returned to your mailbox if essential information/documentation is missing.

For questions regarding NU Policy, please refer to the following link:
<http://www.northwestern.edu/finsys/ps/policies/PoliciesLinks.pdf>

For any additional questions, please contact Janna Dodrill or Apryl Schlueter.

Expense Report Checklist / FAQ's

- Have you fully completed the expense report online? *Please see Janna if you have any questions.*
- Have you submitted all itemized and original receipts in the provided envelope, and do all receipts show proof of payment? *If you are missing itemized receipts, you will be required to fill out an exception form with an explanation to be submitted with your reimbursement.*
- Are you submitting this form more than 60 days after the event occurred? *If yes, you will be required to fill out a "90- day justification" form with an explanation for the delinquency, and submit it with your reimbursement.*
- Have you designated the account to charge this reimbursement?

For Travel and Expense Reimbursements:

- Claiming Mileage? Please specify where mileage was incurred (from where, to where). *Please print off a copy from Google Maps confirming driving mileage.*
- Claiming Group Dinners? Please specify the names, institutions, and titles of those that attended the dinner. *Please enter this in the expense report in NUFinancials.*
- Airfare/Travel Itineraries are required for all travel reimbursements, even if you are not claiming it. *These are required for auditing purposes. Reimbursements will not be processed without this documentation.*
- Per Diem? Only allowable on foreign trips over 14 days, and must conform to federal rates. Rates can be found at the following website: http://aoprals.state.gov/web920/per_diem.asp *Please include this documentation along with your receipts.*
- Expenses in Foreign Currencies? Use your credit card statement to reimburse actual charges, or use a foreign currency website, such as: <http://www.oanda.com/convert/fxhistory> *Please include this documentation along with your receipts. The exchange rates used must be the same date the expenses were incurred.*

Want to help expedite your reimbursement request?

The following list is not mandatory, but will help speed up the processing of your reimbursement:

- Double-sided Pages: Please avoid double-sided printouts of receipts.
- Taping Receipts: Receipts must be a) taped COMPLETELY on all four sides (no uncovered edges). It is best to organize the receipts in the same manner as entered in NUFinancials, and any credit card receipts should be taped adjacent to the itemized receipts.
- Expense Report Numbers: If you decide to tape receipts, please write the expense report number in the top right hand corner of each page.