

Entering Expense Reports

All reimbursements are made through Northwestern University Financials, [NUFinancials](#). You will need to enter your netID and password to access the system. Choose the 'Expenses' title and then the 'Create Expense Report' tile. You should now be at the 'General Information' page.

Create an expense report for each conference or event. If you are submitting reimbursements for books, supplies, academic memberships, etc. you can group them together into one report.

Make sure all of your receipts are itemized and list the date of purchase, method (credit/debit card, cash), and the full amount. Scans of hardcopy receipts and confirmation emails converted to PDFs are allowed.

Choose an option from the drop-down 'Business Purpose' selection that best matches the expense. For books, supplies, or misc. academic items you can choose 'Professional Development.' Provide a 'Description' which will be the title of the report. You do not need to enter anything for 'Default Location,' 'Reference,' or 'Expense Supervisor.' Also, you do not need to enter anything into 'Accounting Defaults.' You can upload PDFs of your invoices or receipts to the 'Attach Receipt' field or you can email them all to the Financial Assistant. When finished choose 'Add Expense.'

Add new expenses as needed and remember to save the report as you go. For the date, select the date of the purchase and not current date. Choose the 'Expense Type' that best fits the item. Take note of 'domestic' and 'foreign' options. Provide a short description (ex. flight, lunch, book, taxi, etc.) if the item is fairly self-explanatory. If you are unsure or feel like the item needs a justification feel free to write more. Choose 'Cash or Personal Credit Card' from the 'Payment' drop down and enter the amount. If the amount is in a foreign currency, leave the currency option as 'USD' and the Financial Assistant will enter the correct conversion for the date of purchase. Conversion rates are based on information provided by [Oanda](#). You do not need to adjust 'Billing Type' or 'Accounting' information.

For group meals, list all people in attendance on the drop down option. Maximum reimbursement for group dinners is \$65.00/person. Group dinners of 4 or more will require an exception form which the Financial Assistant will provide you to sign.

If you wish to claim per diem instead of expensing individual meals, domestic and international rates can be found on the [U.S. General Services Administration website](#). Travel days are 75% of the meals and incidentals rate and all over days are the full amount. Note, you will not need to provide meal receipts if you claim per diem. You can still submit transportation (Uber, Lyft, train, taxi, etc.) receipts. Make sure to provide your flight/train/bus (if purchased) and hotel invoices even if you are not expensing them for per diem confirmation.

When finished, choose 'Review and Submit.' You will see an error message: "Errors exist in this report, submission not possible until the errors are corrected." This is normal. The Financial Assistant will enter the accounting information and submit the report.

Email the Financial Assistant the expense report number as well as any PDFs of receipts (if you did not upload to the report). If you attended a conference, please provide a link to the conference website. If you think an expense needs a justification or more detail, please email as well. This will help troubleshoot questions that might come from the finance office.