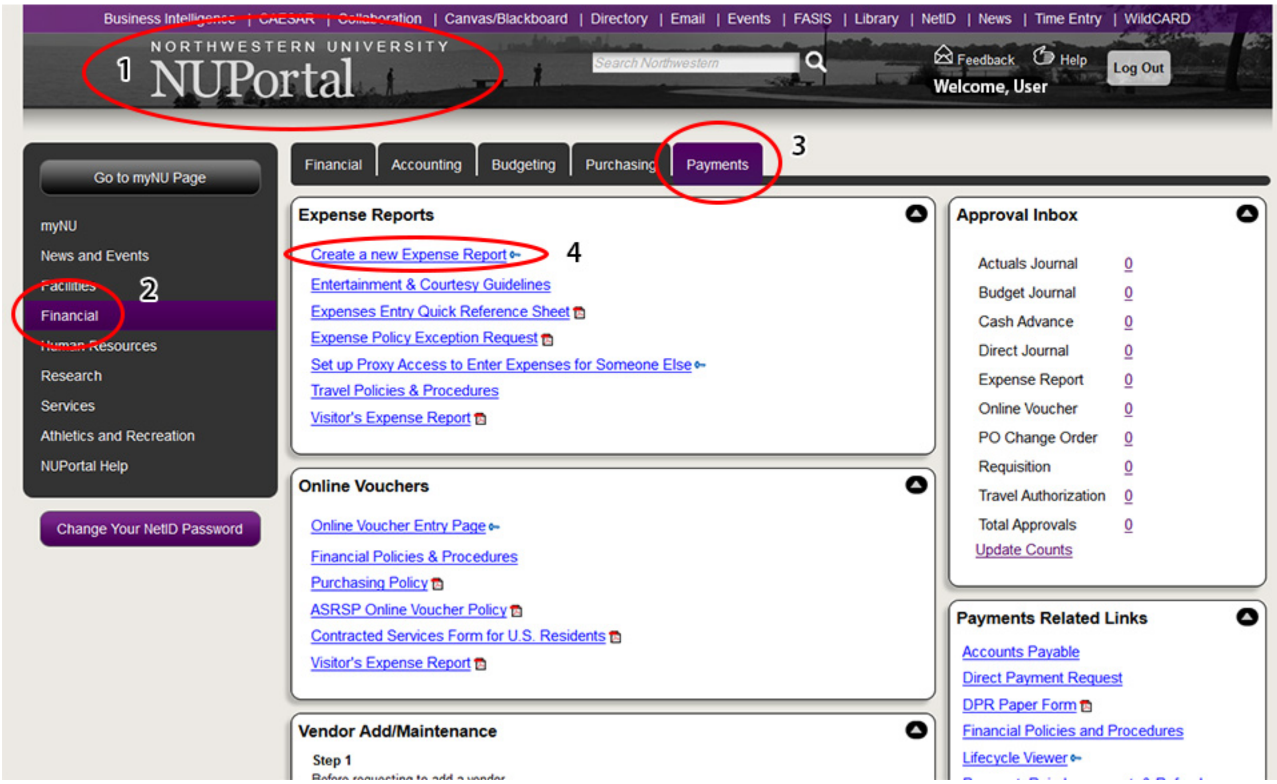
WCAS Expense Report Navigation

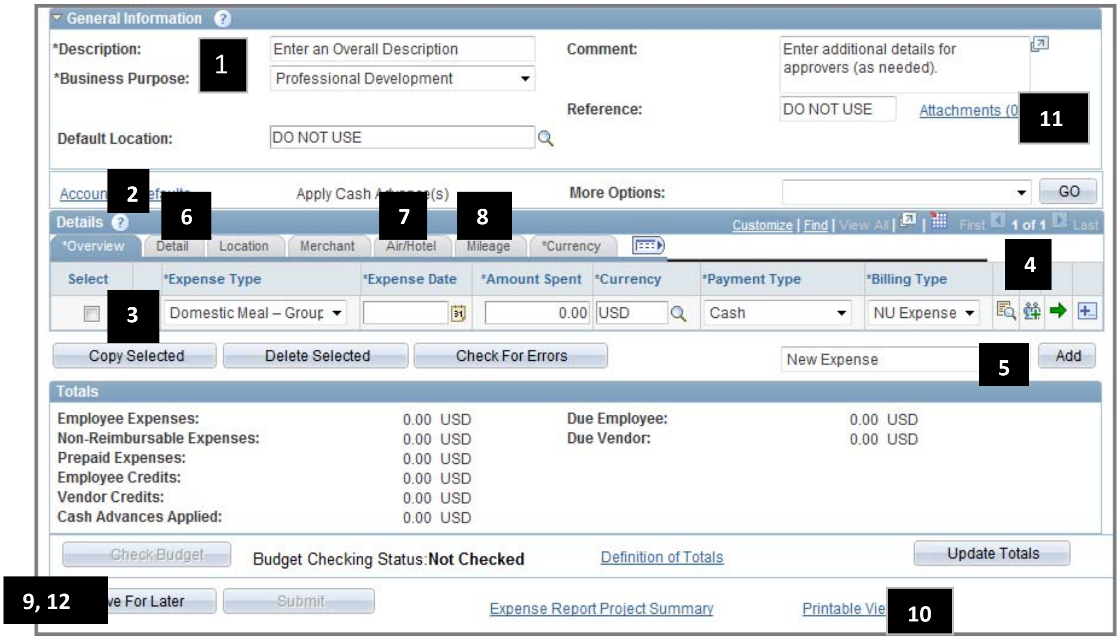
Log in to https://nuportal.northwestern.edu

Navigation: NUPortal > Financial > Payments tab > Expense Reports > Create a new Expense Report



Alternate Navigation: NUFinancials > Employee Self-Service > Travel and Expense Center > Expense Report > Create

WCAS Expense Report Quick Reference



1a. Enter an overall **Description** of your expense.
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).
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, missing receipt, 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, Yahoo Maps, etc.).
9. Click **Save for Later.** Click **Check Budget**, and then click **OK.**
10. Upon a Valid Budget Check, Click the **Printable View** link to print out a copy for signatures. Obtain the signatures of the employee and their supervisor.
11. Scan and attach the signed Expense Report, taped-down receipts, and other supporting documentation (90-day memo and policy exception form, if applicable) in **Attachments** (under the Comment field).
12. Click **Save for Later.**
13. **Submit your taped and ordered receipts to the Business Office**

Last Updated 9/15/2015