• Navigation: NUPortal > Financial > Payments tab > Expense Reports > Create a new Expense Report or NUFinancials > 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.

1. Enter an overall Description and select a Business Purpose from the drop down 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, 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. 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, receipts, and other supporting documentation in Attachments (under the Comment field).
12. Click Submit, and then click OK.