Filing Expense Reports for Reimbursements

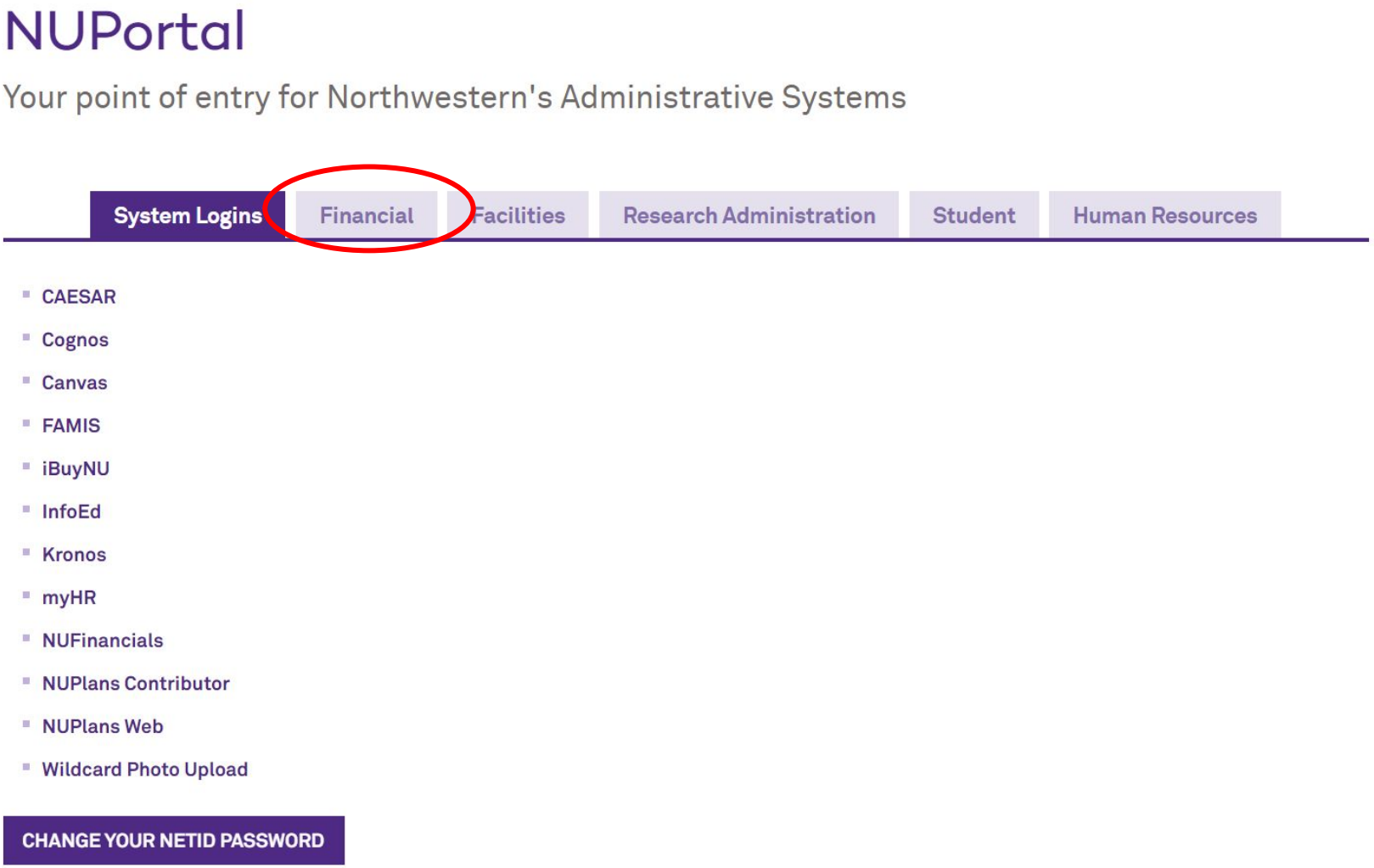
Last updated on: Aug 2018

Last updated by: Sarah

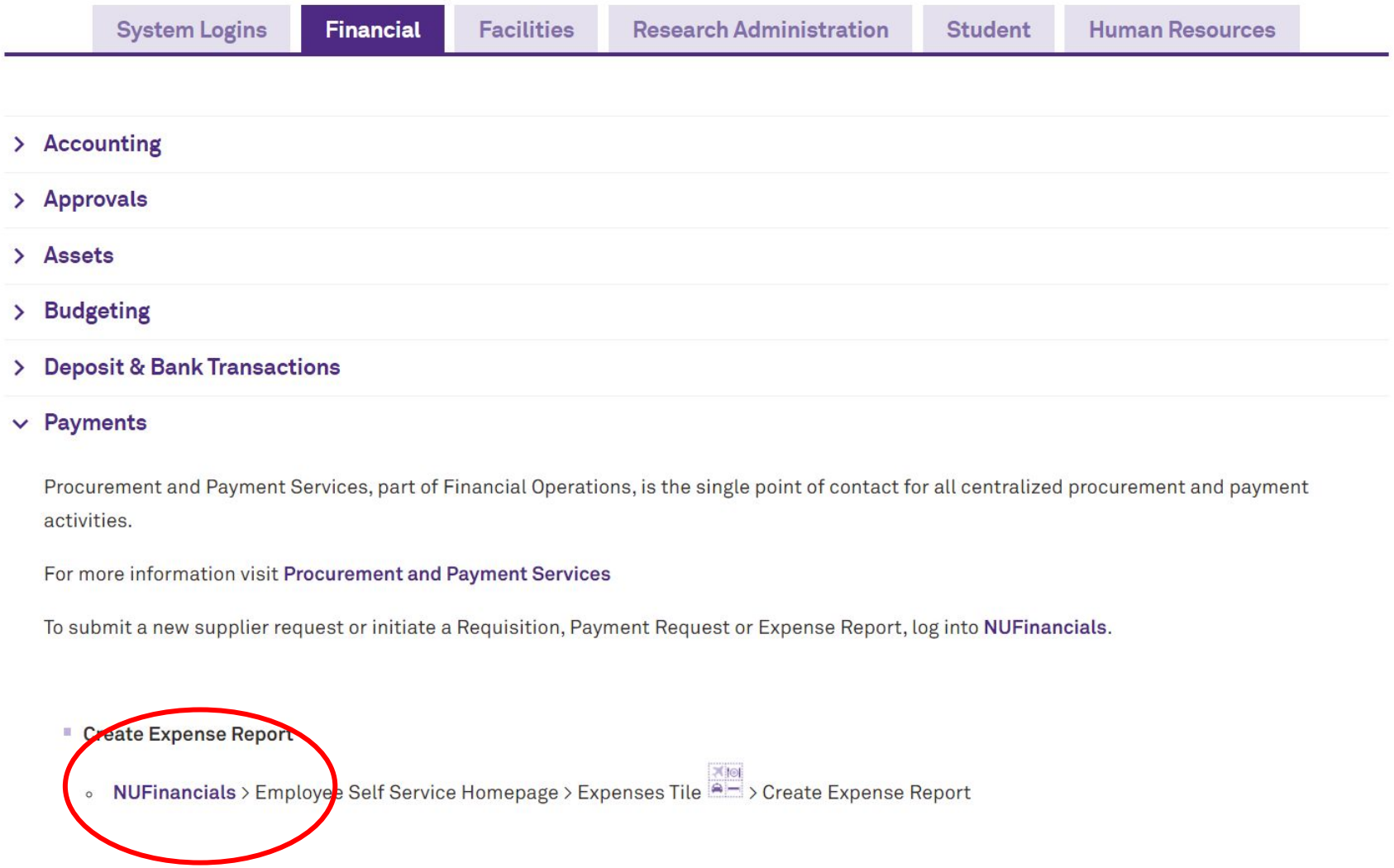
Guidelines Before you Begin

- You must have an **ITEMIZED** receipt.
- The receipt must indicate you have paid (if you used a credit/debit card the last 4 digits of the card should be displayed).
- Any tips must also be included on this receipt (can be written in).
- We cannot reimburse alcohol so if ordering alcohol at a restaurant ask for a separate receipt for alcohol.
- You must include a list of all attendees. If the attendee list isn't finalized, put in the info that you already know and write that the rest is TBD.
- You need a digital and paper copy of your receipt to turn in. Keep a copy for yourself.
- Use the Northwestern tax exemption number to avoid sales tax.
- Step 22 involves contacting Kelly Williams in the MSE Office for an account number. Keep this in mind when submitting reports off-campus or at the last minute.

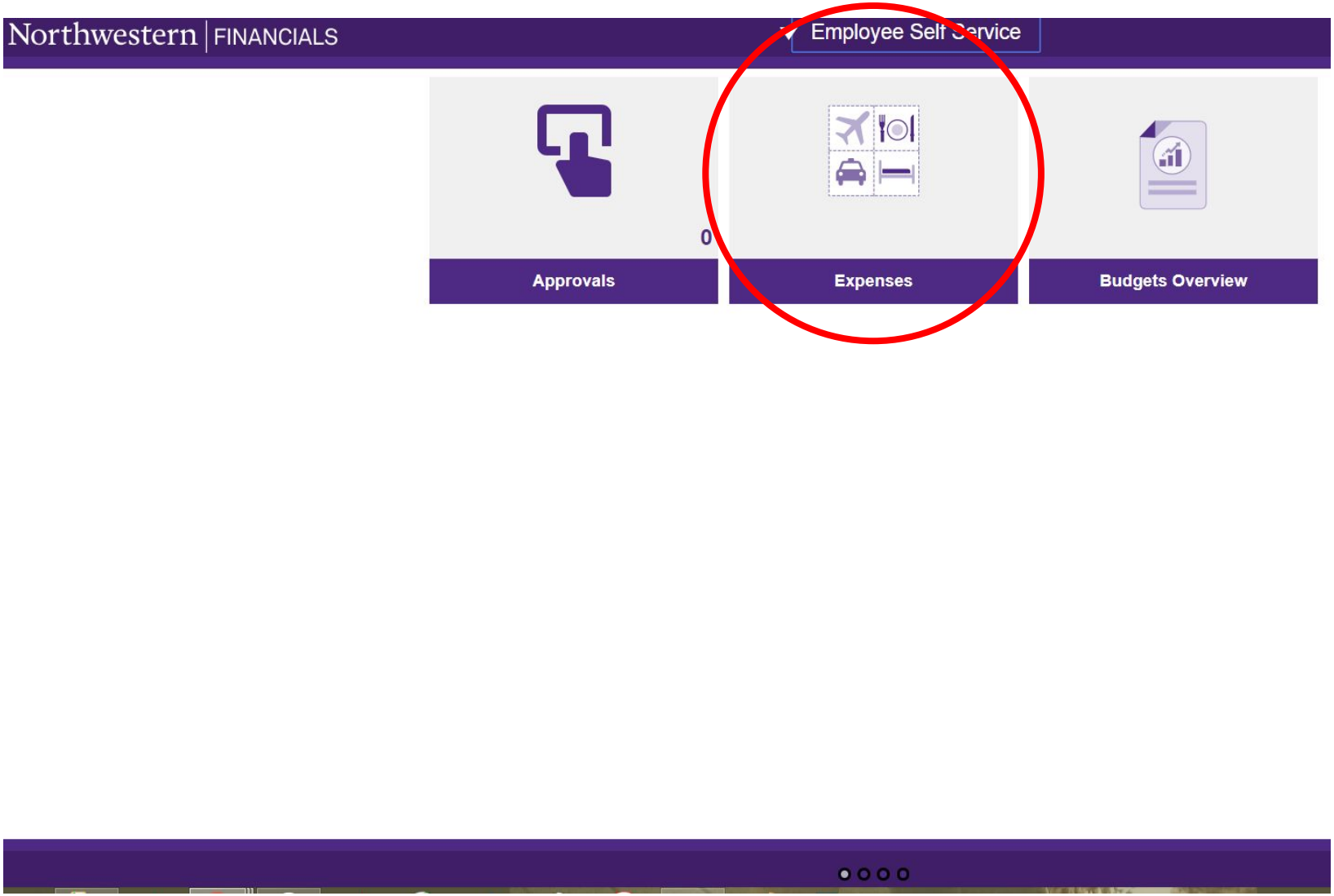
1. Go to NUPortal (https://nuportal.northwestern.edu/) and login using your netID and password. (When you click on “Log in” it will take to NU Online Password, this is fine)
2. On the top of the screen click on Financial



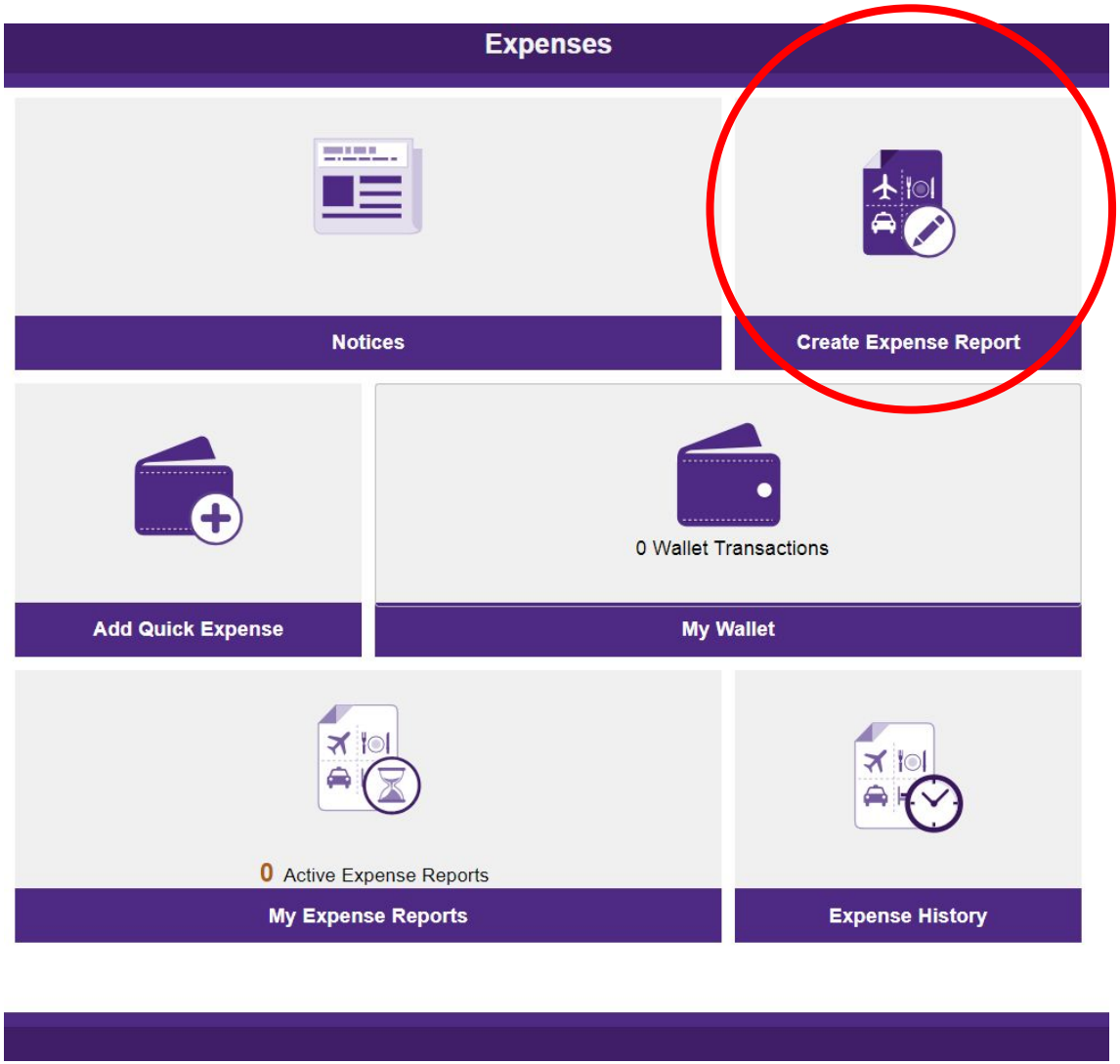
3. Under Payments, click on NUFinancials under “Create Expense Report.”



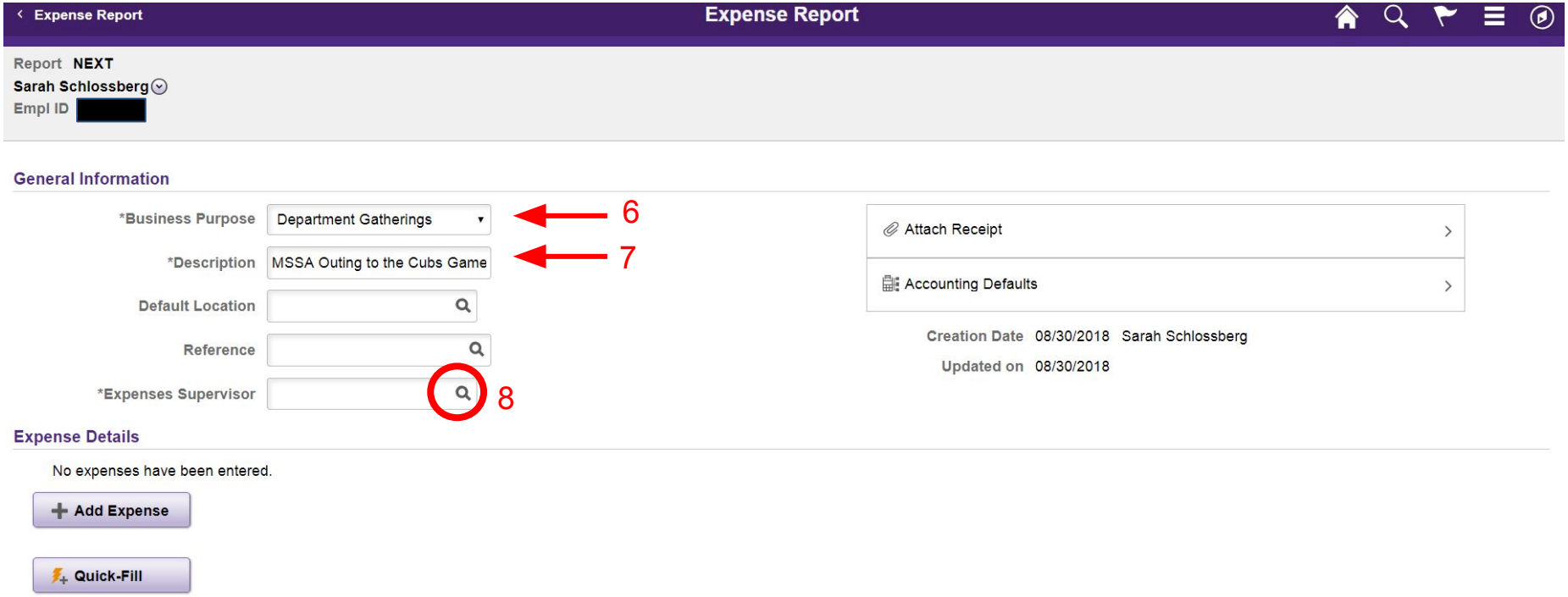
4. Click “Expenses” Tile.



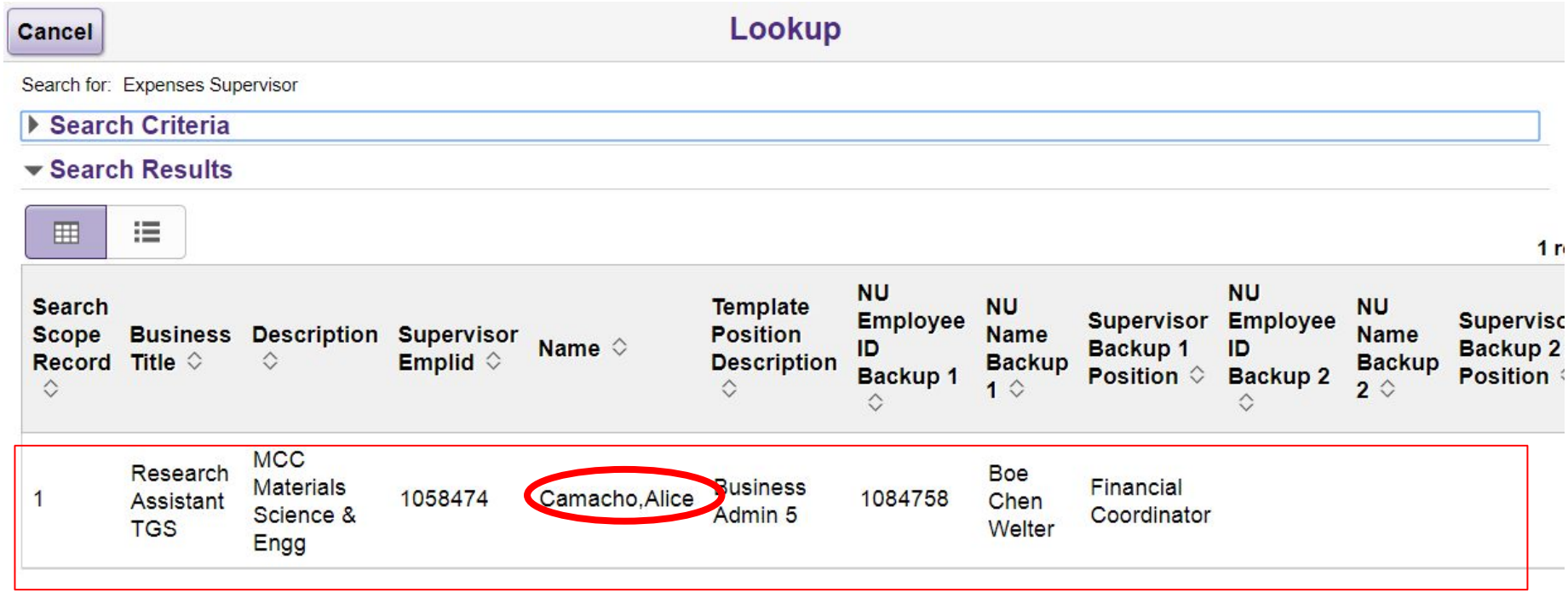
5. Click “Create Expense Report.”



6. Select a relevant activity from the “Business Purpose” dropdown.
7. Fill in “Description.”
8. Click the circle next to “Expenses Supervisor.”



9. A box will pop up to lookup the relevant supervisor.
10. If Alice or another member of the MSE office comes up, select that row.
    Your PI may come up as an option. That is an okay selection, but they will have to "approve" the expense, though it will still be charged to MSSA.



Cancel

Lookup

Search for: Expenses Supervisor

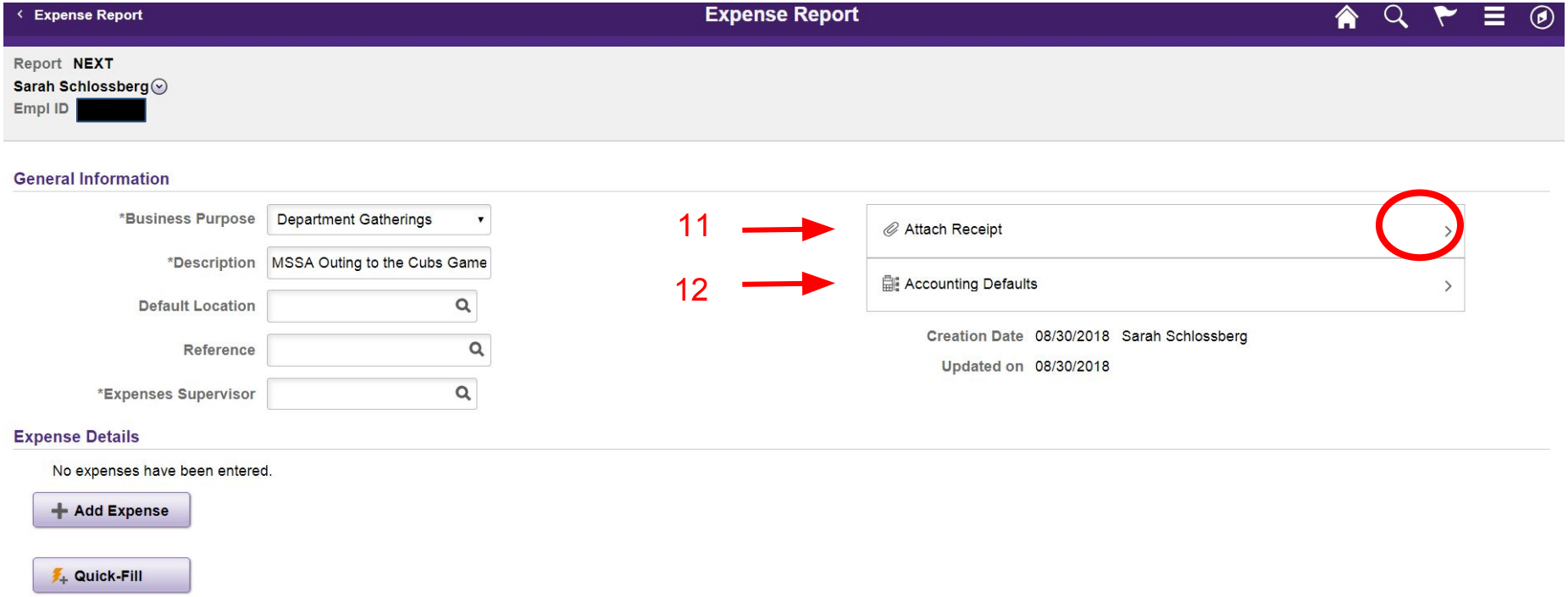
Search Criteria

Search Results

1 r

Search Scope Record	Business Title	Description	Supervisor Emplid	Name	Template Position Description	NU Employee ID Backup 1	NU Name Backup 1	Supervisor Backup 1 Position	NU Employee ID Backup 2	NU Name Backup 2	Supervisc Backup 2 Position
1	Research Assistant TGS	MCC Materials Science & Engg	1058474	Camacho,Alice	Business Admin 5	1084758	Boe Chen Welter	Financial Coordinator			

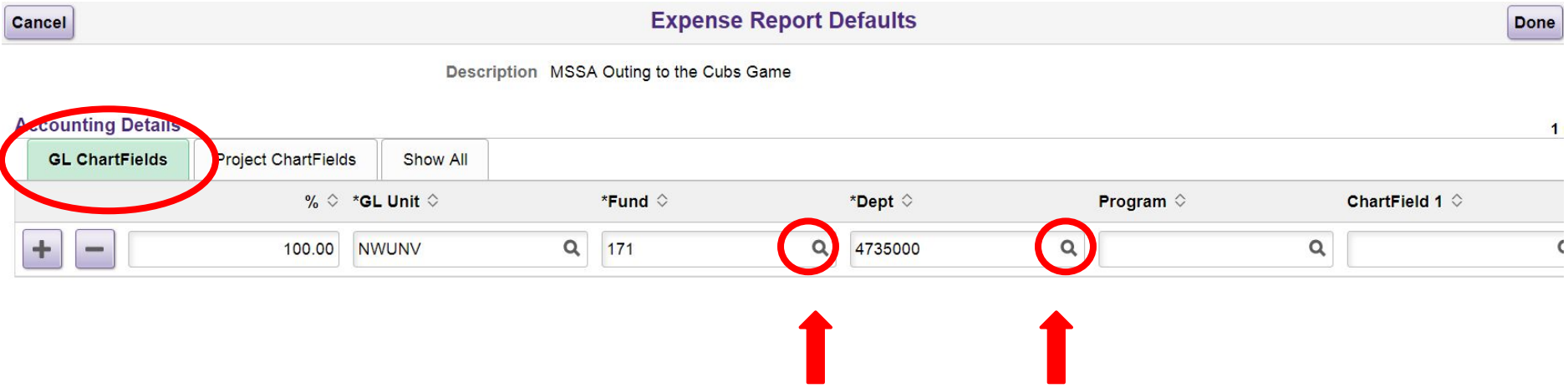
11. Attach receipt. There should be a number inside this circle, when the receipt(s) is/are attached.
12. Click “Accounting Defaults” to add your chartstring.



13. Fill out chart string information from left to right for “GL ChartFields.”
Example chart string: 123 4735000 10001234 01 12345

Fund Department Project Activity Account

Filling out the chart string:
1. Put NWUNV for “GL Unit.”
2. Add Fund number.
3. Add Department (“Dept”) number.
4. leave “Program” blank
5. Leave “ChartField 1” blank

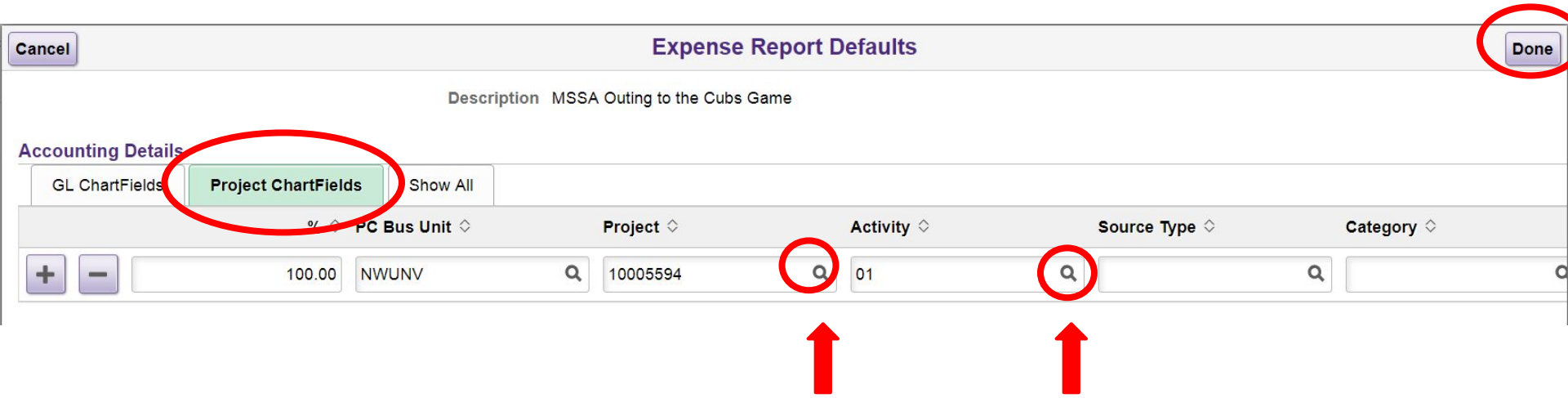


Click on the magnifying glasses to look up information.

13. Fill out chart string information from left to right for “Project ChartFields.”
Example chart string: 123 4735000 10001234 01 12345

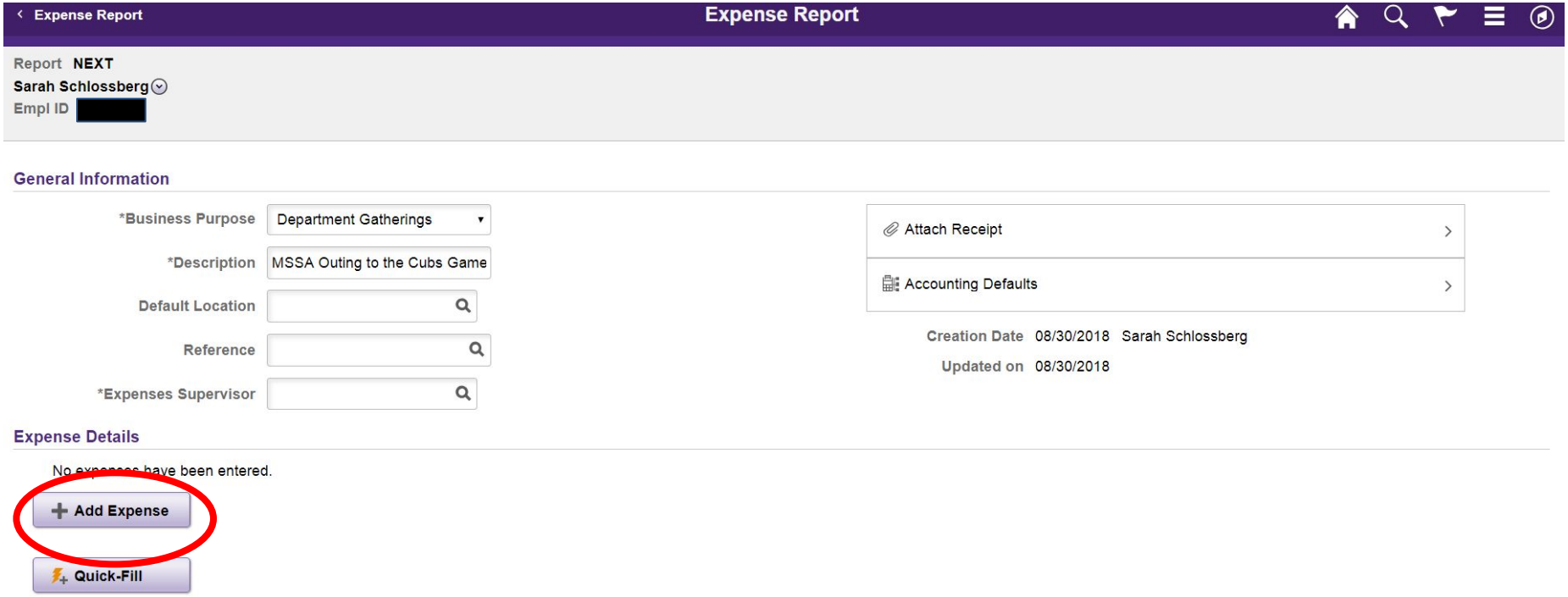
Fund Department Project Activity Account

Filling out the chart string:
1. Put NWUNV for “PC Bus Unit.”
2. Add Project number.
3. Add Activity number (default 01).
4. Leave following boxes blank.
5. Press Done.

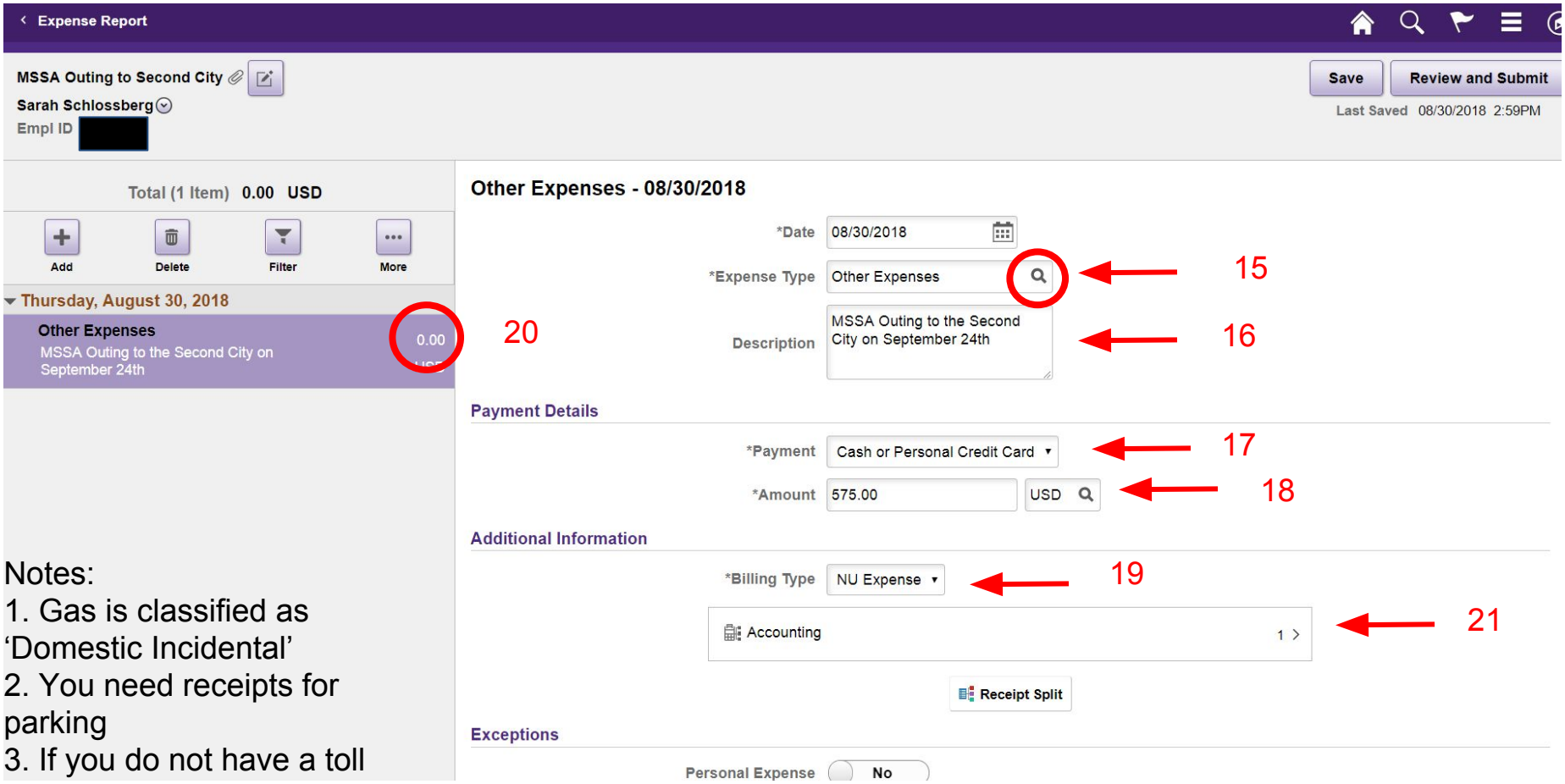


Click on the magnifying glasses to look up information.

14. Click “Add Expense.”

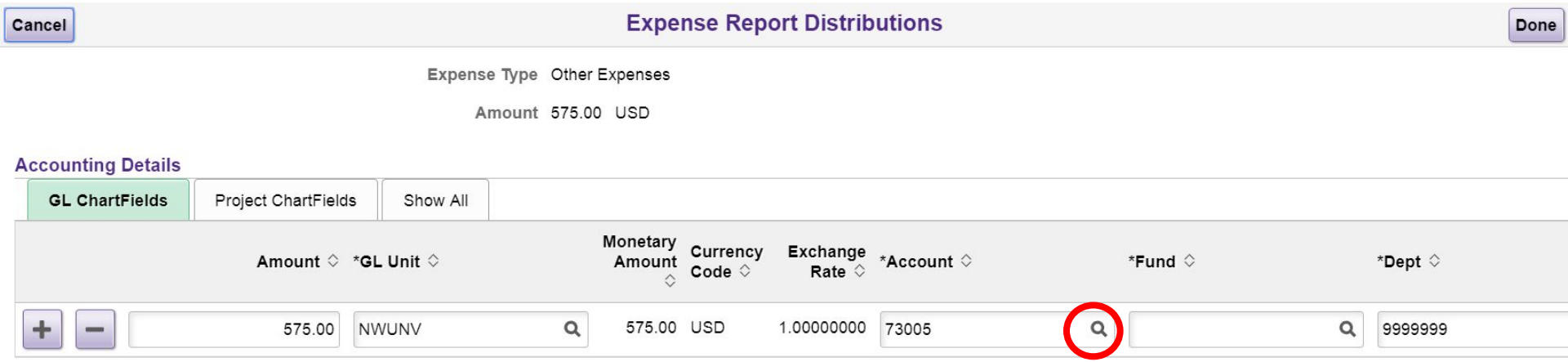


15. Fill in Expense type, (16) Description, and (17) Payment type.
18. Fill in reimbursement amount.
19. Select “NU Expense.” If this is automatically selected, click it anyway. Your reimbursement amount should auto-fill into the circle at left (20).
21. Select “Accounting.”

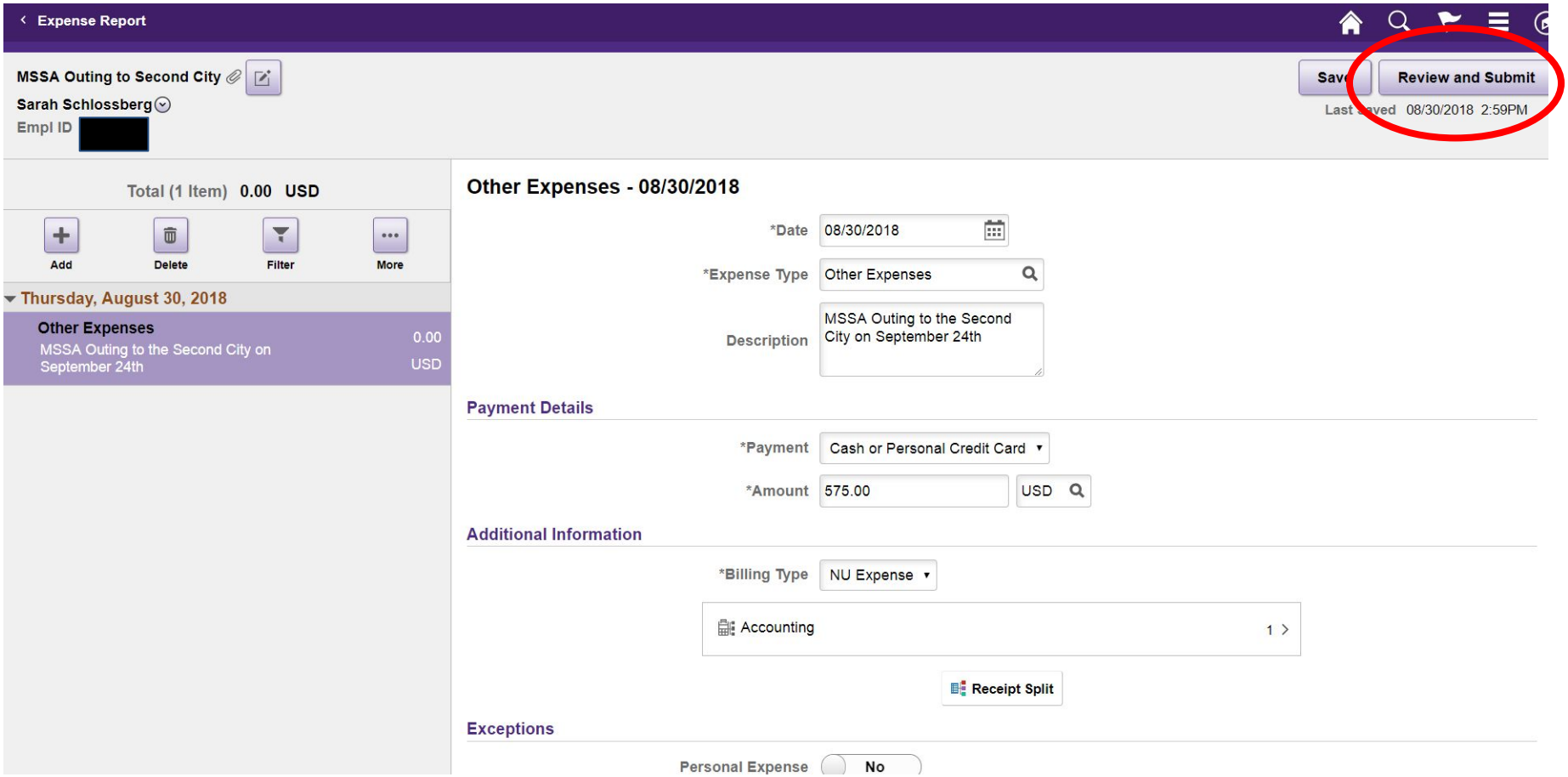


Notes:
1. Gas is classified as ‘Domestic Incidental’
2. You need receipts for parking
3. If you do not have a toll receipt select “No receipt’

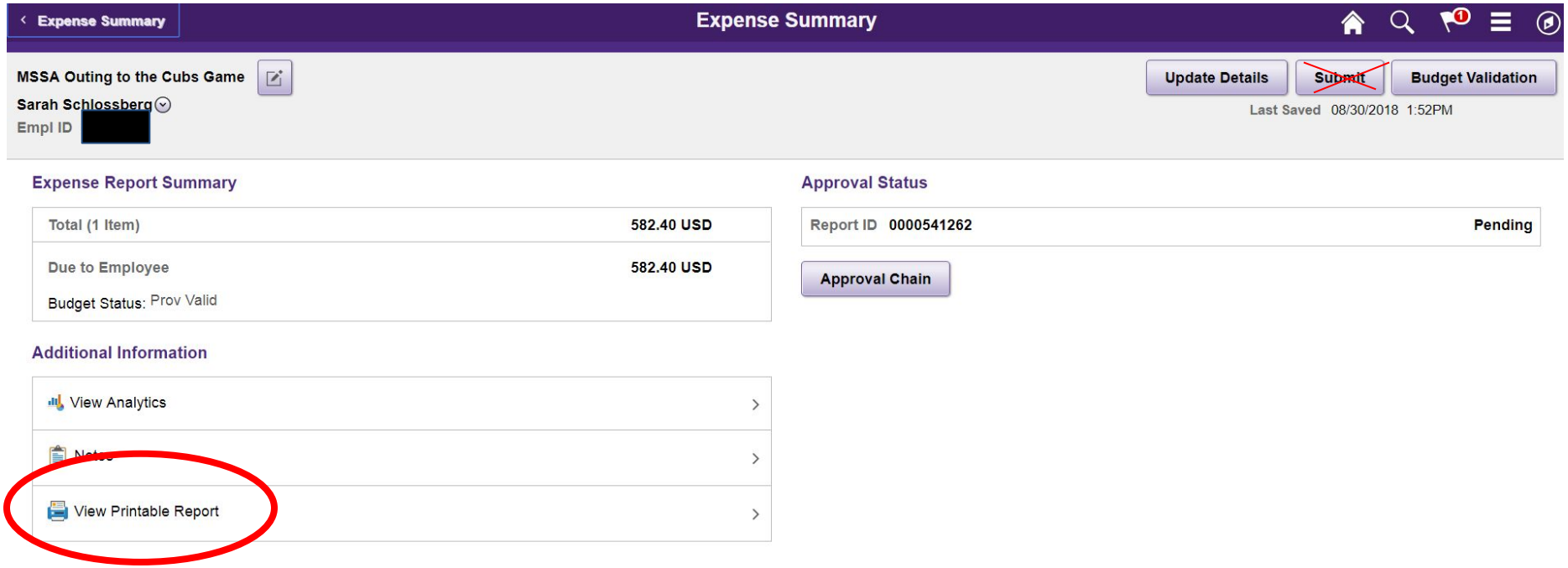
22. Add the Account number. This is specific to the type of purchase made. The list of account numbers is held by Kelly Williams in the MSE Office. Contact her for help determining what to put in this field.



23. Select “Review and Submit.”



24. Click “View Printable Report.” It will open in another tab.
25. Print this report and attach a paper copy of your receipt.
26. DO NOT sign the bottom of the report where it asks for your signature.
27. Attach a list of attendees to the event, or put as much attendee info as you have.
28. Turn this in to Kelly Williams in the MSE office.



29. You will receive an email when the report has been submitted to the system, it will then ask you to validate that your information is correct.

accounts-payable@northwestern.edu 3:52 PM (2 minutes ago)

to me

Dear Colleague,

We are pleased to let you know that the following expense report is ready for your approval, certifying that the expenses are appropriate and accurate.

Visit NUFinancials to approve the following expense report:

Expense Report Details:
Employee ID: 3044580
Employee Name: Schlossberg,Sarah
Report Description: MSSA Outing to Second City
Report ID: 0000541333
Business Purpose: Department Gatherings
Total Amount: 575.00 USD
Reimbursement Amount: 575.00 USD
Approval Level: ER Employee Certification Step

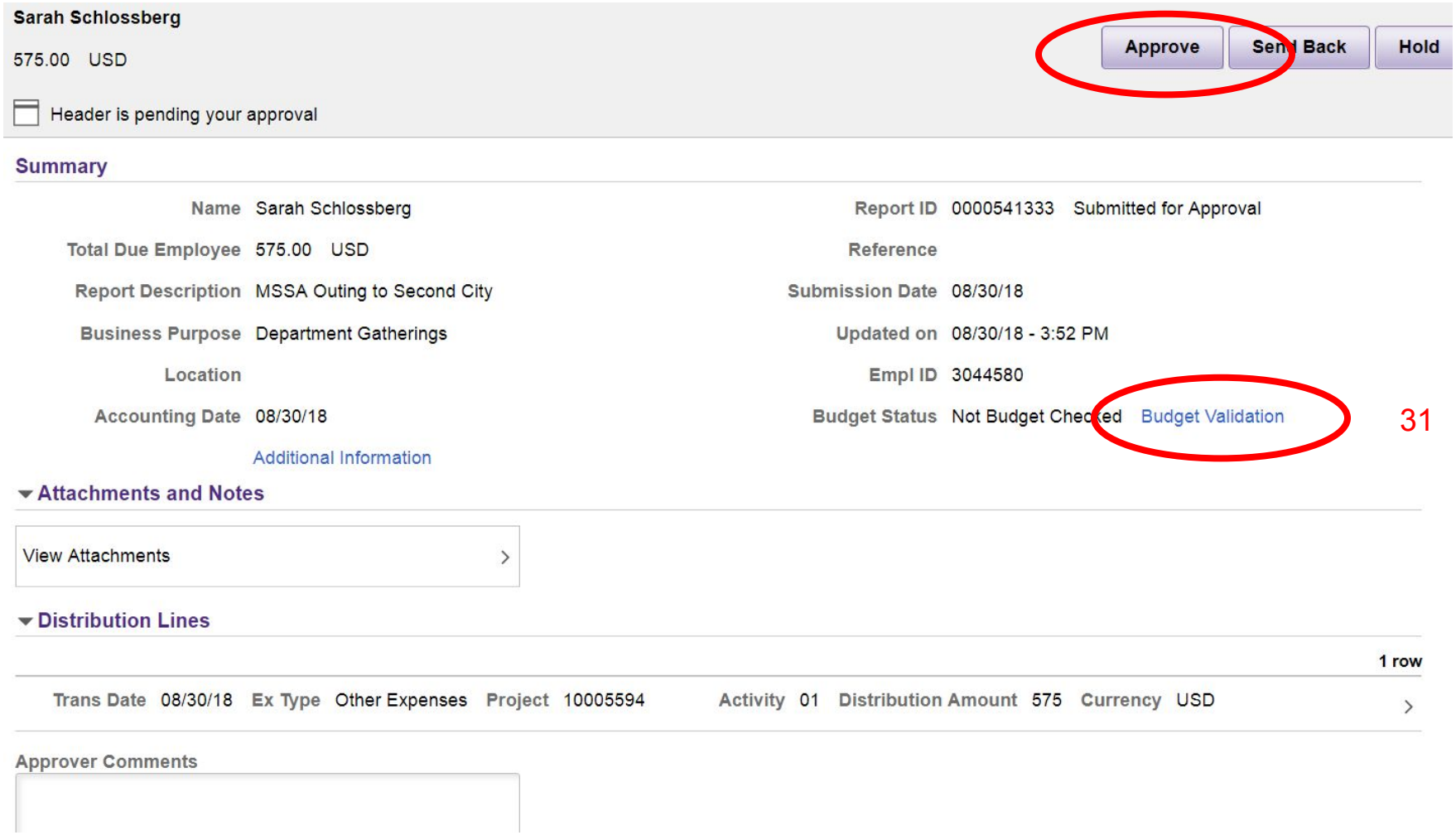
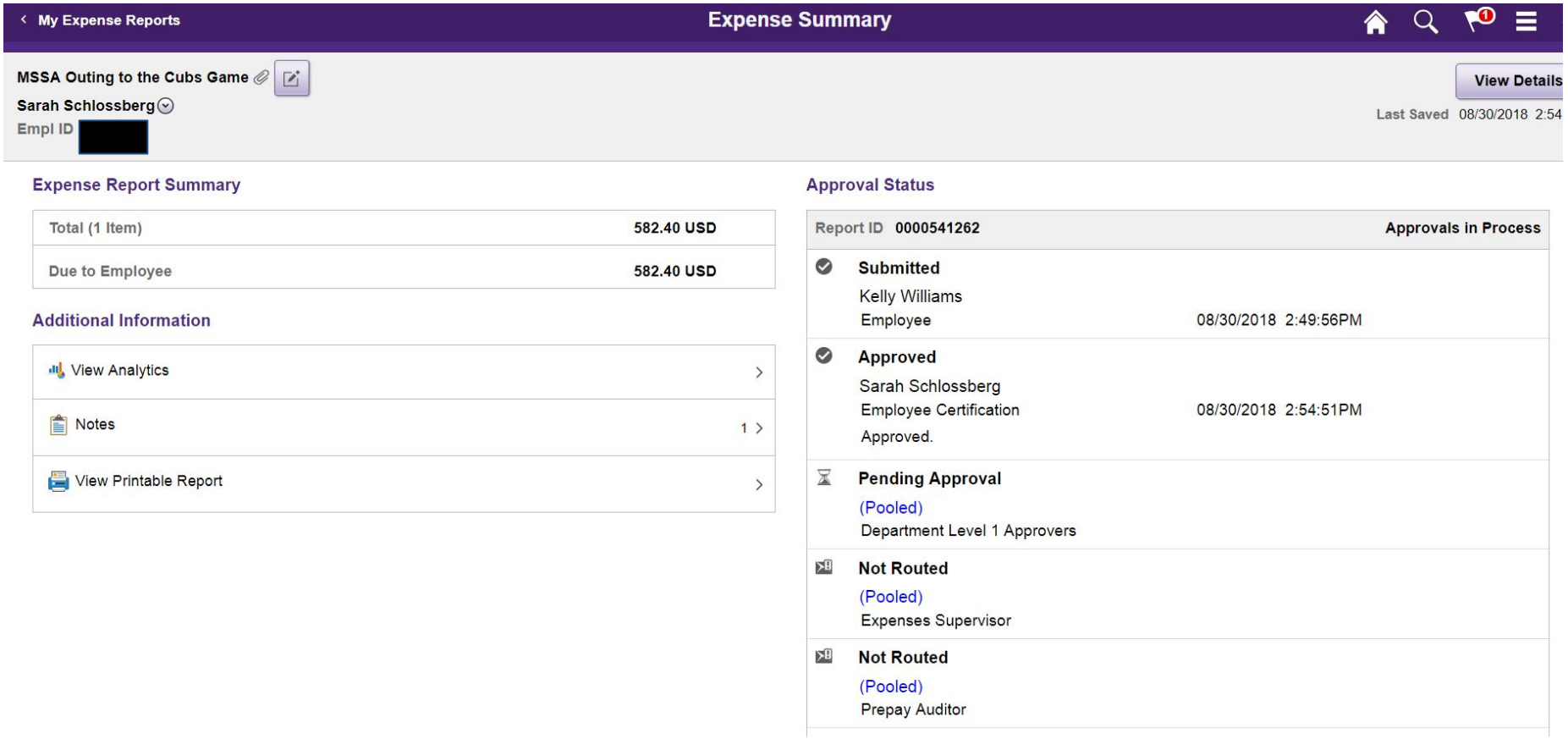
Please visit the Expense Report Roles and Responsibilities webpage to learn more about your role in the expense report process. For general questions on expense reports, please contact Accounts Payable at accounts-payable@northwestern.edu or 847.491.7339.

You are welcome to contact me if you have any questions about this message.

Thank you.

Guy Wilson
Manager, Accounts Payable
Financial Operations, Procurement and Payment Services
Northwestern University
gwilson@northwestern.edu
847.491.4445

30. Click “Budget Validation.” It should change to “Valid.” You must do this before step 31.
31. Click “Approve” and insert a comment.
32. Wait for your expense report to travel through the process.



33. You can track your report's progress by returning to the main "NU Financial" page → "Expenses" → "My Expense Report."