



## EXPENSE MANAGEMENT JOB AID

### Accessing the Expense Management System

- 1) Sign in to [my.rutgers.edu](http://my.rutgers.edu) using your Net ID & password
- 2) Click on the My Apps or Cornerstone tab
- 3) Select the tile for Expense Management (under Finance section)

*Please note that Expense Management is for employee reimbursements only. Reimbursements for non-employees must be processed through Marketplace.*

### Initial Set-Up

- 1) Add your bank account information for direct deposit (see [job aid](#)). Please note the following:
  - Direct deposit is STRONGLY suggested. Paper checks are mailed to the employee's campus address and often get lost/delayed. There is no option to mail to a home address.
  - Employee reimbursements are issued separately from regular pay. Bank account info does not carry over into Expense Management, you will need to manually add it.
  - This is a one-time setup, if you already completed this step you do not need to do it again (unless you have a new bank account).
- 2) Add a Delegate if another individual will be submitting reimbursements on your behalf (see [job aid](#))

### Creating an Expense Report

- 1) Click on Actions → Create Expense Report
- 2) Enter the Purpose (Eg. Presenter at XYZ Conference in Atlantic City, NJ)
- 3) Select Payment Method: ACH-BOA-PPD = direct deposit (recommended – see above), CHECK-BOA-EXP = paper check.
- 4) Under Expense Items, click the plus (+) sign
- 5) Enter the Date (day expense was incurred)
- 6) For Template select Rutgers Business Unit Expenses
- 7) Select the Type of expense from the drop-down menu (be as specific as possible). Additional fields will appear below and will vary depending on your selection.
- 8) Enter all required information (fields with \*)
- 9) Enter a Description
- 10) Review the Account string and modify as needed. The Account field will always populate to a default string however it may be incorrect and/or not the string associated with the department funding your reimbursement.
- 11) If your reimbursement is being charged to a Project, you will also need to enter the Project#, Task#, and Expenditure Organization, in addition to the Account string.
- 12) Add attachments (receipts, proof of payment, supervisor approval etc.) by clicking on the plus (+) sign next to "Attachments".
- 13) When you are finished, click the arrow next to Close and select Save.
- 14) After you have saved, click Close. This will bring you back to your Expense Report.
- 15) If you have additional expense items to add, repeat steps 4-14 as many times as needed.
- 16) When your Expense Report is fully completed, click Submit.

- 17) It will be routed electronically for review and approval with the SON Finance department and then the RU Auditing department.
- 18) If any corrections or additional information is needed, the SON Finance department will contact you.
- 19) After your Expense Report has been approved by all required parties, reimbursement is generally issued within 1-3 business days

#### **Creating a Cash Advance Request**

- 1) Click on Actions → Request Cash Advance
- 2) Enter the Amount (should only include estimated expenses to be incurred by employee)
- 3) Enter a Purpose (Eg. Presenter at XYZ Conference in Atlantic City, NJ)
- 4) Enter Trip Start & End Date
- 5) Click on the plus (+) sign next to "Attachments" to add signed Travel Approval (TA) Form and other supporting documents (estimated expenses, conference brochure/agenda, etc.)
- 6) When your Cash Advance is fully completed, click Save, then click Submit
- 7) It will be routed electronically for review and approval with the SON Finance department and then the RU Accounting department.
- 8) If any corrections or additional information is needed, the SON Finance department or RU Accounting will contact you.
- 9) After your Cash Advance has been approved by all required parties, the funds will be issued approximately 2 weeks prior to your trip start date
- 10) Upon return from your trip, please submit an Expense Report ASAP so that the Cash Advance can be reconciled.
- 11) The system will automatically apply the Cash Advance to your Expense Report. You will be reimbursed for the difference. Or, if some of the funds were unspent, you will be asked to submit a check to University Accounting to return the balance.

*Please note that Cash Advance Requests must be completed by the employee who will be receiving it. Cash Advances are considered a personal loan by the university and therefore cannot be requested by a Delegate.*

**For reimbursement policy & procedure information, please visit the SON website Finance page:**

<https://nursing.rutgers.edu/finance-department/>

**Please contact the following SON Finance department staff with any questions:**

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