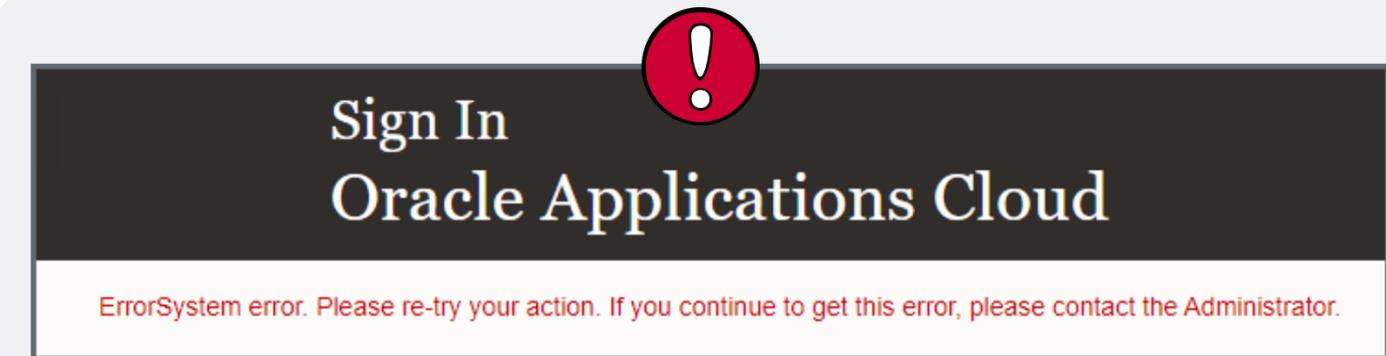
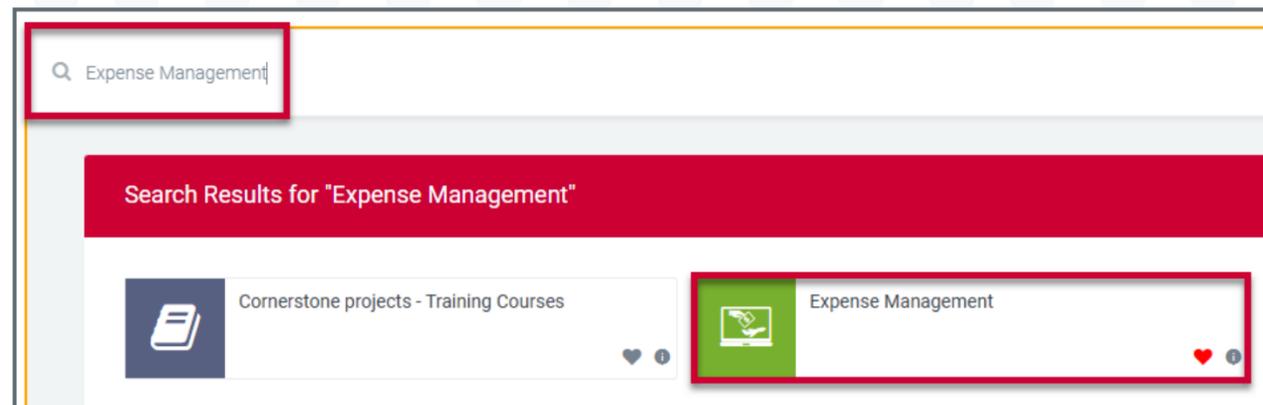


Accessing Oracle Expense



The Expense Management application can be accessed from the myRutgers Portal located at my.rutgers.edu

- In your myRutgers portal, search for '**Expense Management**' and favorite the tile by clicking on the heart.



- **If an Error message occurs upon signing-in to Oracle Expense, you might not have access. In this case:**

- Go to the [UFA Forms and Templates](#) page
- Under **Financial Information System Access Forms** select the **Expense Management** Form
- Complete the form and obtain necessary approvals
- Scan/Email the form to cloudaccess@finance.rutgers.edu

- **Employees also require a Finance Approver be assigned. If your Finance Approver leaves or if you change departments, the Finance Approver Form must be completed:**

- Go to the [UFA Forms and Templates](#) page
- Under **Financial Information System Access Forms** select the **Finance Approver Change** Form
- Complete the form and obtain necessary approvals
- Scan/Email the form to cloudaccess@finance.rutgers.edu