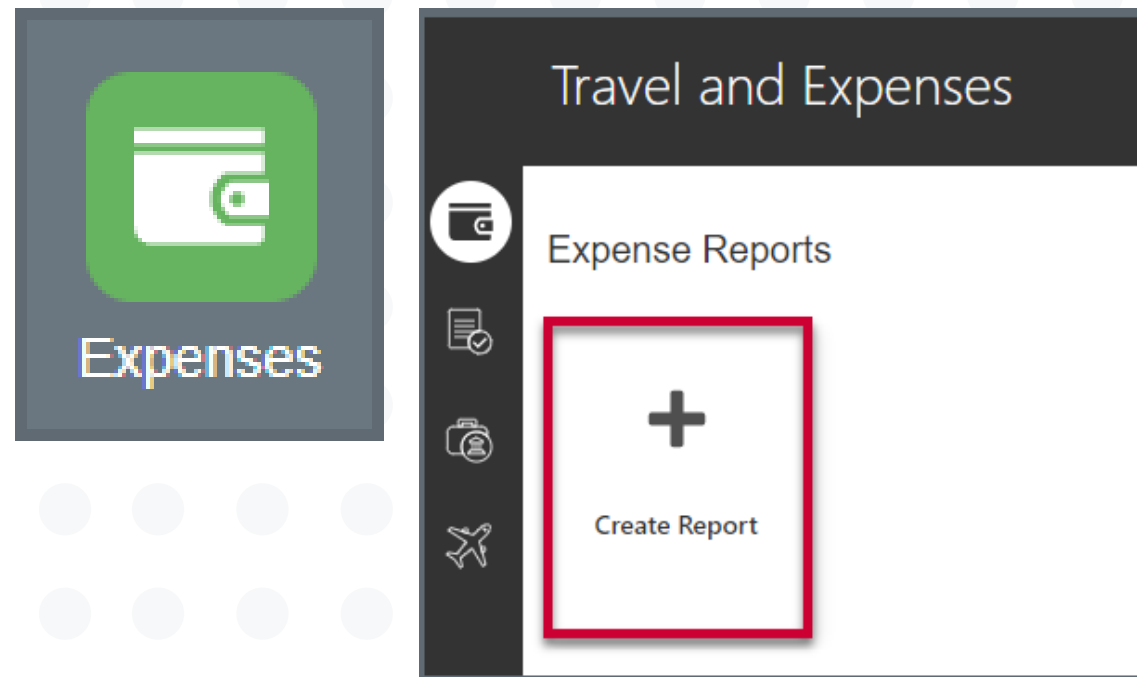
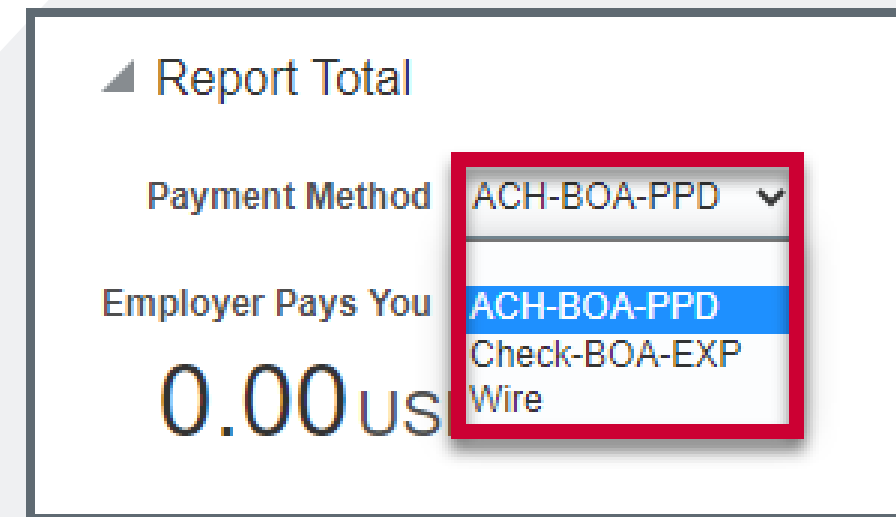


# Creating an Expense Report

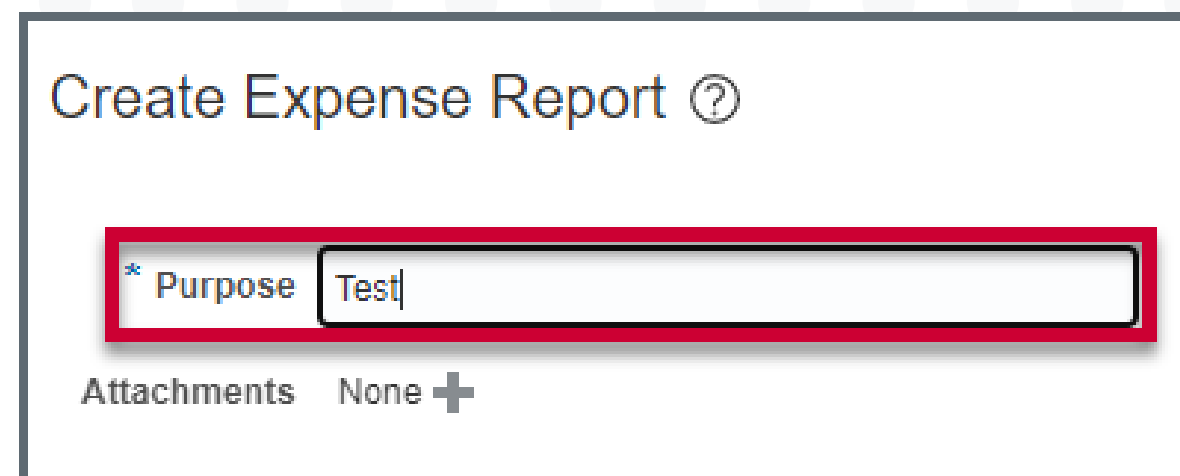
- On the Expense homepage, click the **'Create Report'** tile.



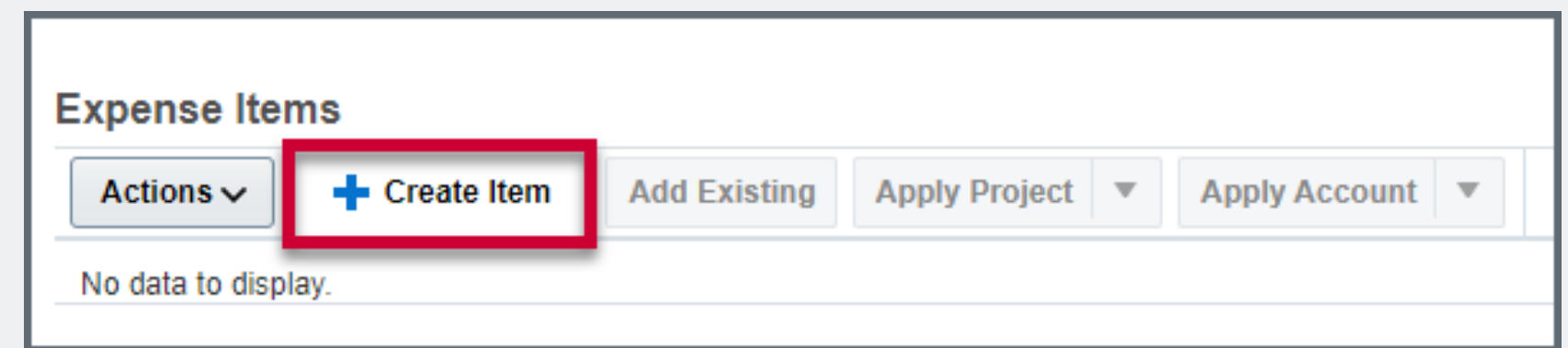
- Select the **Payment Method** using the dropdown.
- ACH-BOA-PPD** - Direct deposit to employee bank account from Rutgers Bank of America account
- Check-BOA-EXP** - Check payment from Rutgers Bank of America account (**DO NOT USE**)
- Wire** - Wire payment (**DO NOT USE**)



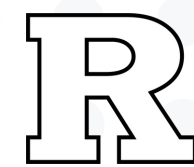
- Add the purpose for the reimbursement. It should contain the who, what, where, when, and why.



- To add items to your report, click the **'Create Item'** button under **Expense Items**.



# Creating an Expense Report



Fill out the required fields in the form:

- **All fields with an asterisk must be filled out in order for the report to be submitted; otherwise, an error will occur.**
- **Date** - Select today's date
- **Template** - Use the dropdown to pick a template. In most cases it will be Rutgers Business Unit Expenses; all other templates are for Athletics
- **Type** - Choose the appropriate Expense Type from the dropdown menu. Different expense types ask for different information
- **Amount**- Enter the dollar amount for the specific item
- **Merchant Name** - Enter the company/ business name
- **Checkout Date** - Enter the date you checked out
- Other fields without the asterisk may be filled out as well if deemed necessary; for example, the **Description** field. Some expenses are self-explanatory and do not require further description while others might, as a description is helpful to approvers.
- **Account** - Each expense item carries its own accounting information. The GL account associated with the traveler automatically populates. **If you need to change the accounts being charged, please see the next section.**
- **Attachments** - Add attachments to the Expense Item. The attachments should be specific to that expense, unless all attachments are scanned as one document and labeled clearly.

Create Expense Item ?

\* Date 5/24/2022

\* Template Rutgers Business Unit Expenses

\* Type Travel - Lodging & Accommodati

Expense Location TAMPA, HILLSBOROUGH, FL

\* Amount USD 750.00

Number of Days 3

Daily Amount 250.00 USD

Reimbursable Amount 750.00 USD

Description One night hotel stay for..

\* Merchant Name Courtyard Marriott

\* Checkout Date 5/27/22

Account 900.1530.7240.0001.100.8300.56080.1

Project Number

Task Number

Expenditure Organization

Attachments

Drag files here or click to add attachment

Add File

Add Link

Receipt missing

Create Another