

Navigating to the Expense Management System

The Expense Management system can be accessed through Rutgers portal at my.rutgers.edu. Look for the Expense Management icon under the My Apps tab and Finance and Purchasing.

The screenshot displays the Rutgers myApps portal interface. At the top, the 'myRUTGERS' logo is visible on the left, and navigation links for Profile, Alerts, Feedback, Help, and Tutorial video are on the right. Below the logo is a horizontal menu with tabs for My Apps, My Dashboard, Welcome, Everyday, Cornerstone, Employee Self Service, Employee Resources, Campus Life, and Technology. Under the 'My Apps' tab, there are sub-tabs for News, Career Services, and Add Tab. A search bar and utility links (Hide Highlights, View, Location, and a settings gear) are located below the main navigation. The main content area is titled 'Finance and Purchasing' and contains a grid of application tiles. The tiles include: Lease Management System (with a 'New' badge), Rutgers Travel Online Booking Tool (SAP Concu... (with a 'New' badge), EZ Lease (with a 'New' badge), and Expense Management (with a red box around it). Each tile features an icon, a title, a 'New' badge, and a heart icon with a notification count.

Using the Expense Management System

The Expense Management System is your starting point for all activities related to expense reports and cash advances. All expense reimbursements and cash advances will be paid to the employee via direct deposit.

- For first time users, click on the Settings icon to set up Banking information and Manage Delegates.

Travel and Expenses

Owner Madelaine Corcoran

Click here [See All](#)

Expense Reports

Create Report

Not Submitted RBU0102972111
Updated 1,378 days ago
6 items **1,180.00** USD

Not Submitted RBU0102972078
Updated 1,378 days ago
2 items **800.00** USD

Available Expense Items (1)

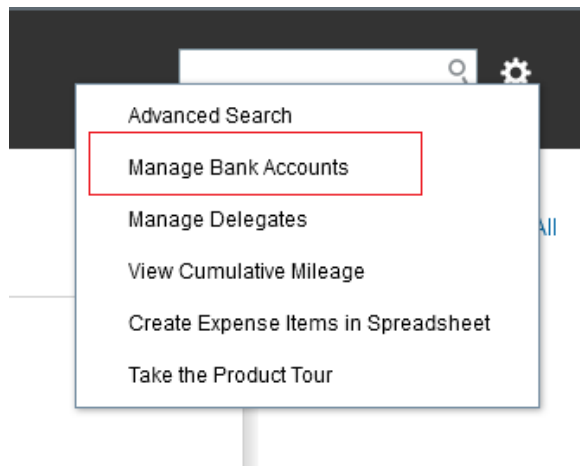
Actions [+ Create Item](#)

<input type="checkbox"/> Date	Type	Amount	Merchant	Location	Description	Attachments
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Bank Account Setup

To enter bank account information:

- Click the “Manage Bank Accounts” link from the Settings menu
- Click the + button to enter a new bank account
- Enter the required fields * along with Bank and Branch then click the **Save and Close** button

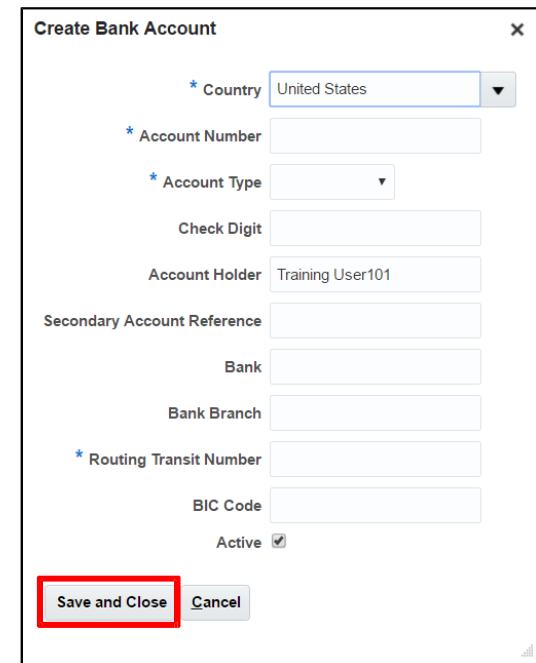


Manage Bank Accounts



Primary

No data to display.



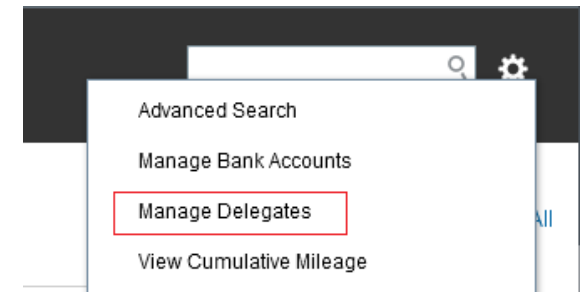
A screenshot of the "Create Bank Account" form. The form contains the following fields and controls:

- * Country: United States (dropdown menu)
- * Account Number: (text input)
- * Account Type: (dropdown menu)
- Check Digit: (text input)
- Account Holder: Training User101 (text input)
- Secondary Account Reference: (text input)
- Bank: (text input)
- Bank Branch: (text input)
- * Routing Transit Number: (text input)
- BIC Code: (text input)
- Active:
- Buttons: Save and Close (highlighted with a red box), Cancel

Adding Delegates

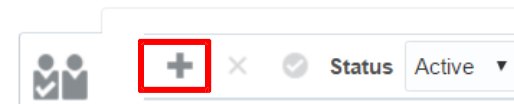
It is required to assign a delegate to submit the expense reports on your behalf. The delegate will review and enter the correct accounting string to charge the expenses to. Please contact our Business Services at business_admin@ejb.rutgers.edu to provide you with names of the appropriate delegates. To add a delegate:

- Click the “Manage Delegates” link from the Settings menu

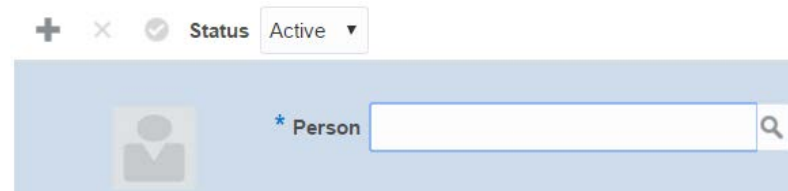


- Click the + button to enter a new delegate

Delegates and Permissions



- Click on the magnifying glass



Adding Delegates (continued)

- From Search and Select: Person, choose Advanced



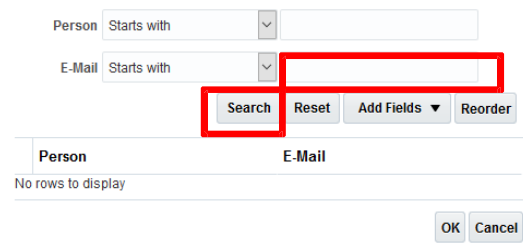
Search and Select: Person ×

Search

Match All Any

Advanced

- Type in the beginning of the delegate's email then click Search



Person Starts with

E-Mail Starts with

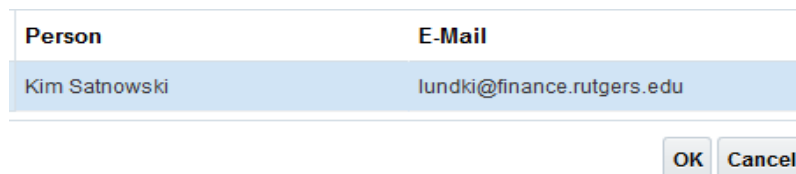
Search Reset Add Fields Reorder

Person E-Mail

No rows to display

OK Cancel

- Highlight the name of the delegate then click OK



Person	E-Mail
Kim Satnowski	lundki@finance.rutgers.edu

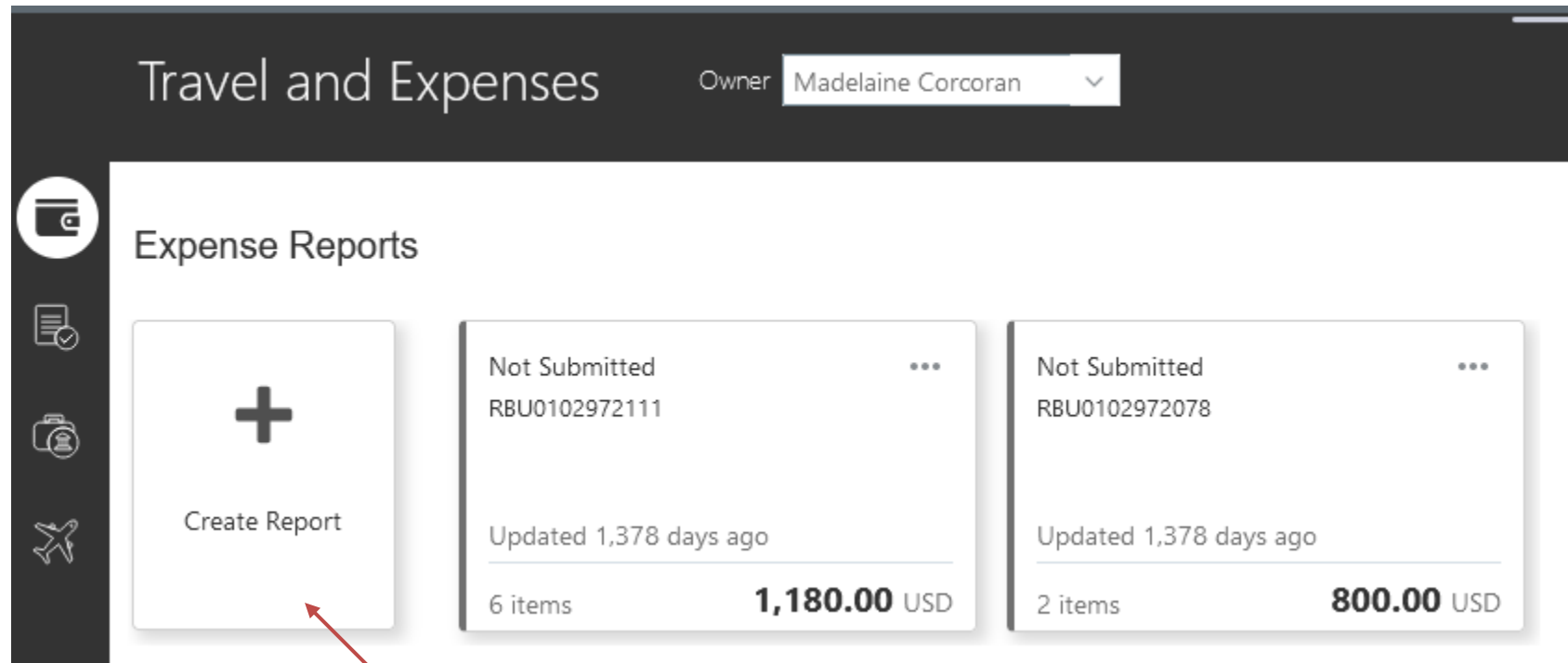
OK Cancel

- Final step, click Save and Close.

Enter Expense Reports

After entering your bank information and delegates, you are ready to begin entering expenses.

Click on the Create Report tile.



The screenshot shows a web interface for 'Travel and Expenses'. At the top, the title 'Travel and Expenses' is displayed next to an 'Owner' dropdown menu set to 'Madelaine Corcoran'. On the left, a vertical sidebar contains icons for a wallet, a document with a checkmark, a camera, and an airplane. The main content area is titled 'Expense Reports' and features three tiles. The first tile is a white square with a large black plus sign and the text 'Create Report'. A red arrow points from the text 'Click here' below to this tile. The second and third tiles are white squares with rounded corners, each containing the text 'Not Submitted' and a three-dot menu icon. The second tile has the ID 'RBU0102972111', 'Updated 1,378 days ago', '6 items', and a total of '1,180.00 USD'. The third tile has the ID 'RBU0102972078', 'Updated 1,378 days ago', '2 items', and a total of '800.00 USD'.

Click here

Enter Expense Reports (continued)

- Type the purpose of your business expense in the Purpose field.
- Click + below to attach all supporting documents: completed [travel and business expense \(TABER\) spreadsheet](#), receipts, conference agenda or itinerary. Or you may send the documents to business_admin@ejb.rutgers.edu and your business delegate will do it for you.
- Click the Save button when done. Send an email to business_admin@ejb.rutgers.edu to let the business staff know your expense report is ready for review and submission. Do **NOT** click on the Submit button.

Create Expense Report ?

Save ▼ Submit ▼ Cancel

* Purpose

Attachments None +

▲ Report Total

Payment Method

Employer Pays You 0.00 USD

0.00 USD

Expense Items

Actions ▼

+ Create Item

Add Existing

Apply Project ▼

Apply Account ▼

No data to display.

Request Cash Advances

You may request cash advances for work-related expenses that you are going to incur while traveling using the Expense Management System. **Delegates cannot request a cash advance on behalf of someone else.** Cash Advances of more than \$100 per day for meals and incidentals require a justification letter to be submitted along with the Cash Advance request. To request a cash advance:

- Click on the suitcase icon on the left side of the screen.
- Click on Request Cash Advance button.
- Enter the required fields and click the **Submit** button to submit the Cash Advance for approval

The image displays two screenshots from the Expense Management System. The left screenshot shows the 'Travel and Expenses' dashboard with a sidebar containing a suitcase icon. A red arrow points to this icon with the text 'Click here'. The main content area shows 'Expense Reports' with a 'Create Report' button. The right screenshot shows the 'Cash Advances' page with an 'Actions' dropdown menu where 'Request Cash Advance' is highlighted with a red box. To the right of these screenshots is a detailed view of the 'Request Cash Advance' form, which includes fields for 'Advance Amount' (with a USD currency selector), 'Purpose', 'Advance Type' (set to 'Travel'), 'Trip Start Date', 'Trip End Date', and 'Attachment' (set to 'None'). The form has 'Save', 'Submit', and 'Cancel' buttons at the top.