Expense Management System

1. **Gaining Access to the Expense Report System:**

   Complete the Rutgers' Financial Management System (FMS) Expense Management Access Form found at https://uco.rutgers.edu/files/d-04-expense-mgmt-v2020-01-02docx

2. **Navigation to Expense Report System:**
   a. Go to the My Rutgers Portal (https://my.rutgers.edu/)
   b. Login using your netid and password
   c. Under the My Apps tab, click on the Expense Management icon (located under the finance group).
3. **Setting up your profile**
   a. Set up direct deposit for reimbursements:
      i. You must enter bank account information in the system before entering your first expense report. This is a one-time setup required for reimbursement. Whether or not you choose to have the reimbursements done by direct deposit, you must enter this information.
      ii. Navigate to the Travel and Expenses Portal (instructions above)
      iii. Click Manage Bank Accounts link from the Tasks menu (Tasks icon all the way to the right of the screen (small icon looks like a sheet of paper with three lines)
      iv. Click the+ button to enter an account
      v. Enter
         1. Country
         2. Account Number
         3. Account Type
         4. Account Holder (Name)
         5. Bank (Name)
         6. Routing Number
         7. Click the Save and Close button.
      vi. After new screen with the line item comes up, click Done.
   b. Set up your delegate (for SCI, this is the person that will review your expense report to make sure all is completed and all policies are being followed before submitting to the Finance approver):

i. Click Manage Delegates from Tasks menu (Tasks icon all the way to the right of the screen (small icon looks like a sheet of paper with three lines)

ii. Click the+ button to enter a new delegate

iii. Enter the name of the person using the search function

iv. Click Advanced

v. Add name or email address in the Person field, click Search

vi. Name(s) come up, select the correct one, click OK

vii. Click Save and Close

4. **Creating an Expense Report (**each individual faculty and/or staff will prepare their own expense report (input all expenses and scan receipts) **:**
   a. Navigate to the Travel and Expenses Portal.
   b. Go to Actions drop down list (top right side of screen)
   c. Select Create Expense Report
   d. Add purpose.
   e. Click the **+ Create Item** the button under the Expense Items section to add items to the report.
   f. Populate the following fields:
      - Date (the date of the individual expense)
      - Template: should always be the default: "Rutgers Business Unit Expense"
      - Type – This indicated the type of expense and this dictates what other fields need to be filled out.
      - Expense Location
      - Amount
      - Description. (This should be as descriptive as possible)
        - Name of conference and year
        - Who the expense was for (if multiple people)
        - What the expense was for
      - Merchant name: the name of the vendor (airline, hotel, etc.)
      - Others, depending on type of expense
      - Please add the Project number and task number, if applicable.
      - To add receipts or other attachments, click Attachments Drag files here or click to add attachment
      - The name of the file will populate automatically in the Title field
      - Enter a description of the receipt in Description field
      - To add more expense items, click the Create Another button
      - If you are finished adding individual expense items, click **Save and Close**
      - Once completed, an email must be sent to the assigned delegate so that they will know they need to go into the system to review the expense report.

- Once the delegate completes his/her review, they will then submit the expense report to the SCI finance approver on your behalf.
- Once the SCI finance approver completes the final review, then the expense report is submitted for reimbursement.

5. **SCI Delegates:**

Assigned delegates	
COM Chair/Program Director(s)	Danielle Yglesias
JMS Chair/Program Director(s)	Marisol Porter
LIS Chair/Program Director(s)	Linda Dondero
Student Services staff & SCI students	Andrea Sacco
Doctoral students	Danielle Lopez
Dean's/Business Office (includes IDTS & research staff)	Mayra Howell
CHI	Yvonne Sultan
IT & Strat Com	Stacey Porter
PDS	Maryanne Surowiec