

How to Prepare a Northwestern Expense Reimbursement Information for PBC PhD Students

Log into the NU Portal: <https://nuportal.northwestern.edu/>

Enter your netID and password.

Click on Financial in the left navigation bar.

Click on Payments (last tab at right)

Click on Create a New Expense Report

Enter your student ID (the number on your Wildcard – (7 digit number – begins with 2 normally)

New page comes up titled “Expense Report Entry” – your name and ID number will appear at the top of the page.

Quick Start Dropdown Selection: “A Blank Report” – click on **GO**

Description: You must enter the letter **A** along with **Reimbursement** (for example). The A indicates that it is a Life Sciences reimbursement and it helps with the approval process in the WCAS Dean’s Office, Life Sciences Business Office, etc. Proper format for this is A: Reimbursement

Comment Box: Please enter the general details of your expense – Example: PBC Seminar Speaker 1/30/14

Business Purpose: Always select “Special Subsistence” for your expense reimbursements.

Default Location: Leave this blank.

Accounting Default: The PBC program assistant can provide you with the chart string; Business Unit: Click on spy glass and it will indicate: NWUNV; Click this which will complete entries for the accounting default.

The use of this chart string by PBC students is intended only for preparation of expense reimbursements.

More Options – Leave Blank

How to Enter Specific Expenses in the Overview Tab

If you’re being reimbursed for a seminar speaker lunch/dinner, you will select Domestic Meal Group from the Expense Type drop down menu.

As you work yourself across this row, you’ll be asked to enter the following:

Expense Date
Amount Spent
Currency (use only if foreign currency involved)

Please leave payment type and billing type columns blank.

There's an icon on the Domestic Meal Group tab indicating "people" – Click on the icon and please list the names of each person attending dinner/lunch, etc. For your fellow PBC students, indicate Student, Northwestern University. For the speaker, it is sufficient to provide their name and the category "Speaker".

Other options frequently selected by PBC Students:

Lab Supplies
Domestic Airfare
Domestic Alcohol (must be on a separate receipt when you host a seminar speaker for dinner)
Domestic Private Auto Mileage (current reimbursement rate is .56/mile)
Domestic Public Ground Transportation (taxi, bus, etc.)
Domestic Tolls and Parking

There are also "Foreign" categories with the same names

Airfare/Hotel Tab

If you have traveled and stayed at a hotel, you will need to complete the air/hotel tab indicating the number of nights you stayed.

Mileage

For auto mileage incurred during field research, please enter the number of miles driven and the form will calculate the rate (currently .56/mile as of 1/1/14)

Overall, if you have multiple entries beyond the space provided, please click on the plus sign on the right side of the page.

Totals Section - system calculates this for you.

After all of your expenses have been entered, always click on Save for Later before proceeding to the next step which is "**Check Budget**". The screen it takes you to, instructs you to click OK. Once the budget has been checked to make sure sufficient funds are in the designated chart string, the budget checking status will indicate **Valid** in green.

Please make sure that Susan has checked all of your entries and discussed any necessary corrections with you (especially if this is the first time you've completed a reimbursement request).

Please do not click on the Submit button. Leave that part of the process to Susan.

About the Receipt Attachments

Previously, when receipts were included for a reimbursement, it was necessary to tape all four sides of each receipt to the designated page of the reimbursement documentation (it's the additional page that has the identifying number on it for receipt submission).

New changes have been made to the NU Financials System that permits one small piece of tape on each side of a receipt to anchor it on the page (two pieces of tape maximum). This prevents the receipts looking skewed on the scanned document page which is not acceptable by NU Financials.

Once the receipts have been attached, they will need to be scanned (i.e., hand placed on the document glass of the copier in Hogan 2-144).

The entire expense reimbursement after the approval signature has been provided must be scanned and attached for submission to the Life Sciences Business Office.