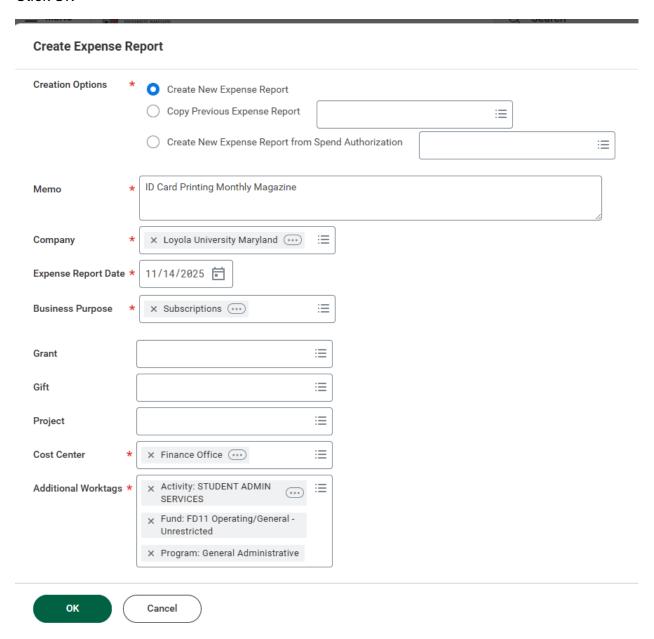## Create Expense Report

Creation Options: Create New Expense Report

Memo: Any description to explain reason for reimbursement

Business Purpose: Select from list

Cost Center & Additional Worktags- where the funds are to be paid from.  May require grant/gift/project tags as well.
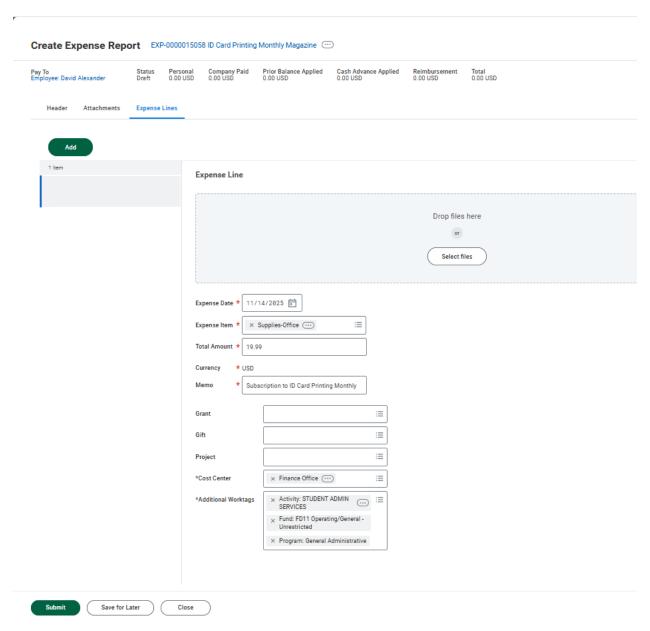
Click OK

Next page, click Add

Attach receipt(s) by dragging and dropping files to gray box or use Select files button.

Expense item: Select from list

Memo: Any description to explain reason for reimbursement

Cost Center & Additional Worktags are automatically populated from first page. Can be changed for each individual expense if required.



Click Submit and it will be sent to whomever is responsible for the Worktags.