

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

Create Expense Report

Creation Options *

☒ Create New Expense Report

☐ Copy Previous Expense Report

☐ Create New Expense Report from Spend Authorization

Memo *

ID Card Printing Monthly Magazine

Company *

x Loyola University Maryland

Expense Report Date *

11/14/2025

Business Purpose *

x Subscriptions

Grant

Gift

Project

Cost Center *

x Finance Office

Additional Worktags *

x Activity: STUDENT ADMIN SERVICES

x Fund: FD11 Operating/General - Unrestricted

x Program: General Administrative

OK

Cancel

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.

Create Expense Report EXP-0000015058 ID Card Printing Monthly Magazine ...

Pay To Employee: David Alexander	Status Draft	Personal 0.00 USD	Company Paid 0.00 USD	Prior Balance Applied 0.00 USD	Cash Advance Applied 0.00 USD	Reimbursement 0.00 USD	Total 0.00 USD
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Header

Attachments

Expense Lines

Add

1 Item

Expense Line

Drop files here
or
Select files

Expense Date *

11/14/2025

Expense Item *

x Supplies-Office ...

Total Amount *

19.99

Currency *

USD

Memo *

Subscription to ID Card Printing Monthly

Grant

Gift

Project

*Cost Center

x Finance Office ...

*Additional Worktags

x Activity: STUDENT ADMIN SERVICES ...

x Fund: FD11 Operating/General - Unrestricted

x Program: General Administrative

Submit

Save for Later

Close

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