

EXPENSE REPORTS

POLICY

Expense reports must be submitted at the end of each month and by the 10th of the following month. Late submittals may be denied. Submit only one expense report per month.

Expense reports are used for mileage allowance submissions and reimbursement for approved expenditures.

PROCEDURE

1. Login to MyHR
2. Click on Money Tab then click on Submit Expense Report
3. Click Employee T&E Center
4. Click Expense Report then click Create/Modify.
5. Click Add after verifying your NUID.
6. Enter all the required information under Create Expense Report page.
7. Click on Save for later. The request will be routed to the appropriate approver.
8. Click on Summary and Submit.

