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.

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HISTORY PAGE

Type of Change: New Major, Minor	Description of Change(s)	Name of Responsible Person/Date	Operations Director, Area Laboratory Review/Date	CLIA Laboratory Director Review/Date	Date Change Implemented
Minor	Updated procedure. Regional template revision	Ruby Co 11/5/18	Mary Lou Beaumont 11/5/18	Dr. Jana Pindur 11/5/18	11/5/18

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