Step 1**Go to My.rutgers.edu and log in with your NET ID and password

Step 2**Choose the Cornerstone tab at the top of the page

Step 3**Choose the Expense Management icon
Step 5. **PLEASE NOTE: .** Your “landing page” might skip to this page if you have expenses already started so don’t be startled if you don’t see step 4. . .

From here, you will create EXPENSE ITEMS to add to an EXPENSE report. Be sure the blue box around Expense Items is activated. Then, click the plus “+” sign to create an expense item.

**NOTE:** It’s important to create individual items before creating an expense report. For instance, day 1 of per diem is one expense, day 2 of per diem is another, airfare with receipt is another, mileage with Mapquest supporting doc is yet another. When you’ve created all the individual items, you can combine them to create a report.
For per diem, you’ll create a separate expense item for each of the days.

Below is a continuation of Step 6. in more detail

**Step 7:** Once you’ve created all expense items (you will be able to go back and edit if necessary), you can either create a report from the Expense items page by “Add to Report” or by returning to landing page. (See next page)
Step 8: Entering information in report. When the report page opens, you’ll have a blank spot to note the purpose of the trip and to attach supporting documents.

Add attachments that provide a general explanation like the conference URL or program.

Enter the purpose of your trip or purchase.

When the report is ready, click SAVE.

CHOOSE EXPENSE ITEMS TO ADD TO REPORT. Click in the expense item area (hold control CTRL for multiple selections. Then click “Add to Report.”
Step 9: Email Ellen, Cornelia and/or Sally to let them know the report is ready for review. Let these reviewers know if there were any problems (“I couldn’t get the system to recognize my attachments,” “I’m not sure if there is still funds left in my NSF or if this should be charged to research,” etc.)

Step 10: Reviewers (Ellen, Sally, Cornelia) may contact you with questions or make changes based on info you’ve provided. Once one of them hits submit, the expense form will be returned to you for final approval.

Step 11: After clicking “submit,” be sure the expense report is being routed to the appropriate person, follow the “how to check routing to correct approver” (http://www.math.rutgers.edu/docs/Tabers.html)

Tips for entering location in the drop down menu, i.e., the “Select Expense Location” drop down is temperamental.

The easiest way to find a location is to choose an Advanced search, choose “contains” from the drop down and enter a place name. It’s case sensitive so you need to capitalize the first letter (i.e., Chicago not chicago)

You would think “Chicago” (city of) would be the default location but it isn’t so you need to use the down arrow to locate the best option.