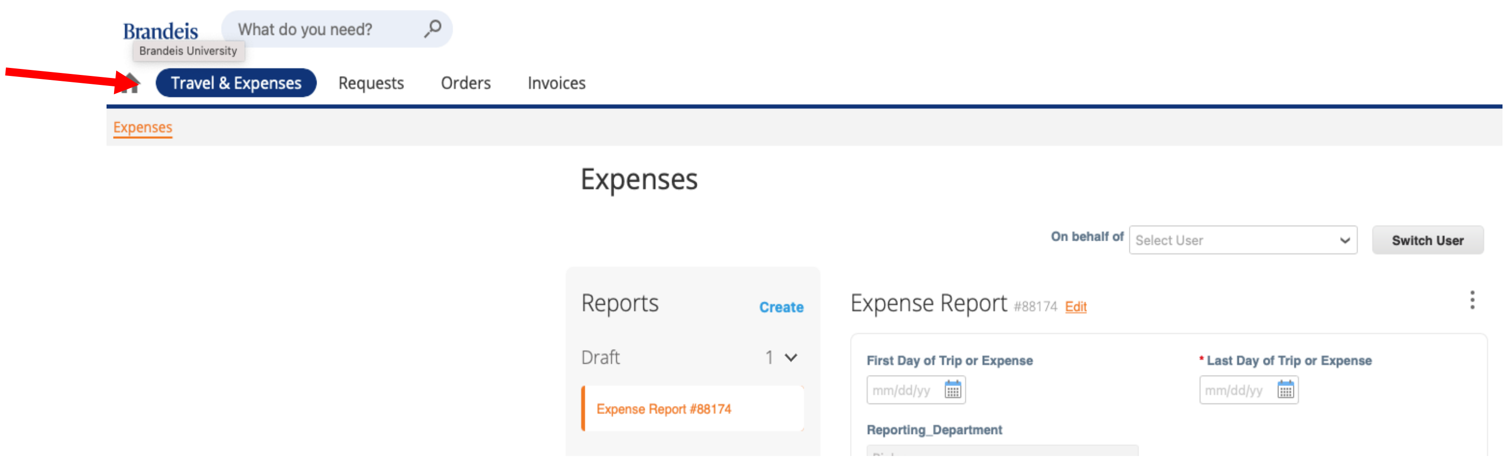
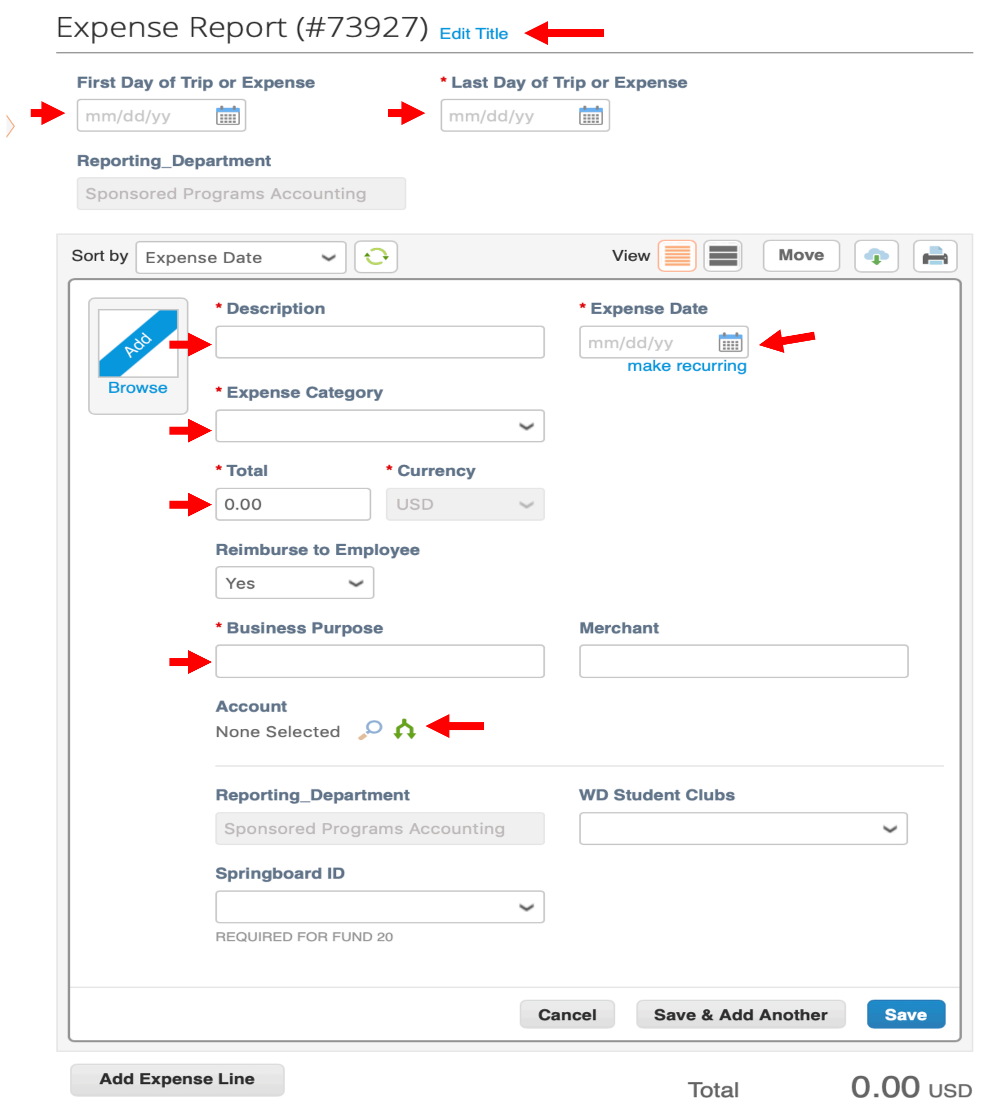
Creating an Expense Report for Reimbursement

To begin, select Travel & Expenses and then select Create

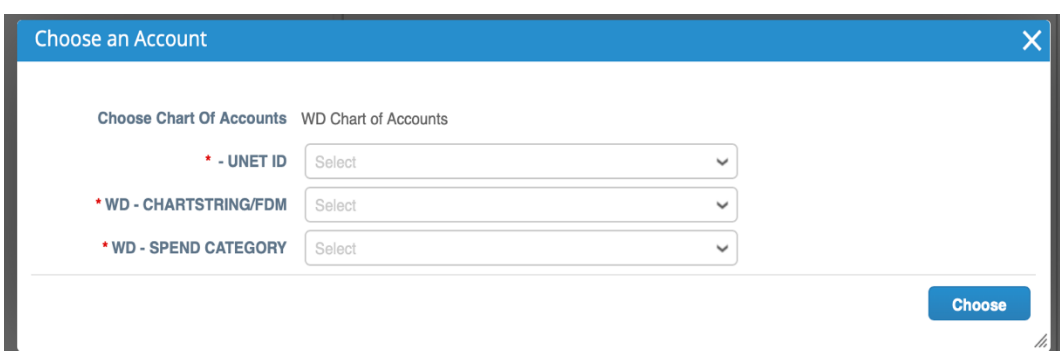


When creating or updating an expense report on behalf of another user, select name by using the On behalf of drop down menu, then clicking Switch User. When account switches to the other user, then you can select Create.

Next, you can rename your Untitled Report to a description of the trip or expense, if you choose to, fill in First and Last day of Trip or Expense, then fill in all segments indicated with a red asterisk: Description, Expense Date, Expense Category, Total, Business Purpose, and Account*. If Applicable you may also fill in WD Student Clubs and/or Springboard ID.

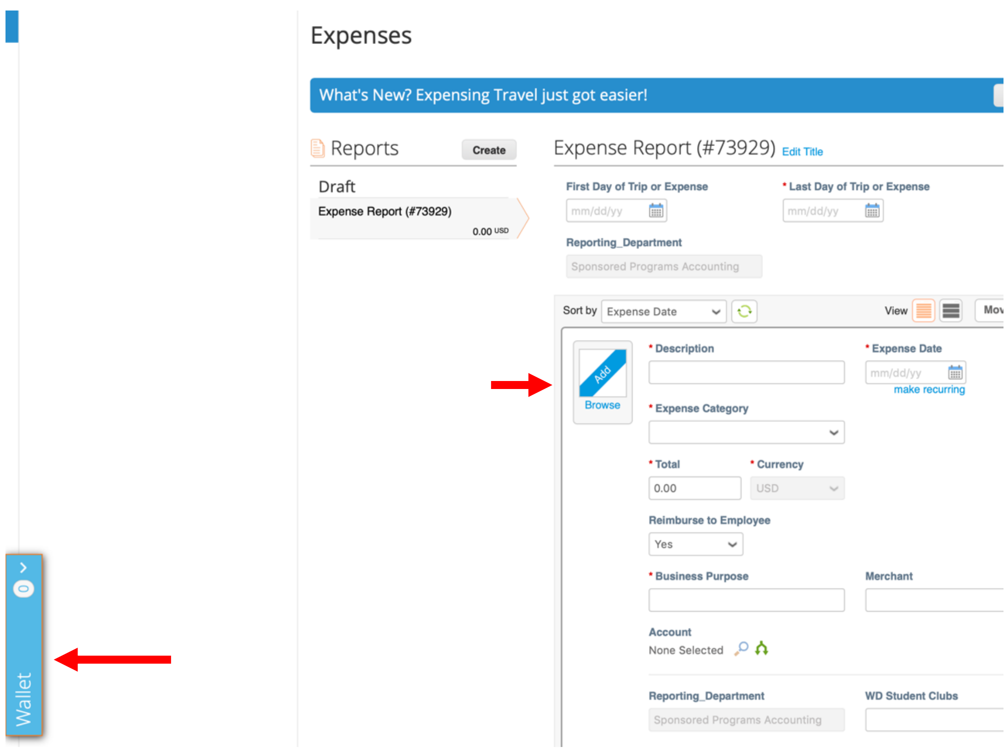


*Select the Magnifying Glass or Split Icon(you can split by percentage or amount) next to Account to enter your Unet ID, Chartstring/FDM and Spend Category

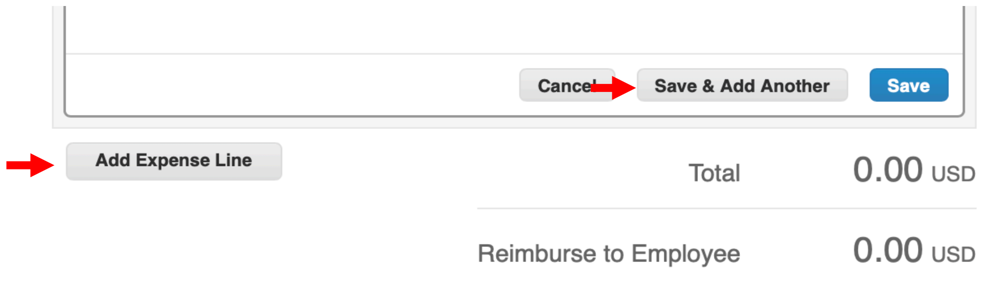


All Expense Reports must include copies of receipts. Users can easily upload receipts directly to Marketplace+ in the following ways

- Send receipts to your Wallet (pdf, png, xls, doc, ppt, etc)
  - Email receipts (as an attachment) to your wallet's email address: FirstnameLastname@brandeis.coupa-expenses.com, you can find this when you click Wallet
  - Drag saved receipts from your computer to your wallet
  - Receipts in your Wallet can then be dragged to the transaction you are working on
- Use the Browse button next to the Description box and add a saved receipt from your desktop/computer
- Use the Coupa App* and take pictures to associate receipts directly to the expense



Each individual receipt should have its own expense line, if you have multiple receipts, complete the information on the first receipt then select Save & Add Another or Add Expense Line, until all transactions are entered.



After all transactions are entered and receipts have been associated to those which require it, select Submit for Approval

*See our instructions on how to download the [Coupa App]