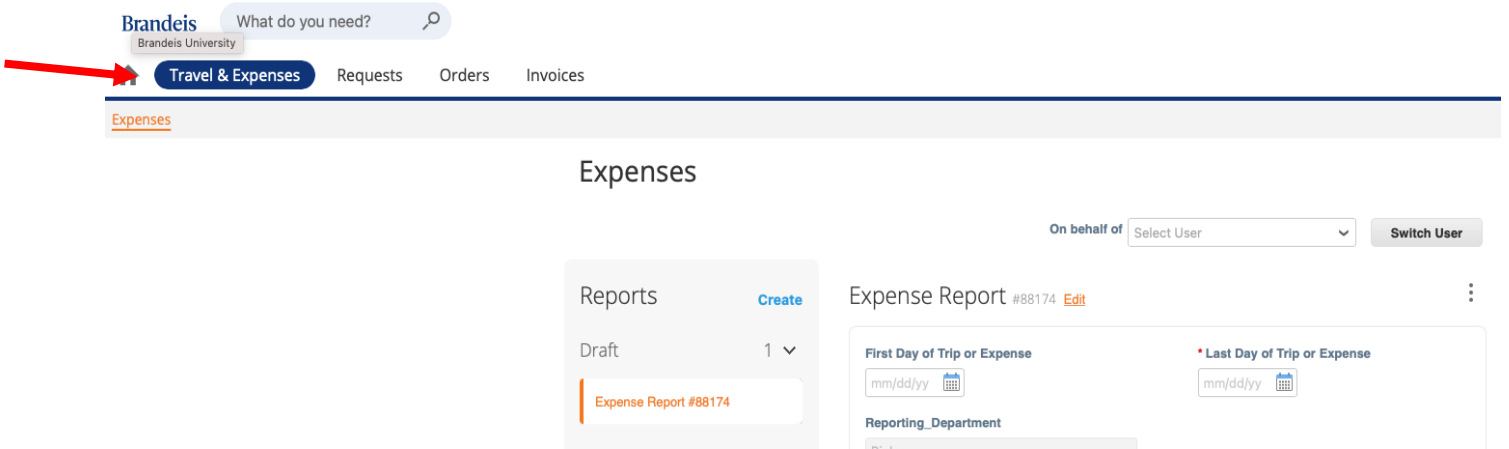


# Creating an Expense Report for Reimbursement

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.

Expense Report (#73927) [Edit Title](#)

First Day of Trip or Expense: mm/dd/yy  
Last Day of Trip or Expense: mm/dd/yy  
Reporting Department: Sponsored Programs Accounting

Sort by: Expense Date | View: [List] [Table] | Move: [Refresh] [Print]

<b>Add</b> Browse	<b>* Description</b> [Text Field]	<b>* Expense Date</b> mm/dd/yy make recurring
	<b>* Expense Category</b> [Dropdown]	
	<b>* Total</b> 0.00	<b>* Currency</b> USD
	<b>Reimburse to Employee</b> Yes	
	<b>* Business Purpose</b> [Text Field]	<b>Merchant</b> [Text Field]
	<b>Account</b> None Selected [Magnifying Glass] [Split Icon]	
	<b>Reporting Department</b> Sponsored Programs Accounting	<b>WD Student Clubs</b> [Dropdown]
	<b>Springboard ID</b> [Dropdown]	

REQUIRED FOR FUND 20

Buttons: Cancel, Save & Add Another, Save

Add Expense Line | Total: 0.00 USD

\*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**

Choose an Account [Close]

Choose Chart Of Accounts: WD Chart of Accounts

\* - UNET ID: [Select]

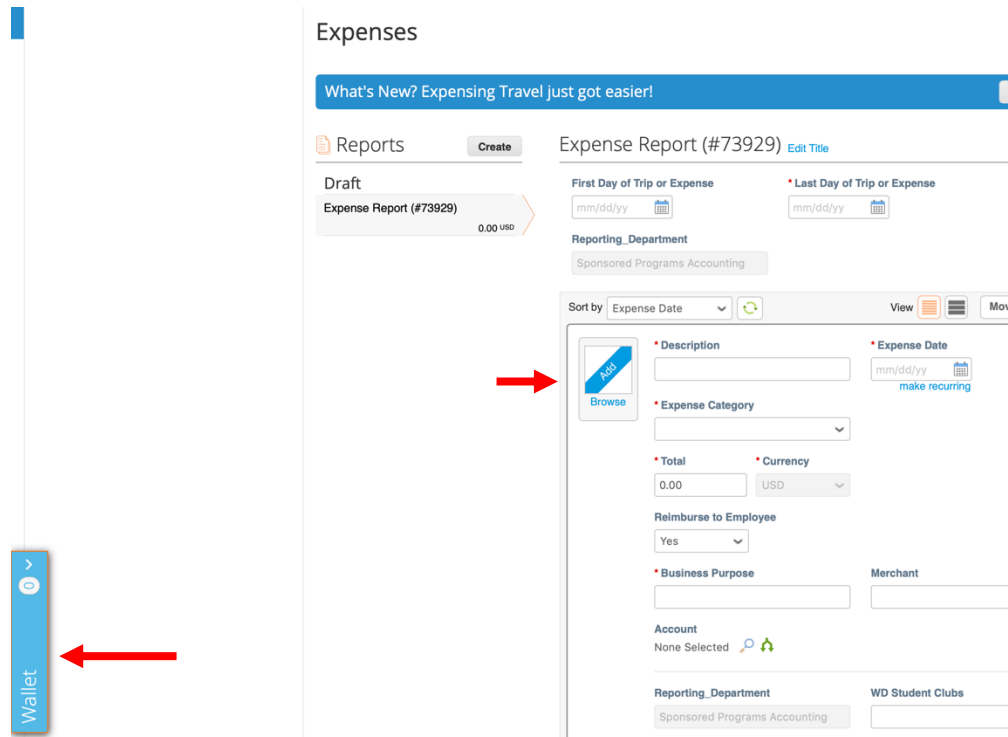
\* WD - CHARTSTRING/FDM: [Select]

\* WD - SPEND CATEGORY: [Select]

Choose

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.

Cancel			Save & Add Another			Save		
Add Expense Line			Total			0.00 USD		
			Reimburse to Employee			0.00 USD		

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](#)