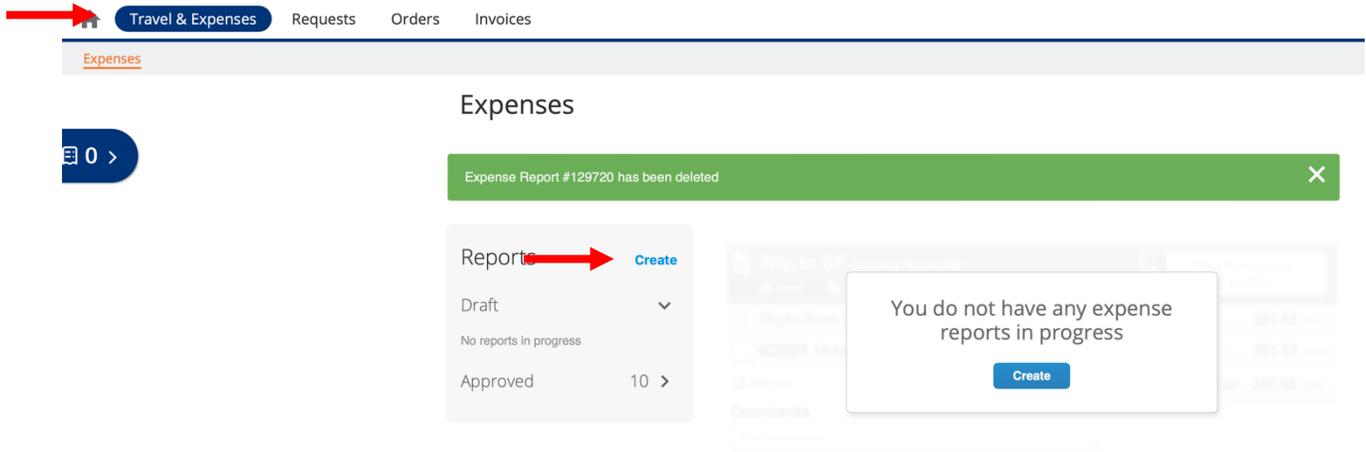


# Creating an Expense Report for Reimbursement

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 #129720 [Edit](#)

Reporting Department  
Heller General Admin

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Expense Lines Sort by Expense Date

Receipts

Upload or drop your receipts here

[Upload Receipts](#)

\* Indicates required fields

\* Expense Category  \* Expense Date (mm/dd/yy)  [make recurring](#)

\* Total  \* Currency

Reimburse to Employee

\* Description  Merchant

\* Business Purpose

Account  
jsobieraj   

Reporting Department  
Heller General Admin

WD LABELS

Springboard ID   
REQUIRED FOR FUND 20

[Cancel](#) [Save & Add Another](#) [Save](#)

\*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 ✕

Choose Chart Of Accounts

\* - UNET ID

\* WD - CHARTSTRING/FDM

\* WD - SPEND CATEGORY

[Choose](#)

All Expense Reports must include copies of receipts. Users can easily upload receipts directly to Marketplace+ in the following ways by clicking on **Upload Receipts**

- Upload from your computer- Add a saved receipt from your desktop/computer
- Browse uploaded receipts- (pdf, png, xls, doc, ppt, etc)
  - Upload or drop receipts to your wallet
  - Forward email to Coupa (as an attachment) to your wallet's email address: FirstnameLastname@brandeis.coupa-expenses.com, you can find this when you click blue tab on the right hand side of the screen
- Scan with Coupa mobile app- Use the Coupa App\* and take pictures to associate receipts directly to the expense

The screenshot displays the 'Expenses' section of the Coupa system. On the left, a sidebar shows 'Reports' with a 'Create' button, and a list of reports including 'Expense Report #129720' under the 'Draft' status. A blue button with '0 >' and a red arrow points to it. The main area shows the 'Expense Report #129720' form, including fields for 'First Day of Trip or Expense', 'Last Day of Trip or Expense', and 'Reporting Department'. Below this is the 'Expense Lines' section, which has a 'Sort by Expense Date' dropdown. The 'Receipts' area contains the instruction 'Upload or drop your receipts here' and a large cloud icon with a receipt. A dropdown menu is open for 'Upload Receipts', with a red arrow pointing to it. The menu options are: 'Upload from your computer', 'Browse uploaded receipts (ddd/yyy)', and 'Scan with Coupa mobile app'. At the bottom, there are fields for 'Total' and 'Currency' (set to USD).

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.

<a href="#">Cancel</a>	<a href="#">Save &amp; Add Another</a>	<a href="#">Save</a>
<a href="#">Add Expense Line</a>	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](#)