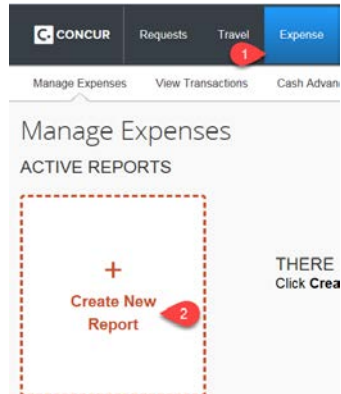


Student Expense Report Guide

1. Start a Report

After logging into travelND, click the **Expense Tab**, click the **Create a New Report** sticker to get started.



2. Report Header

Add a **Report Name** and a **Business Purpose** to your report header. Fields marked with a red bar to the left of the field are required fields. Do not change the default Fund/Org/Program fields unless you have been instructed to do so by your approvers. Your approvers will make changes to these fields before they approve the report.

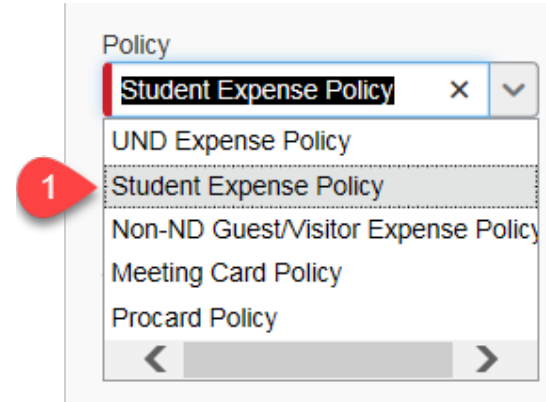
Create a New Expense Report

Report Header

Report Name 1	Report Date 11/10/2016	Policy UND Expense Policy	Business Purpose 2
Fund (100000) Educational and Ge	Organization (56000) Procurement Service	Program (70000) General Administrat	Activity
Location	Comment		

3. Select a Policy (header)

You will change the **Policy** depending on who will be getting reimbursed. All students are reimbursed under the **Student policy**

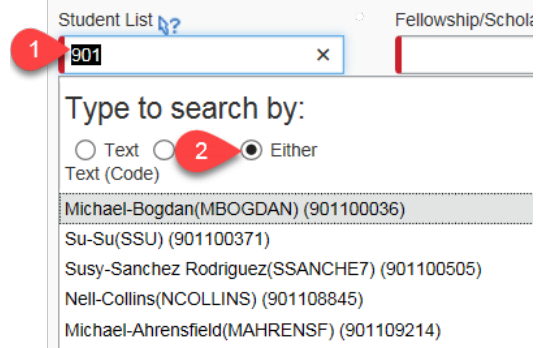



4. Change the FOPAL (header)

The student default **Fund/Org/Program** is added automatically to the header. If you want to change the FOP, remove the default and type in the new combination. Enter Activity and Location Codes, if necessary. The Account code is tied to the expense type you choose when creating the expense report.

5. Select the Student's Name (header)

Search for the student's name in the **Student List field**. Change the radio button to **Either**, then search for the student by either their first name or their student ID number.



Student List  Fellowship/Scholarship

1 901 x

Type to search by:

Text 2 Either

Text (Code)

Michael-Bogdan(MBOGDAN) (901100036)

Su-Su(SSU) (901100371)

Susy-Sanchez Rodriguez(SSANCHEZ) (901100505)

Nell-Collins(NCOLLINS) (901108845)

Michael-Ahrensfield(MAHRENSF) (901109214)

6. Enter contact information (header)

Enter a **contact name** and **phone number**. This information will be used if there are any questions regarding the expense report.

Click **Next** in the lower right corner of the header page, the next screen is your expense report.



1 Contact Name 2 Contact Phone

Diane Kennedy 631-9999

7. Enter the Expenses

You can now add any expenses incurred that are reimbursable to the expense report.

Please refer to the [Add Expenses and Submitting Reports quick reference guide](#) for details on adding expenses, allocating and submitting an expense report.

8. GSU Reimbursements

Graduate Student Union – Conference Presentation Grants reimbursements can be completed using travelND. Please refer to the GSU guidelines.

Graduate Student Union (GSU) – Conference Presentation Grant (CPG)

Congratulations, your application to the GSU CPG program has been accepted. The award will be distributed after your conference and upon submission of your travelND expense report. The process will proceed in one of three ways; depending on what category you fall under. Please review each category below.

Category A

If you are completing your own expense report AND are seeking reimbursements from other funding sources, proceed as follows:

After returning from your trip, submit ALL of your expenses in one travelND expense report.

Allocate up to \$250 to the GSU CPG account.

Allocate the rest of the trip to your department account and/or other funding departments on campus.

Upload a copy of your conference brochure cover and specific page showing your presentation to your travelND report.

Make sure to add the appropriate approver for each account number you have listed before submitting.

Category B

If you are in the College of Arts and Letters, proceed as follows:

Instruct your department representative that you have been accepted into the GSU CPG program and that they are allowed to request up to \$250 by means of a journal entry. Please make sure that your department representative sends a copy of the conference brochure cover page, the specific page showing the presentation, and the “UND Detailed Report” from your travelND expense report.

Please do not hesitate to contact the GSU with any questions or concerns you may have. gsu+cpg@nd.edu

Category C

If you are not in College of Arts and Letters and are ONLY seeking reimbursement from GSU, proceed as follows:

1) After returning from your trip, submit ALL of your expenses in one travelND expense report.

2) Allocate up to \$250 to the GSU CPG account.

3) If the total trip is more than \$250, make sure to specify enough expenses as non-reimbursable to get your total to \$250. The GSU will send back any submissions that ask for more than \$250.

4) Upload a copy of your conference brochure cover and specific page showing your presentation to your travelND report.

5) Submit the “ND GSU-CPG Only” form to your department office validating that you are not receiving any other funding for this trip.

5. Select the Student's Name (header)

Search for the student's name in the **Student List field**. Change the radio button to **Either**, then search for the student by either their first name or their student ID number.

Student List Fellowship/Scholarship

1 901 x

Type to search by:

Text Text (Code) 2 Either

Michael-Bogdan(MBOGDAN) (901100036)
Su-Su(SSU) (901100371)
Susy-Sanchez Rodriguez(SSANCHE7) (901100505)
Nell-Collins(NCOLLINS) (901108845)
Michael-Ahrensfield(MAHRENSF) (901109214)

6. Enter contact information (header)

Enter a **contact name** and **phone number**. This information will be used if there are any questions regarding the expense report.

Click **Next** in the lower right corner of the header page, the next screen is your expense report.

1 Contact Name 2 Contact Phone

Diane Kennedy 631-9999

7. Enter the Expenses

You can now add any expenses incurred that are reimbursable to the expense report.

Please refer to the [Add Expenses and Submitting Reports quick reference guide](#) for details on adding expenses, allocating and submitting an expense report.

8. GSU Reimbursements

Graduate Student Union – Conference Presentation Grants reimbursements can be completed using travelND. Please refer to the GSU guidelines.