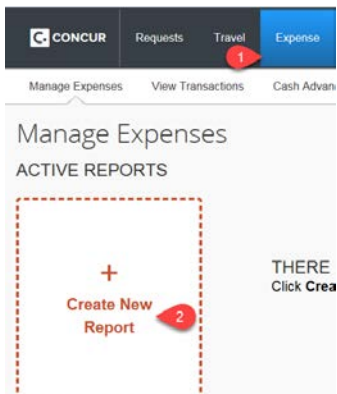# Non-ND Guest/Visitor Expense Report Guide

*travel*ND

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.
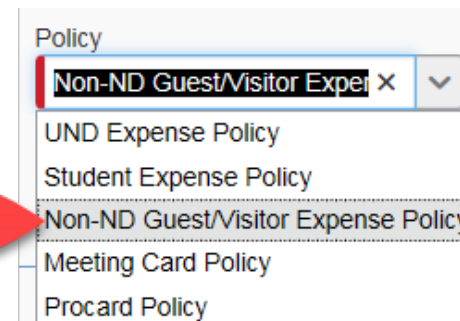

3. Select a Policy (header)

All guest/visitors seeking reimbursement will be paid under the Non-ND Guest/Visitor policy. Change the **Policy field** to **Non-ND Guest/Visitor policy**.
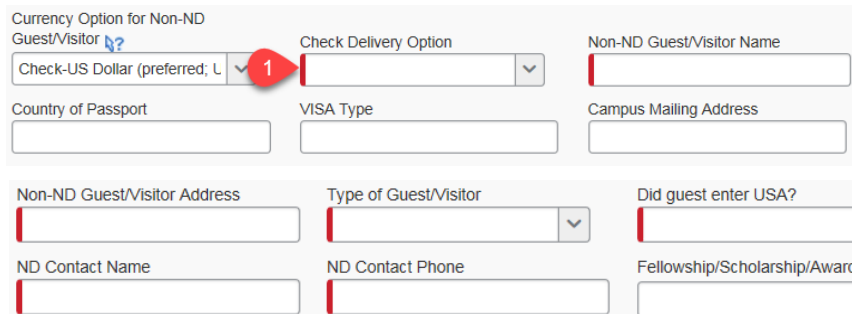

4. Change the FOPAL (header)

The default **Fund/Org/Program** in your profile 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. Enter the Guest/Visitor details (header)

After selecting the Guest/Visitor policy, you will see more fields in the header. Fill in the fields with the visitor information. The **Red** bar to the left of the field indicates it is a required field and you will need to populate those field before moving into the expense report.

6. Enter contact information (header)

Enter a Notre Dame **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.

7. Enter the Expenses

You can now add any expenses the visitor incurred and will need to be reimbursed for to the expense report. Please refer to the Add Expenses and Submitting Reports quick reference guide for details on adding expenses to a report.