Creating a New Expense Report

Follow the steps to create an expense report that does not include previous travel bookings.

You can start the report either from the Quick Start Bar or the Expense tab. This example shows steps for using the Quick Task Bar.

1) Click Start a Report.

2) Select the appropriate Type of Reimbursement. Complete the remaining fields. Required fields are indicated with a red bar.
   Click Next

3) You can now add university card transactions or click New Expense to create cash/personal card expenses.

Watch the tutorial. Please note, this is a 3rd party video which provides an overview of the steps. For specific instructions for UCLA, please refer to this written guide.