



## NYU Shanghai CAMPUS GUIDELINES

### 上海纽约大学校园导则

<b>Title</b>	Guidelines on the Use of NYU Shanghai Faculty Funds
<b>名称</b>	上海纽约大学教职经费使用导则
<b>Effective Date:</b>	December 1, 2015
<b>生效日期:</b>	2015 年 12 月 1 日
<b>Supersedes:</b>	Guidelines on the Use of Research Funds and Start-Up Funds
<b>替代:</b>	研究经费与启动经费使用导则
<b>Issuing Authority:</b>	Vice Chancellor
<b>发布授权人:</b>	常务副校长
<b>Responsible Officer:</b>	Provost
<b>负责人:</b>	教务长
<b>Related Policies:</b>	Procurement Policy Procedure for Initiating Payments and Obtaining Reimbursement Signature Authority Policy Travel Policy Asset Management Policy
<b>相关制度:</b>	采购制度 支付与报销制度 签名权限制度 差旅制度 固定资产管理制度

### PURPOSE OF GUIDELINES/导则目的

NYU Shanghai may provide individual faculty members with Discretionary Funds, Research Funds and/or Start-Up Funds to support their professional development, research and scholarship. NYU Shanghai expects that Research Funds and Start-Up Funds will be used to fund direct research expenses (e.g., travel, conference fees, equipment, including computer equipment and software, publication costs, and personnel), to help faculty members develop external funding from other sources, and to support “public goods,” such as lectures, conferences, visitors, support for graduate students, course enhancements, etc. NYU Shanghai expects that Discretionary Funds will be used in the same context as Research Funds or Start-up funds where applicable or for the use of the faculty member’s professional development. The purpose of these Guidelines is to assist faculty members and their staff to ensure that Discretionary Funds, Research Funds and Start-Up Funds are used for acceptable expenses and to facilitate the processing of payments.

上海纽约大学旨在通过设立自主支配经费、研究经费和启动经费以满足教职人员（“受资助人”）寻求专业发展和开展科研与学术活动的需求。研究经费和启动经费将被用于支付与科研活动直接相关的支出（如差旅费、学术会议费用、以及设备，包括计算机设备和软件、出版物费用、以及人员支出）、帮助受资助人寻求其它外部资金来源、以及资助如讲座、学术会议、访问学者、研究生和课程改良等“公益”项目。自主支配经费将既可用于与研究经费和启动经费同样的用途，也可用于支持受资助人的专业发展。本导则意在协助受资助人及其团队正确使用自主支配经费、研究经费和启动经费以及提升款项支付处理的效率。

## SCOPE OF GUIDELINES/导则适用范围

These guidelines apply to the allocation, administration, use, and reimbursement of all Discretionary Funds, Research Funds and Start-Up Funds at NYU Shanghai.

本导则适用于上海纽约大学自主支配经费、研究经费与启动经费的拨款、管理、使用以及报销事宜。

## GUIDELINES/导则内容

### I. Discretionary Funds, Research Funds and Start-Up Funds/自主支配经费、研究经费与启动经费

Discretionary Funds, Research Funds and Start-Up Funds are an allocation of funds that may be made to individual faculty members to support their research and scholarship. Discretionary Funds, Research Funds and Start-Up Funds are provided by NYU Shanghai as opposed to an outside sponsor (e.g., government agency, foundation, etc.). The terms of a faculty member's Discretionary Fund, Research Funds and Start-Up Funds (e.g., the overall amount, grant period, annual allocation, and rollover amount) typically are set forth in the faculty member's employment contract. A faculty member's Discretionary Funds, Research Funds and Start-Up Funds will be administered in accordance with these Guidelines, except as otherwise may be provided for in the faculty member's employment contract.

自主支配经费、研究经费与启动经费将用于支持受资助人开展科研与学术活动。自主支配经费、研究经费与启动经费由上海纽约大学提供，而非来自如政府机构或基金会等外部资助。资助条款（如资助总额、资助年限、年资助额、以及结转余额）通常会被列入受资助人的聘用合同。除非聘用合同另作解释，自主支配经费、研究经费和启动经费将根据本导则进行管理。

Discretionary Funds and Research Funds generally are granted for a period of one year or on an annual reoccurring basis. Discretionary Funds and Research Funds granted for a single year provide a specific amount to be allocated and used during that Fiscal Year. If a faculty member does not use the allocation of the Discretionary Funds or Research Funds during that Fiscal Year, 25% of the residual amount will be made available in the following Fiscal Year. If the faculty appointment is for a single semester, the Discretionary Funds or Research Funds must be used during that semester, unless the Provost approves a written request for an extension.

自主支配经费和研究经费的资助年限通常为一年或多年，以学校财政年度为单位拨出。资助年限为一年的自主支配经费和研究经费会以学校财政年度为单位一次性拨出，供受资助人在当年使用。若受资助人未能使用完当前财政年度的资助，则 25%的结余资助可在下一财政年度中继续使用。若受资助人的学术任命仅为一个学期，除非教务长批准延长使用期限书面申请，受资助人只能在该学期内使用资助。

Discretionary Funds and Research Funds granted on an annual reoccurring basis provide a specific amount to be allocated and used during each Fiscal Year over a period lasting more than one year. If a faculty member does not use the annual allocation of the Discretionary Funds or Research Funds during the relevant Fiscal Year, 100% of the residual amount will be made available in the following Fiscal Year (such amounts may not be carried over for more than three Fiscal Years).

资助年限为多年的自主支配经费和研究经费会以学校财政年度为单位逐年拨出，供受资助人在各个年度中使用。若受资助人未能使用完当前财政年度的资助，则 100%的结余资助可在下一财政年度中继续使用，但结余资助的结转年限不得超过三个财政年度。

Start-Up Funds generally are granted for a period of three to five years. Start-up Funds must be used within the specified grant period, and 100% of the unused amount can be carried forward from one Fiscal Year to the next. At the end of the grant period, the Start-Up Funds will expire unless the Provost approves a written request for renewal from the faculty member describing how the previous allocation was used, what actions were taken to secure other funding sources, what “public goods” were supported, and such other information as may be requested by the Provost. The Provost will consider a number of factors in deciding whether to grant a renewal, including, but not limited to, continued scholarly productivity, availability of funds, and need.

启动经费的资助年限通常为一至五年，以学校财政年度为单位逐年拨款。启动经费必须在规定的经费资助期内使用。在经费资助周期内，上一财政年度结余的启动经费可全额结转至下一财政年度中继续使用。资助年限到期后，资助将自动停止。若受资助人希望延长资助年限，可向教务长提交书面申请，说明此前资助周期的资金使用情况、为获得外部资金所采取的行动、曾开展的“公益”项目、以及教务长要求提供的其它信息。教务长批准申请后资助期即可被延长。教务长在审查延长资助期申请时将考虑的因素包括但不限于学术潜力、基金充裕程度、以及需求。

Exceptions to these guidelines may be granted by the Provost in his or her sole discretion.  
教务长可酌情批准本导则导则 的例外情况。

## **II. Use of Discretionary Funds, Research Funds and Start-Up Funds/研究经费与启动经费的使用范围**

Discretionary Funds, Research Funds and Start-Up Funds must be used for professional development, direct research expenses or a “public good” for a NYU Shanghai course or program and may not be used to support personal expenditures of the faculty member.

自主支配经费、研究经费和启动经费必须用于支付与受资助人专业发展、科研活动直接相关的费用或支持对于上海纽约大学课程或教学活动有利的“公益”项目，不可用于支付受资助人的个人开支。

- a. Acceptable uses of Discretionary Funds, Research Funds and Start-Up Funds include the following, if related to professional development, direct research or a “public good” as described above:  
自主支配经费、研究经费和启动经费可支付（与专业发展、科研活动或上述“公益”项目有关的）项目包括：
- i. Books, reprints, and subscriptions to academic journals  
书籍、影印本、以及学术期刊
  - ii. Capital improvement of laboratories approved in advance by the Provost in his or her sole discretion  
事先经过教务长批准的实验室资产建设
  - iii. Equipment, including computer software and hardware: All capital acquisitions remain the property of NYU Shanghai even if the item is cost-shared with the faculty member's personal funds. All computer orders must be approved in advance by the IT Department.  
设备，包括计算机软件和硬件：所有采购的物品均为上海纽约大学资产，即使受资助人承担部分采购费用。所有计算机采购订单必须获得信息技术部的事先批准。
  - iv. Research personnel, including research assistants and postdoctoral fellows. Hiring must be approved in advance by the Provost and Human Resources Department.  
研究人员，包括研究助理和博士后研究人员。必须获得教务长和人力资源部的事先批准方可聘请相关人员。
  - v. Travel undertaken in accordance with the Travel Policy  
符合《差旅制度》规定的差旅活动
  - vi. Research Meals, which must be pre-approved in accordance with the Research Meal Notice  
科研餐费，必须按照《科研餐费通知》的规定获得事先批准。
  - vii. Honorariums or stipends for students serving as research assistants  
学生研究助理的报酬和津贴
  - viii. Organizing public lectures and conferences held at or hosted by NYU Shanghai  
由上海纽约大学举办或在校内举办的公共讲座或会议
  - ix. Attendance at a public lecture or conference (including related travel expenses)  
出席公共讲座或会议（包括相关差旅费）
  - x. Enhancements of courses  
课程改良活动
  - xi. Support for approved NYU Shanghai visiting scholars  
对上海纽约大学访问学者的资助
  - xii. Undergraduate research projects  
本科研究项目
  - xiii. Other related expenses as may be approved by the Provost in his or her sole discretion  
其它获得教务长批准的相关费用

- b. Unacceptable uses of Discretionary Funds, Research Funds and Start-Up Funds include:  
自主支配经费、研究经费和启动经费不可支付的项目包括:
- i. Salary or other compensation for the faculty member  
受资助人的工资或其它报酬
  - ii. Compensation for faculty release time  
受资助人教学豁免期间的薪酬
  - iii. Mobile phone expenses unless related to research or a “public good” and approved in advance by the Provost in his or her sole discretion  
移动通讯费用，但是与研究工作或“公益”项目相关且事先获得教务长批准的情况除外
  - iv. Transactions that could be construed as personal expenses (e.g., furniture for a home office)  
个人开支（如家庭办公家具）
  - v. Items that do not have a clear benefit to meeting the missions of NYU Shanghai  
对于完成上海纽约大学的使命无明显价值的开销
  - vi. Housing and living expenses, including for long-term assignments (e.g., teaching at an NYU portal campus or study away sites other than NYU Shanghai), unless approved in advance by the Provost in his or her sole discretion. In certain circumstances, reimbursements for assignments at other NYU locations may be covered by the relevant campus. Faculty should first contact the appropriate office before making any arrangements.  
住宿和生活费用，包括与长期教学任务（赴纽约大学其他门户校园或海外学习点任教）有关的住宿和生活费用，事先获得教务长批准的情况除外。某些情况下，接收校园会承担相关费用。受资助人应先联系相关人员。
  - vii. Recreational travel  
休闲性出游
  - viii. Other expenses not directly related to the faculty member’s professional development, research or a “public good” as may be determined by the Provost in his or her sole discretion  
教务长认为与受资助人专业发展、科研或“公益”项目无直接关系的其它开支

### III. Administration/管理

- a. Discretionary Funds, Research Funds and Start-Up Funds are intended to provide faculty members with more latitude in administering their funds and make the processing of transactions and reimbursements more efficient. Along with the flexibility and ease of use that faculty members have in spending their research funds comes the responsibility to review accounts to ensure that transactions are properly recorded, that budgets are properly established for planned spending, and that the balance is correct on a current basis. Deficits are the responsibility of the faculty member and must be resolved by year end in each Fiscal Year.  
自主支配经费、研究经费与启动经费旨在为受资助人的资金管理提供更大的灵活性并提高支付与报销的效率。受资助人有责任检阅帐目，确保交易记录的准

确性、预算编制的正确性、和经费余额的时效性。此外，受资助人应做好赤字管理，并确保在当年财政年度结束前解决所有赤字问题。

- b. When Discretionary Funds, Research Funds and Start-Up Funds are awarded, the faculty member is provided with his/her own research fund program in NYU Shanghai's financial system. This reduces the cost of administering the funds by allowing the majority of transactions to be submitted by the department directly to relevant offices (e.g., Procurement, Finance, Human Resources, etc.) and by allowing faculty members to track their own balances.

当自主支配经费、研究经费和启动经费授予后，上海纽约大学将在其财务系统中添加相关科研项目。受资助人绝大多数的支付请求均可通过所在部门直接向有关部门（如采购部、财务部和人力资源部）提交并能随时查阅经费余额，以此降低管理成本。

- c. Faculty should confirm with Faculty Affairs or the relevant administrator before incurring any expense to ensure that the charge is acceptable and to determine the proper procedures in which to purchase such items or seek reimbursement.

产生任何费用前，受资助人应先与教师事务部或相关行政人员确认费用的许可性，并确定合适的采购或报销程序。

- d. Faculty members must adhere to all NYU Shanghai policies, including these guidelines, in connection with the use of the Discretionary Funds, Research Funds and Start-Up Funds. The appropriate systems or forms must be used to purchase goods or to be reimbursed for expenditures. Faculty members may be held personally liable for expenses incurred in violation of NYU Shanghai policy.

使用自主支配经费、研究经费与启动经费时，受资助人必须遵守上海纽约大学的所有制度，包括本导则。采购商品或报销时必须使用合适的系统或表格。若产生的费用为上海纽约大学制度所禁止，则受资助人需自行承担支付义务。

- e. The Provost, or his or her delegee, is responsible for approving transactions involving Discretionary Funds, Research Funds and Start-Up Funds.

教务长或其授权人负责审批与自主支配经费、研究经费与启动经费相关的支出项目。

#### **IV. Payments / 支付项目**

Purchases and payments made with Discretionary Funds, Research Funds and Start-Up Funds and the approval for such transactions must be made in accordance with the Procurement Policy and the Signature Authority Policy. Brief background information on that process is included below for your reference.

与自主支配经费、研究经费与启动经费相关的采购与支付及其批准程序必须符合《采购制度》和《签名权限制度》的规定。以下为相关程序的背景信息概要，以供参考。

- a. Except as set forth below, Workday should be used to order goods and service that are valued at RMB 5,000 or more in total (including taxes) regardless of their nature. Please provide sufficient lead-time for such orders as they may require a purchase order or contract with a vendor, which will take time to negotiate and process. Please check with the Procurement Department on the necessary lead-time, purchase process, and payment procedure, each of which will depend on the cost of the item or service purchased.  
除以下情况外，应使用 Workday 系统订购总价在人民币 5000 元或以上（含税）的任何性质的商品与服务。考虑到某些采购项目需要制作订单或涉及与供应商订立合同，请预留足够的洽谈和办理时间。取决于商品或服务的采购金额，所需的办理时间、采购流程和支付程序将有所不同，详情请咨询采购部。
- b. The Payment Request Form is used to request payments to (1) individuals who are not NYU Shanghai employees (e.g., independent contractors and consultants) for professional services, honorariums, etc.; or (2) a business entity/vendor for goods and services that are valued at less than 5,000 RMB in total (including taxes).  
付款申请表适用于以下付款请求：1）向提供专业服务的非上海纽约大学人员（如独立承包商和顾问）进行支付；2）向商业实体或供应商支付总额低于人民币 5000 元（含税）的商品和服务。。

## V. Reimbursements/报销

To request a reimbursement from Discretionary Funds, Research Funds and Start-Up Funds, follow the process outlined in Attachment A.

申请自主支配经费、研究经费与启动经费报销的步骤请参考附录 A。

## VI. Operating Guidelines /操作导则

- a. Individuals responsible for authorizing expenditures must make certain that:  
费用授权人必须确保：
  - i. Accounting information is correct (e.g., the proper worktags are assigned in the Financial System).  
会计信息的准确性（如正确使用财务系统中的 worktags）。
  - ii. The purpose of the expenditure is in compliance with these guidelines and NYU Shanghai policy (see Section II above).  
相关支出的目的符合本导则和上海纽约大学其它制度的规定（请参考上述第二部分）。
  - iii. Documentation, including a *fapiao* for expenses incurred in China, necessary to substantiate the expenditure has been submitted (e.g., original receipts are provided).  
已提交所需证明性文件（如收据原件），包括针对在中国所产生费用的发票。
- b. For operating accounts, the year-to-date (YTD) amount spent for the fiscal year must be checked to verify that the Other Than Personnel Services (OTPS) bottom line is not in deficit. If the OTPS bottom line is already in deficit, or the expenditure being processed

would put the bottom line into deficit, Faculty Affairs must be contacted to discuss the situation prior to processing the transaction.

对于运营科目，必须检查当前财政年度至今的余额以确保非人员支出（OTPS）不为赤字。若 OTPS 已进入赤字，或正在处理的费用会导致赤字，则在费用处理之前，必须通知教师事务部，讨论处理方案。

- c. If operating budget OTPS funds must be moved from another account to cover a deficit, it can take up to several weeks to complete. Therefore, as OTPS expenditures approach the spending limits of budgets, discussions should be initiated with the appropriate Financial Analyst so that adjustments can be made in anticipation of possible spending overages.

若必须从其它帐目转移 OTPS 的运营预算资金以弥补赤字，该流程可能需要几周的时间。因此，当 OTPS 费用接近预算的支出限额时，请及时联系相关财务人员以针对预期可能出现的超额支出作出调整。

## Definitions/概念定义

**Fiscal Year** means the NYU Shanghai fiscal year that begins on September 1 of each year and ends on August 31 of the following year.

**财政年度**是指上海纽约大学财政年度，周期为每年的 9 月 1 日至下一年的 8 月 31 日。

**OTPS** means for Other Than Personnel Service, that is, any transaction that is not salary, benefits or bonus related.

**OTPS** 是指非人员支出，即工资、福利或分红以外的费用。

**Discretionary Funds** are an annual allocation of funds provided to a faculty member as specified in the faculty member's employment contract. Discretionary funds typically are granted for a period of one year or on an annual reoccurring basis with a specific amount to be allocated and used during each Fiscal Year. Discretionary Funds typically are granted to support a faculty member's professional development.

**自主支配经费**为向教职人员提供的年度资助，其条款会列在受资助人的聘用合同。自主支配经费的资助年限通常为一年或多年，以学校财政年度为单位拨出。当年拨款供受资助人当年使用。自主支配经费通常用于支持教职人员的专业发展。

**Research Funds** are an annual allocation of funds provided to a faculty member as specified in the faculty member's employment contract. Research funds typically are granted for a period of one year or on an annual basis with a specific amount to be allocated and used during each Fiscal Year. Research Funds typically are granted to help a faculty member begin a research profile or to support NYU Shanghai-funded research missions.

**研究经费**为向教职人员提供的年度资助，其条款会列入受资助人的聘用合同。研究经费的资助年限通常为一年或多年，以学校财政年度为单位拨出。当年拨款供受资助人当年使用。研究经费通常用于支持教职人员开展科研活动或上海纽约大学资助的科研项目。

**Start-Up Funds** are a one-time allotment of funds provided to a faculty member as specified in the faculty member's employment contract. Start-Up Funds typically are granted to help a faculty



member establish a program or research capacity and may be spent at any time during the grant period.

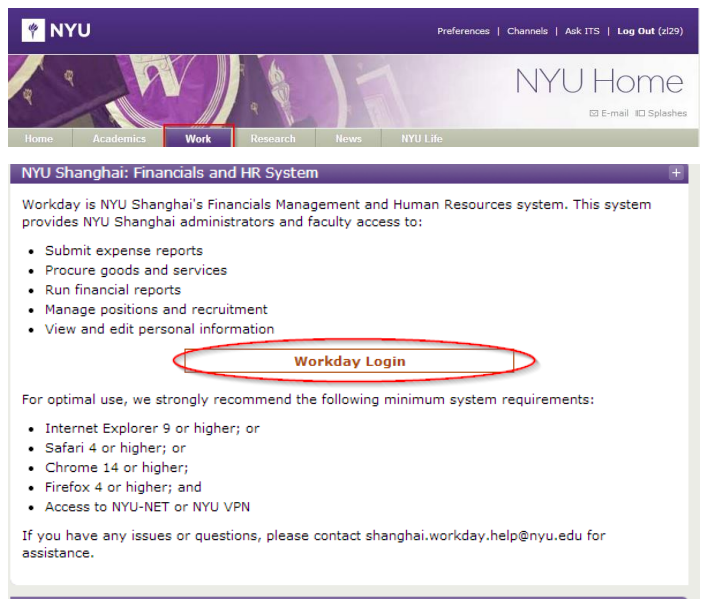
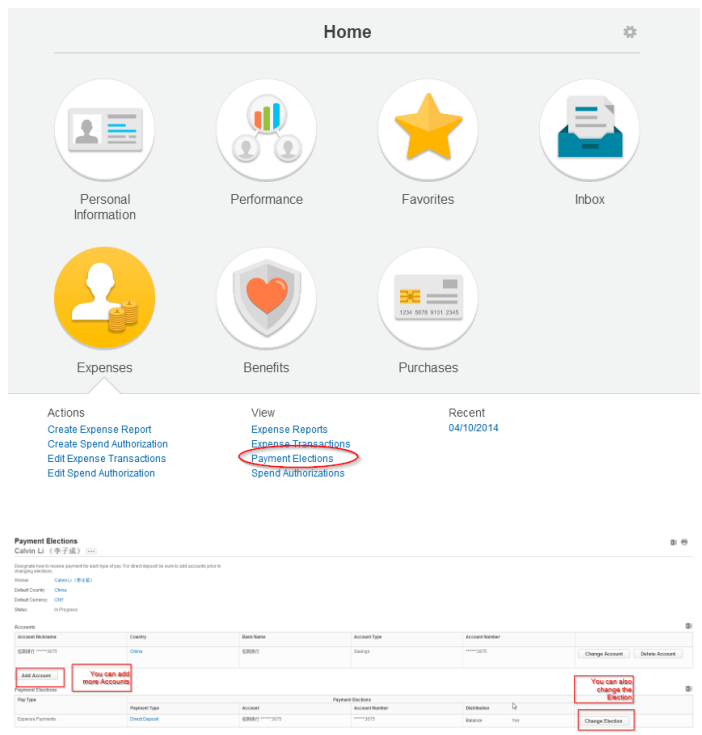
**启动经费**为向教职人员提供的一次性资助，旨在帮助其启动科研项目或提升科研能力。资助条款会列入受资助人的聘用合同。受资助人可在资助期内随时使用经费。

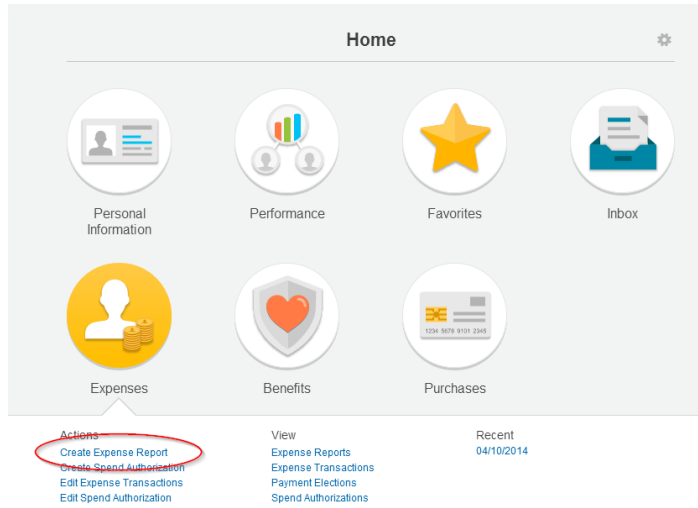
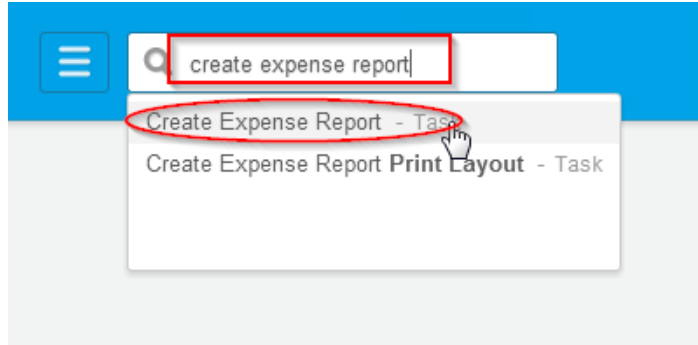
**Workday** is NYU Shanghai's Finance and HR management system, which is available through the Work Tab of NYUHome.


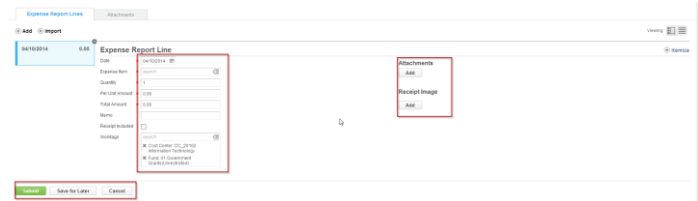
**Workday** 为上海纽约大学的财务和人力资源管理系统，可通过点击 NYUHOME 的 Work 键登录。

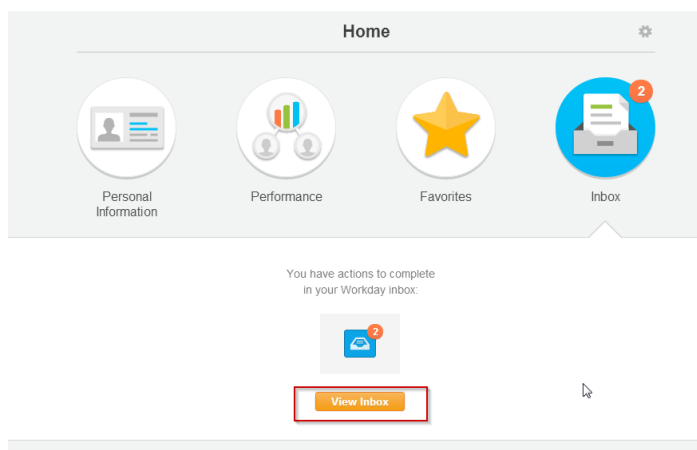
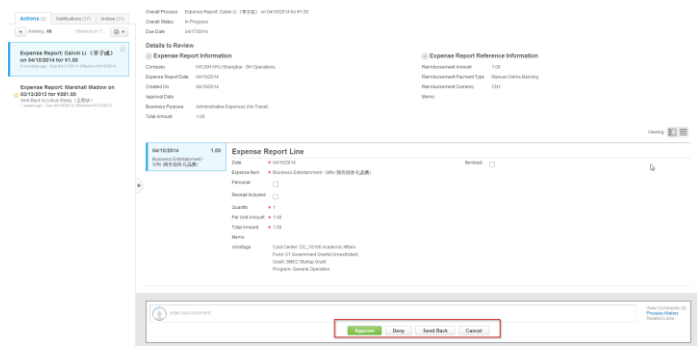
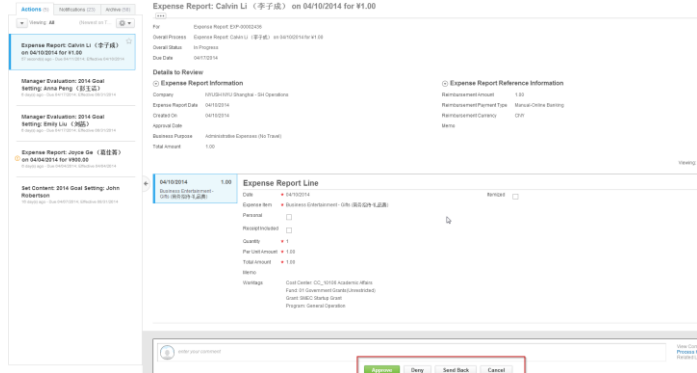
## ATTACHMENT/附录 A

### How to Expense Reimbursement Request Reimbursement 如何申请费用报销

#	INSTRUCTIONS	SCREENSHOT
1	<p>Log in to Workday.</p> <p>Go to <a href="http://home.nyu.edu">home.nyu.edu</a>.</p> <p>Click on the Work tab.</p> <p>Look for the NYU Shanghai: Financials and HR System channel.</p> <p>Click on Workday Login.</p>	 <p>The screenshot shows the NYU Home page. At the top, there is a navigation bar with 'Home', 'Academics', 'Work', 'Research', 'News', and 'NYU Life'. Below this, there is a section titled 'NYU Shanghai: Financials and HR System'. It lists several functions: 'Submit expense reports', 'Procure goods and services', 'Run financial reports', 'Manage positions and recruitment', and 'View and edit personal information'. A red oval highlights the 'Workday Login' button. Below this, there are system requirements and contact information for assistance.</p>
2	<p>Optional steps: if you have not already done so, add your banking information for direct deposit of your salary and expense reimbursements in Workday</p> <p>Select <b>Expenses</b> and click on <b>Payment Elections</b></p>	 <p>The screenshot shows the 'Home' page of the Workday system. It features several icons for 'Personal Information', 'Performance', 'Favorites', 'Inbox', 'Expenses', 'Benefits', and 'Purchases'. The 'Expenses' icon is highlighted. Below the icons, there are links for 'Actions' (Create Expense Report, Create Spend Authorization, Edit Expense Transactions, Edit Spend Authorization), 'View' (Expense Reports, Expense Transactions, <b>Payment Elections</b>, Spend Authorizations), and 'Recent' (04/10/2014). The 'Payment Elections' link is circled in red. Below this, there is a section for 'Payment Elections' with a table of accounts and a 'Change Election' button circled in red.</p>

#	INSTRUCTIONS	SCREENSHOT
3	<p>You can access to the Create Expense Report by following options:</p> <p><b>Option1:</b> In the home page, click on the <b>Expenses</b> icon, then select <b>Create Expense Report</b></p> <p><b>Option2:</b> Type <b>Create Expense Report</b> in the Search Field, Select the Create Expense Report from the search result suggestions. Pay attention: For all the actions or report</p>	<p>Option1:</p>  <p>Option2:</p> 
4	<p>Verify the <b>Expense Report Date</b> and other required fields then click on OK button</p>	<p><b>Create Expense Report</b></p> <p>Use this task to enter an expense report into the system. Please determine if you would like to create a new expense report or copy from an existing expense report.</p> <p><input checked="" type="radio"/> <b>Expense Report Information</b></p> <p>Expense Report For <input type="text" value="Employee: Calvin Li (李子成)"/></p> <p>Company <input type="text" value="NYUSH NYU Shanghai - S..."/></p> <p>Expense Report Date <input type="text" value="04/10/2014"/></p> <p><input checked="" type="radio"/> Create Blank Expense Report  <input type="radio"/> Copy Details from Existing Expense Report <input type="text" value="search"/></p> <p>Multicurrency Expense Entry <input checked="" type="checkbox"/></p> <p>Value Added Tax (VAT) Entry <input type="checkbox"/></p> <p><b>OK</b> <b>Cancel</b></p> <p><i>If you need to create expense report on behalf of another person, please contact the NYU Shanghai Finance Department at shanghai.finance@nyu.edu</i></p> <p><i>Expense Report entry date. It is usually today</i></p> <p><i>Check this checkbox if your expenses are dominated in a currency other than CNY( or RMB)</i></p>

#	INSTRUCTIONS	SCREENSHOT
5	<p>Fill in the <b>Business Purpose</b>, <b>Reimbursement Payment Type</b> (Manual-Online Banking, Manual-Cash or Direct Deposit) and the Memo in the Header</p> <p><b>Note:</b> Cash reimbursement is only available in amounts equal to or less than 800 RMB</p>	
6	<p>Fill in the line item details including adding any attachments such as supporting documentation and click <b>Submit</b></p> <p><b>Hints:</b></p> <ul style="list-style-type: none"> <li>- Remember to check the 'Receipt Included' checkbox and upload any individual receipts</li> <li>- When choosing Hotel Accommodations, the 'itemize' icon is shown in the top right.</li> <li>- Finance prefers Memo's to be included on each line.</li> </ul> <p><b>Required Worktags:</b></p> <ul style="list-style-type: none"> <li>- <b>Cost Center:</b> 10109 Academic Research</li> <li>- <b>Grant:</b> SMEC YYYY Grant (Where YYYY is the current calendar year)</li> <li>- <b>Fund:</b> 11 Grants Restricted</li> <li>- <b>Program:</b> Enter your Research Fund</li> </ul> <p>Please check with Faculty Affairs if you have questions regarding the appropriate Worktags to include on the report.</p>	

#	INSTRUCTIONS	SCREENSHOT
7	The Expense Report task will be sent to your approvers Inbox. He or she can go to his Home Page -> Inbox -> View Inbox. They will also receive an email informing them of your submission and the approval request.	
8	Your approver will find the task in his/her Inbox. He or She can approve the Expense Report by clicking on the Approve button.	
9	The Cost Center Manager (budget owner) needs to approve the Expense Report in his/her Inbox.  Many times the Cost Center Manager is also your approver, so these approvals will be consolidated into one step.	
10	Once approved, you will now need to log into Workday to <b>Print your expense report</b> and submit it to Finance.  You will also receive an email from the system informing you of this task.	

#	INSTRUCTIONS	SCREENSHOT																																				
11	Logon Workday and go to your home page. Click on Expenses icon, and select Expense Reports in the View Section.	<p>Home</p> <p>Personal Information Performance Favorites Inbox</p> <p>Expenses Benefits Purchases</p> <p>Actions Create Expense Report Create Spend Authorization Edit Expense Transactions Edit Spend Authorization</p> <p>View Expense Reports Expense Reports Payment Spend Authorizations</p> <p>Recent 04/10/2014 04/10/2014</p>																																				
12	Click on the view details icon in each Expense Report row	<p>My Expense Reports Calvin Li (李子成)</p> <p>Create Expense Report</p> <p>My Expense Reports 2 items</p> <table><thead><tr><th>Expense Report</th><th>Expense Report Number</th><th>Expense Report Date</th><th>Expense Report Status</th><th>Memo</th><th>Total Amount</th><th>Reimbursement Amount</th><th>Worker Paid</th><th>Personal Amount</th><th>Currency</th><th>Company</th><th></th></tr></thead><tbody><tr><td>EXP-00002435</td><td>EXP-00002435</td><td>04/10/2014</td><td>Approved</td><td></td><td>1.00</td><td>1.00</td><td></td><td>0.00</td><td>CNY</td><td>NYUSH NYU Shanghai - SH Operations</td><td>Change Expense Report</td></tr><tr><td>EXP-00002436</td><td>EXP-00002436</td><td>04/10/2014</td><td>Approved</td><td></td><td>1.00</td><td>1.00</td><td></td><td>0.00</td><td>CNY</td><td>NYUSH NYU Shanghai - SH Operations</td><td>Change Expense Report</td></tr></tbody></table> <p>Double click on the icon to view details</p>	Expense Report	Expense Report Number	Expense Report Date	Expense Report Status	Memo	Total Amount	Reimbursement Amount	Worker Paid	Personal Amount	Currency	Company		EXP-00002435	EXP-00002435	04/10/2014	Approved		1.00	1.00		0.00	CNY	NYUSH NYU Shanghai - SH Operations	Change Expense Report	EXP-00002436	EXP-00002436	04/10/2014	Approved		1.00	1.00		0.00	CNY	NYUSH NYU Shanghai - SH Operations	Change Expense Report
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13	You can print the Expense report by click on the printing icon.	<p>View Expense Report EXP-00002435 Pay To: Calvin Li (李子成) Status: Approved</p> <p>0.00 CNY 1.00 CNY 1.00 CNY</p> <p>Expense Report Information</p> <p>Company: NYUSH NYU Shanghai - SH Operations</p> <p>Expense Report Date: 04/10/2014</p> <p>Created On: 04/09/2014</p> <p>Approval Date: 04/10/2014</p> <p>Business Purpose: Administrative Expenses (No Travel)</p> <p>Expense Report Reference Information</p> <p>Reimbursement Payment Type: Manual-Online Banking</p> <p>Memo</p> <p>Expense Report Lines</p> <p>Attachments</p> <p>Business Process</p> <p>Expense Report Line</p> <p>Date: 04/10/2014</p> <p>Expense Item: Office Supplies (办公用品或办公用品类)</p> <p>Personal: No</p> <p>Receipt Included: Yes</p> <p>Quantity: 1</p> <p>Per Unit Amount: 1.00</p> <p>Total Amount: 1.00</p> <p>Memo: test Memo</p> <p>Worktags: Cost Center: CC_10106 Academic Affairs Fund: 01 Government Grants(Unrestricted) Grant: IMEC Startup Grant Program: General Operation</p> <p>Attachments</p> <p>Attachment: Chrysanthemum.jpg</p> <p>Comment: test</p> <p>You are able to print it or download it</p>																																				
14	Once the printing is finished, you can download it from the upright corner of the page screen.	<p>View Expense Report EXP-00002435 Pay To: Calvin Li (李子成) Status: Approved</p> <p>0.00 CNY 1.00 CNY 1.00 CNY</p> <p>Expense Report Information</p> <p>Company: NYUSH NYU Shanghai - SH Operations</p> <p>Expense Report Date: 04/10/2014</p> <p>Created On: 04/09/2014</p> <p>Approval Date: 04/10/2014</p> <p>Business Purpose: Administrative Expenses (No Travel)</p> <p>Expense Report Reference Information</p> <p>Reimbursement Payment Type: Manual-Online Banking</p> <p>Memo</p> <p>Expense Report Lines</p> <p>Attachments</p> <p>Business Process</p> <p>Expense Report Line</p> <p>Date: 04/10/2014</p> <p>Expense Item: Office Supplies (办公用品或办公用品类)</p> <p>Personal: No</p> <p>Receipt Included: Yes</p> <p>Quantity: 1</p> <p>Per Unit Amount: 1.00</p> <p>Total Amount: 1.00</p> <p>Memo: test Memo</p> <p>Worktags: Cost Center: CC_10106 Academic Affairs Fund: 01 Government Grants(Unrestricted) Grant: IMEC Startup Grant Program: General Operation</p> <p>Attachments</p> <p>Attachment: Chrysanthemum.jpg</p> <p>Comment: test</p> <p>Print Document</p> <p>A printable expense report is being generated. A notification will appear when your file is ready to download.</p> <p>Click on the PDF in order to download it</p>																																				

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15	The last step is to take your expense report and original supporting documents and deliver it to the NYU Shanghai Finance department.	
EXPENSE REPORT PROCESS COMPLETE		