

What's New with...

Expense Management

What is changing?

How to submit, approve and manage expense reports.

What do I need to know?

- No more paper TABER reports! Expense requests will be entered online through the financial management system (Oracle Cloud).
 - Student and non-employee expenses will be processed through check requests.
- For direct deposit, personal bank information must be entered to receive reimbursement. (The system will prompt you to provide this information when you enter an expense request.)
- Reimbursements will be processed faster!
- Completed requests will be routed automatically for approval. (Finance approvers have been assigned to every employee.)

How do I access the system?

You can access all Cornerstone systems through the **myRutgersportal** (<https://my.rutgers.edu>). Log in with your NetID and password. Click the **Cornerstone tab**. Open the **Expense Management app**.

What training and support is available?

All [expense management training courses](https://rutgers.instructure.com/courses/771) are available online at Rutgers University Canvas (<https://rutgers.instructure.com/courses/771>). Use your NetID and password to log in.

Who can I contact for help?

Procurement Help Desk

Monday through Friday, 8:00 am to 6:00 pm Eastern

Phone: (848) 932-4375

Email: procurement_helpcenter@finance.rutgers.edu

Helpful resources and frequently asked questions are available on the Cornerstone website (cornerstone.rutgers.edu).

