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 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).