

# Expense Reimbursement Procedure



## EXPENSE REPORT PROCEDURE

- 1) Select “**Timesheets**” from the orange menu.
- 2) Select “**Expenses**”.
- 3) Click on the “**+ NEW Expense**” button.
- 4) Enter in the date.
- 5) If expense is to be billed to a client – select a project and task order.  
If expense is for ZGlobal (non-billable), select “**ZGlobal Non-Billable Expense**” and uncheck billable box.
- 6) Choose expense category (Airfare, Lodging, etc.).
- 7) Enter the amount.
- 8) Enter any notes/details.
- 9) Click on the green “**SAVE Expense**” button.
- 10) Scan and upload your receipts on Harvest

**NOTE:** If you upload your receipts, you *must* also run an expense report (see below), print a copy, staple original receipts to printed report, and give to Nicole. I

## Expense Report Summary

- 1) Select “**Reports**” from the orange menu.
- 2) Select “**Expense**”.
- 3) Select “**Timeframe**”.
- 7) Click on “**Run Report**” button, a summary report will be shown. You can select print or export to excel if needed.

A screenshot of a web application interface for generating an expense report. The form includes several input fields: 'Timeframe' with a dropdown menu set to 'This Week', a checkbox for 'Include archived items in filters', 'Clients' with a text input 'All Clients', 'Projects' with a text input 'All Projects', 'Categories' with a text input 'All Categories', and 'Team' with a text input 'Everyone'. A blue link 'Search Roles' is positioned to the right of the 'Team' field. At the bottom of the form is a prominent green button labeled 'Run Report'.

Turn in Expense report to Nicole Ramos - nicole@zglobal.biz  
*Note: Expenses will be paid every week on a Friday by 3:00pm  
(Expense reports are due by COB every Thursday to guarantee  
payment on Friday).*