Expense Reimbursement Procedure

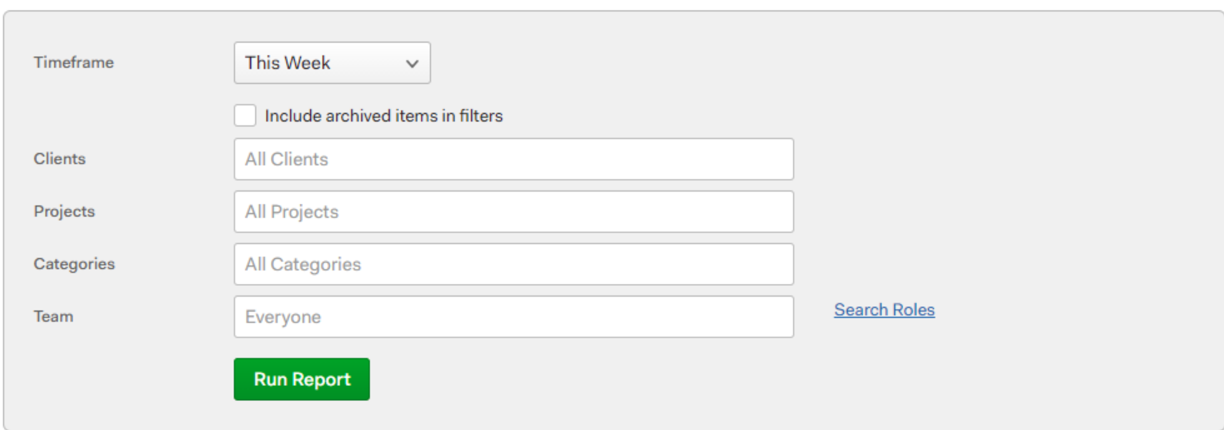
EXPENSE REPORT PROCEDURE

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.



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).