Log into **InsideND**

- University’s main page ([http://www.nd.edu/](http://www.nd.edu/))
  - Click on **InsideND**

  ![InsideND Login Page](image)

- Enter your NetID and Password

  ![InsideND Login Form](image)
Your **Administrative Tools** page will look different since you will have faculty related items.

- Click on **travelND**
This page will show up.

- Click on Expense

- Click on New Expense Report

- Enter information (required information has the "x" next to the entry box).

  (“No” for discretionary funds and “Yes” for grants and cost share funds)

- Click Next
Here is a listing of various expenses. You can scroll down to see more or enter a keyword in the Expense search box.
Meals-Foreign has been chosen.

Several things can be done at this time.
- You can itemize (1) if there is liquor involved.
- You can allocate (2) if you want to charge different funds for this expense.
- You can attach (3) your meal receipt.

When done click Save.
Per diem is **NOT** found in the *New Expense* column.

- Click on “Details” and then on “New Itinerary”

- Fill in the required departure information.
- Click Save
• Fill in the return information.
• If this is the end of your trip Click “Expenses & Adjustments” – if there is another leg to your trip click **Save** and you can enter another leg.
You can edit this accordingly or leave it as is.

- Take an entire day (1) away.
- Delete breakfast (2), lunch (3), or dinner (4).

When finished click on “Create Expenses”.

<table>
<thead>
<tr>
<th>Date/Location</th>
<th>Breakfast Provided</th>
<th>Lunch Provided</th>
<th>Dinner Provided</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/15/2013</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>07/16/2013</td>
<td></td>
<td></td>
<td></td>
<td>$138.00</td>
</tr>
<tr>
<td>07/17/2013</td>
<td></td>
<td></td>
<td></td>
<td>$121.00</td>
</tr>
<tr>
<td>07/18/2013</td>
<td></td>
<td></td>
<td></td>
<td>$97.00</td>
</tr>
<tr>
<td>07/19/2013</td>
<td></td>
<td></td>
<td></td>
<td>$162.00</td>
</tr>
<tr>
<td>07/20/2013</td>
<td></td>
<td></td>
<td></td>
<td>$162.00</td>
</tr>
<tr>
<td>07/21/2013</td>
<td></td>
<td></td>
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<td>$162.00</td>
</tr>
<tr>
<td>07/22/2013</td>
<td></td>
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<td>07/23/2013</td>
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<td>$162.00</td>
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<tr>
<td>07/24/2013</td>
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<tr>
<td>07/25/2013</td>
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<tr>
<td>07/26/2013</td>
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<tr>
<td>07/27/2013</td>
<td></td>
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<td>$162.00</td>
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<tr>
<td>07/28/2013</td>
<td></td>
<td></td>
<td></td>
<td>$162.00</td>
</tr>
</tbody>
</table>
It then shows up with the other expenses that you have already created.
Verification of my conference (along with any other receipts that I may not have attached during the process) will need to be attached.

- Click on Receipts
- Attach Receipt Images

• Click “Browse” and choose the document or documents from your computer to upload.
Once you are finished you can click Submit Report.

There is much more to this system but this will get you started. Please do not hesitate to contact me if you have questions or concerns. Patti