

Expense Reporting System Login

Username
Password



Your username and password are same as your member login or CDR login for the www.eatright.org website

Support Contact: 1-800-877-1600 x4888
Academy of Nutrition and Dietetics
[Eduardo Ortiz](#)

[Download User Instructions](#)

[Expense Reports](#) [Logout](#)

If this is your first time creating an expense report, please make sure to add your mailing address .



Work with Expense Reports

Name	Emily Example	Payment Method	Check by Mail
Email Address	eexample@example.net	Payment mailing address	Add or Update Payment Mailing Address

My Expense Reports

[Add New Expense Report](#)



Click to create a new expense report

Expense Reports Pending My Approval

Expense Reports Pending My Pre-Approval Review

Select your approver for this expense report

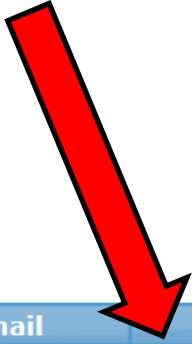
Select Approver for New Expense Report

Name Emily Example
Email Address eexample@example.net

Displaying records 1 to 1 of 1

Select an approver from list below for this new expense report.

Approver Name	Approver Email	Alternate Approver	Alternate Approver Email	
Approver Amy	aapprover@approver.net	Alternate Albert	AAlternate@alternateAppr.net	Select



Note:

If you do not see any approvers on this screen, please get in touch with your Academy/DPG/Committee contact to inform them. You must be added to their approving list before you can submit an expense report to them.

Create Expense Report

Name Emily Example
Email Address eexample@exampl

Note:

Your Academy/DPG/Committee contact should inform you on what project code to use below. If you do not have one, please contact them so they may add this information to your profile.

All items below are required (except optional items) as indicated to create an expense report.

Select a default project for all items on this expense report. Note: You can override project code on specific items later.*

103 1300 FINANCE/ACCOUNTING
103 1400 OFFICE SERVICES
110 1001 Administration

Expense from date*

07/01/2015

Expense thru date*

07/02/2015

Name of Board or Committee or Practice Group (if applicable)

DPG 63

Short Expense Description*

Committee Meeting

Purpose of Trip or Expense*

Discussion of upcoming symposium details

For out of town travel

Please fill out all of these fields regarding your expense report.

Advance Amount - If you have taken any advances for this trip, this amount will be deducted from balance due you.

0

(Optional) Enter any special comments you have for approver or accounting department regarding expenses on this report.


Select a city travelled to on this trip. Used to determine the daily maximum expense allowance. If expense is not for travel please select 'None'*

Other city

* indicates required items



Expense Report Details

User Name Example Emily
User Email eexample@example.net

Expense report number 25845 
Report Status In Process
Expense from date 07/01/2015
Expense Thru date 07/02/2015
Short Expense Description Committee Meeting
Approver Name Approver Amy
Approver Email aapprover@approver.net
Alternate Approver Alternate Albert
Alternate Approver Email AAlternate@alternateAppr.net
Advance amount
Expense Report Total
Balance Due to user
Approximate Payment Date

Submit for Approval



Refresh

 Edit item
 Delete item





Uploaded Receipts





Upload/View Receipts





Click button above to add or view receipts. You can scan multiple receipts on a single



Please fill out all of the entries for your report. You can edit by selecting the pencil icon , on each expense line. You can remove unnecessary entries by using the (X) icon .

To add additional expenses, select type and date, then click ADD Add

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
 	07/01/2015								
 	07/02/2015								

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
 	07/01/2015		
 	07/02/2015		

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
 	07/01/2015						
 	07/02/2015						

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
 	07/01/2015		

Expense Report Details

User Name Example Emily
User Email eexample@example.net
Expense report number 25846 ✎
Report Status In Process
Expense from date 07/01/2015
Expense Thru date 07/02/2015
Short Expense Description Committe Meeting
Approver Name Approver Amy
Approver Email aapprover@approver.net
Alternate Approver Alternate Albert
Alternate Approver Email AAlternate@alternateAppr.net
Advance amount
Expense Report Total
Balance Due to user
Approximate Payment Date

✎ Edit item
 ✖ Delete item

Update Transportation Expense - Windows ...

https://secure.eatright.org/CGI-BIN/lansaweb?wam=ERS027

Update Transportation Expense

Project 103 1300 FINANCE/ACCOUNTING ▾
Airfare 200.00
Airport trip expense
Tolls Parking Car Rental 2.00
Miles traveled (current mileage rate .575 per mile)
Local business transportation
Luggage 25.00 ✖
User comment

To add additional expenses, select type and date, then click ADD

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
✎ ✖	07/01/2015								
✎ ✖	07/02/2015								

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
✎ ✖	07/01/2015		
✎ ✖	07/02/2015		

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	trans
✎ ✖	07/01/2015					
✎ ✖	07/02/2015					

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
✎ ✖	07/01/2015		
✎ ✖	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total
✎ ✖	07/01/2015		
✎ ✖	07/02/2015		



This is a completed sample transportation entry. Please make sure to complete all expenses by date of incurred expense. Click update when completed

Expense Report Details

User Name Example Emily
 User Email eexample@example.net
 Expense report number 25846
 Report Status In Process
 Expense from date 07/01/2015
 Expense Thru date 07/02/2015
 Short Expense Description Committe Meeting
 Approver Name Approver Amy
 Approver Email aapprover@approver.net
 Alternate Approver Alternate Albert
 Alternate Approver Email AAlternate@alternateAppr.net
 Advance amount
 Expense Report Total 557.00
 Balance Due to user 557.00
 Approximate Payment Date

Submit for Approval
 Refresh
 Edit item
 Delete item

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts.
 You can scan multiple receipts on a single page.

For out of town travel - you must attach your completed travel authorization form.

Check here if you are mailing in receipts

View Comments

To add additional expenses, select type and date, then click ADD

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
	07/01/2015	200.00		2.00				25.00	227.00
	07/02/2015		20.00	2.00					22.00

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
	07/01/2015	100.00	100.00
	07/02/2015	100.00	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tip
	07/01/2015	8.00	20.00	25.00	
	07/02/2015	5.00	20.00	30.00	

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
	07/01/2015		
	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total

Once you have completed your expense entries you will need to upload receipts to show as proof of each expense incurred. Please click on the **Upload/View Receipt** button located here

Expense Report Details

User Name Example
User Email eexampl
Expense report number 25846
Report Status In Proce
Expense from date 07/01/2
Expense Thru date 07/02/2
Short Expense Description Commit
Approver Name Approve
Approver Email aapprov
Alternate Approver Alternat
Alternate Approver Email AAlternat
Advance amount
Expense Report Total 557.00
Balance Due to user 557.00
Approximate Payment Date

Example
eexampl

https://securetest.eatright.org/CGI-BIN/lansaweb?n

Emily Example
Expense report number 25846

Add Document

Short description

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel – you must attach your completed travel authorization form.

Check here if you are mailing in receipts

View Comments

A new pop up window will appear and you will need to select the Add Document option.

To add additional expenses, select type and d

TRANSPORTATION EXPENSE	Expense Date	A
	07/01/2015	2
	07/02/2015	

HOTEL EXPENSE	Expense Date	Hotel Room Charge
	07/01/2015	100.00
	07/02/2015	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
	07/01/2015	8.00	20.00	25.00			53.00
	07/02/2015	5.00	20.00	30.00			55.00

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
	07/01/2015		
	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total

Expense Report Details

User Name Example
User Email eexampl
Expense report number 25846
Report Status In Proce
Expense from date 07/01/2
Expense Thru date 07/02/2
Short Expense Description Commit
Approver Name Approve
Approver Email aapprov
Alternate Approver Alternat
Alternate Approver Email AAaltern
Advance amount
Expense Report Total 557.00
Balance Due to user 557.00
Approximate Payment Date

Example
eexampl

https://securetest.eatright.org/CGI-BIN/lansaweb?n

Emily Example
Expense report number 25846

Add Document

Enter a file short description
airfare ticket

Select a file to upload

No file selected.

Short description

To add additional expenses, select type and d

TRANSPORTATION EXPENSE	Expense Date	A
	07/01/2015	2
	07/02/2015	

HOTEL EXPENSE	Expense Date	Hotel Room Charge
	07/01/2015	100.00
	07/02/2015	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
	07/01/2015	8.00	20.00	25.00			53.00
	07/02/2015	5.00	20.00	30.00			55.00

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
	07/01/2015		
	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel – you must attach your completed travel authorization form.

Check here if you are mailing in receipts

View Comments

After you have enter your file name, please select the **“Select a file to upload”** option to attach the actual file. A new pop up window will appear which will allow you to browse your computer for the file to attach. PDF files work best.

Expense Report Details

User Name
User Email
Expense report number 25846
Report Status In Process
Expense from date 07/01/2015
Expense Thru date 07/02/2015
Short Expense Description Commitment
Approver Name Approved
Approver Email approved
Alternate Approver Alternate Approver
Alternate Approver Email Alternate Approver
Advance amount
Expense Report Total 557.00
Balance Due to user 557.00
Approximate Payment Date

Example Expense Report Details

Emily Example
Expense report number 25846

Add Document

Enter a file short description
airfare ticket

Select a file to upload Save

airfare ticket.txt

Short description			

To add additional expenses, select type and date

TRANSPORTATION EXPENSE	Expense Date	Amount
	07/01/2015	
	07/02/2015	

HOTEL EXPENSE	Expense Date	Hotel Room Charge
	07/01/2015	100.00
	07/02/2015	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
	07/01/2015	8.00	20.00	25.00			53.00
	07/02/2015	5.00	20.00	30.00			55.00

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
	07/01/2015		
	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel – you must attach your completed travel authorization form.

Check here if you are mailing in receipts

View Comments

After you have selected your file to attach, please click on the **Save** option. The file will now be attached to this expense report.

Expense Report Details

User Name
User Email

Expense report number
Report Status
Expense from date
Expense Thru date
Short Expense Description
Approver Name
Approver Email
Alternate Approver
Alternate Approver Email
Advance amount
Expense Report Total
Balance Due to user
Approximate Payment Date

Mozilla Firefox

https://securetest.eatright.org/CGI-BIN/lansaweb?...

Eduardo Ortiz
Expense report number 34362

Add Document

Short description		
airfare ticket	Download	X
meals receipts	Download	X

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel you must attach your completed travel authorization form.

Check here if you are mailing in receipts.

View Comments

To add additional expenses, select type

TRANSPORTATION EXPENSE	Expense Date
X	07/01/2015
X	07/02/2015

HOTEL EXPENSE	Expense Date	Hotel Room Charge
X	07/01/2015	100.00
X	07/02/2015	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
X	07/01/2015	8.00	20.00	25.00			53.00
X	07/02/2015	5.00	20.00	30.00			55.00

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
X	07/01/2015		
X	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total

After you have attached all receipts for your expense report, you can exit out of this pop up window by selecting the **X** on the top right of the receipts window

Expense Report Details

User Name Example Emily
 User Email eexample@example.net
 Expense report number 25846
 Report Status In Process
 Expense from date 07/01/2015
 Expense Thru date 07/02/2015
 Short Expense Description Committe Meeting
 Approver Name Approver Amy

Submit for Approval
 Refresh
 Edit item
 Delete item

If you are ready to submit your expense report, please click on the **Submit for Approval** button located above to submit your report. Please skip to page 13.

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel – you must attach your completed travel authorization form.

Check here if you are mailing in receipts

View Comments

To add additional expenses, select type and date, then click ADD Add

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
	07/01/2015	200.00		2.00				25.00	227.00
	07/02/2015		20.00	2.00					22.00

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
	07/01/2015	100.00	100.00
	07/02/2015	100.00	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
	07/01/2015	8.00	20.00	25.00			53.00
	07/02/2015	5.00	20.00	30.00			55.00

PHONE EXPENSE	Expense Date	Phone Expense	Category Total
	07/01/2015		
	07/02/2015		

POSTAGE EXPENSE	Expense Date	postage exp	Category Total

Expense Report Details

User Name Example Emily
 User Email eexample@example.net

Submit for Approval

To insert additional expenses which are not show on the sub topic expenses, please go to the **ADD** function located here and select the type of expense and the date incurred.

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel – you must attach your completed travel authorization form.

Check here if you are mailing in receipts

View Comments



To add additional expenses, select type and date, then click ADD Miscellaneous 7/01/2015 x Add

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
	07/01/2015	200.00		2.00				25.00	227.00
	07/02/2015		20.00	2.00					22.00

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
	07/01/2015	100.00	100.00
	07/02/2015	100.00	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
	07/01/2015	8.00	20.00	25.00			53.00
	07/02/2015	5.00	20.00	30.00			55.00

Expense Report Details

User Name Example Emily
 User Email eexample@example.net
 Expense report number 25846
 Report Status In Process
 Expense from date 07/01/2015
 Expense Thru date 07/02/2015
 Short Expense Description Committee Meeting
 Approver Name Approver Amy
 Approver Email aapprover@approver.net
 Alternate Approver Alternate Albert
 Alternate Approver Email AAlternate@alternateAppr.net
 Advance amount
 Expense Report Total 557.00
 Balance Due to user 557.00
 Approximate Payment Date

Submit for Approval
 Refresh
 Edit item
 Delete item

Uploaded Receipts

Upload/View Receipts

Click button above to add or view receipts. You can scan multiple receipts on a single page.

You will need to complete the expense entry as before including a note about the miscellaneous expense

To add additional expenses, select

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
	07/01/2015	200.00		2.00				25.00	227.00
	07/02/2015		20.00	2.00					22.00

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
	07/01/2015	100.00	100.00
	07/02/2015	100.00	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
	07/01/2015	8.00	20.00	25.00			53.00
	07/02/2015	5.00	20.00	30.00			55.00

MISC EXPENSE	Expense Date	Miscellaneous Expense	Misc Expense Account	Category Total
	07/01/2015			

Update Miscellaneous Expense - Windows I...

https://secure.eatright.org/CGI-BIN/lansaweb?wam=ERS028

Update Miscellaneous Expense

Project 103 1300 FINANCE/ACCOUNTING

Miscellaneous Expense 25.00

Misc Expense Account 535-4610 Office Supplies

Notepads and Pens for all who attended

User comment

Cancel Update

Expense Report Details

User Name Example Emily
User Email eexample@example.net

Expense report number 25846 ✎
Report Status In Process
Expense from date 07/01/2015
Expense Thru date 07/02/2015
Short Expense Description Committe Meeting
Approver Name Approver Amy
Approver Email aapprover@approver.net
Alternate Approver Alternate Albert
Alternate Approver Email AAlternate@alternateAppr.net
Advance amount
Expense Report Total 582.00
Balance Due to user 582.00
Approximate Payment Date

Submit for Approval
 Refresh
 ✎ Edit item
 ✖ Delete item

Uploaded Receipts

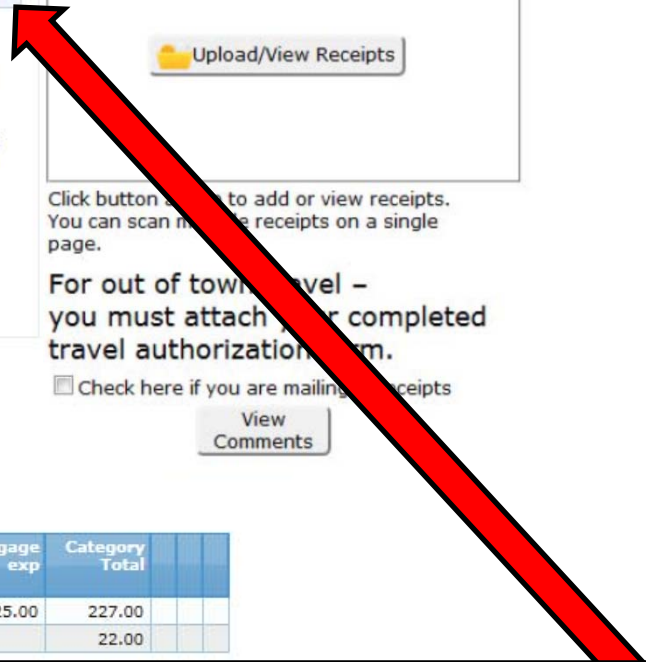
Upload/View Receipts

Click button to add or view receipts. You can scan multiple receipts on a single page.

For out of town travel – you must attach your completed travel authorization form.

Check here if you are mailing receipts

View Comments



To add additional expenses, select type and date, then click ADD Add

TRANSPORTATION EXPENSE	Expense Date	Airfare	Airport trip exp	Tolls Parking Car	Miles Travelled	Mileage dollars	Local business transportation	luggage exp	Category Total
✎ ✖	07/01/2015	200.00		2.00				25.00	227.00
✎ ✖	07/02/2015		20.00	2.00					22.00

HOTEL EXPENSE	Expense Date	Hotel Room Charge	Category Total
✎ ✖	07/01/2015	100.00	100.00
✎ ✖	07/02/2015	100.00	100.00

DAILY ALLOWANCE	Expense Date	Breakfast exp	lunch exp	dinner expense	non-meal tips	local transportation	Category Total
✎ ✖	07/01/2015	8.00	20.00	25.00			53.00
✎ ✖	07/02/2015	5.00	20.00	30.00			55.00

MISC EXPENSE	Expense Date	Miscellaneous Expense	Misc Expense Account	Category Total
✎ ✖	07/01/2015	25.00	535-4610 Office Supplies	25.00

Once you have uploaded receipts and entered all of your expenses, you can click on Submit for Approval to send your expense report to the Approver. An email will be auto-generated and sent to the approver . You will receive an email when your expense report has been approved.

Expense Reports

Logout

Work with Expense Reports

Name Emily Example
Email Address eexample@example.net

Payment Method Check by Mail
Payment mailing address

Add or Update
Payment Mailing
Address

My Expense Reports

Displaying records 1 to 1 of 1

Add New Expense
Report

Original submission date	Total expense amount	Trip from date	Short Expense Description	Approver Name	Status			
07/22/2015	582.00	07/01/2015	Committe Meeting	Approver Amy	Submitted for approval	Select		

Expense Reports Pending My Approval

Expense Reports Pending My Pre-Approval Review

You can review the status of your expense report on your profile page. Once approved, your expense report will be submitted to Accounts Payable for final review and processing.