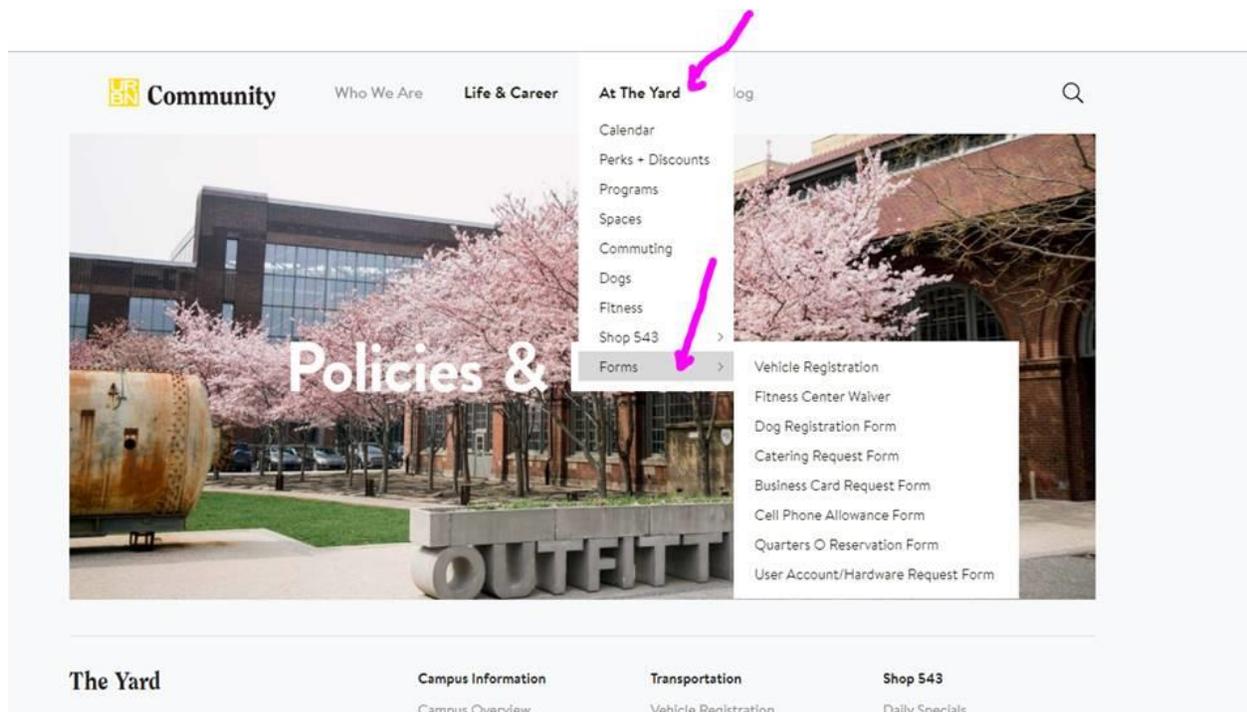
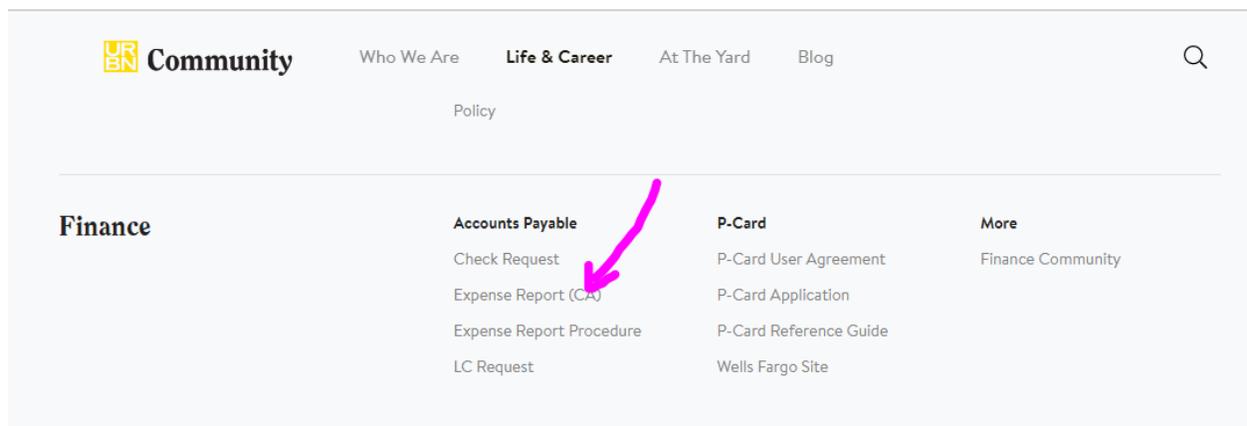


How to submit an Expense Report

1. Go to the URBN community site, Click on the 'At The Yard' tab and then on Forms



2. Scroll down to Finance and then select 'Expense Report'



3. Fill out all your expenses & attach all your receipts (tape your receipts on a piece of paper)

4. If your receipts are in a foreign currency → please write on each one the amount in US dollars & attach the currency exchange rate source you used.
5. Please submit your expense report to Jess and she will pass on to Accounts Payable.