## 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'

🛃 Community	Who We Are Life & Career At	The Yard Blog	Q
	Policy		
Finance	Accounts Payable	P-Card	More
	Check Request	P-Card User Agreement	Finance Community
	Expense Report (CA)	P-Card Application	
	Expense Report Procedure	P-Card Reference Guide	
	LC Request	Wells Fargo Site	

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

- 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.
- Please submit your expense report to Jess and she will pass on to Accounts Payable.