



SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

EXPENSE REPORT TIPS

Easy to submit eForm

Required Information:

- 1 - ShortCode
- 2 - Business Purpose
- 3 - Receipt
- 4 - Attendee List
(for hosted events)



An Acceptable Receipt Contains:

Ready to get
started?

Scan to be directed to
the T&E Website!



- Business Name (Listed Clearly)
- Transaction Date
- Amount Paid *

** Check out the Acceptable Receipt Resource for more information*

** Purchase amount details must be itemized for lodging / transportation costs, and all other single expenditures \$75 and greater.*

Contact Us

Shared Services Center
1000 Victors Way
Ann Arbor, MI 48108



sharedservices@umich.edu



734-615-2000, Press 3, Press 2



M-F, 8:00AM-5:00PM



ssc.umich.edu/travel-expense/



SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

EXPENSE REPORT TIPS

We make it easy!

Introducing an easy to use eForm for submitting expense report requests to the SSC. The SSC Expense Report Submission eForm is:

- dynamic and adjusts to your report creation needs
- ensures that all the required information is gathered for the SSC to process your request

Expense Report eForm Required Information:

1

Shortcode

2

Business
Purpose

3

Receipt

4

Attendee List

An Acceptable Receipt Contains:

Scan to be directed to
the T&E eForm.



- **Business Name (Listed Clearly)**
- **Transaction Date**
- **Amount Paid ***

** Purchase amount details must be itemized for lodging / transportation costs, and all other single expenditures \$75 and greater.*

Contact Us

Shared Services Center
1000 Victors Way
Ann Arbor, MI 48108



sharedservices@umich.edu



734-615-2000, Press 3, Press 2



M-F, 8:00AM-5:00PM



ssc.umich.edu/travel-expense/