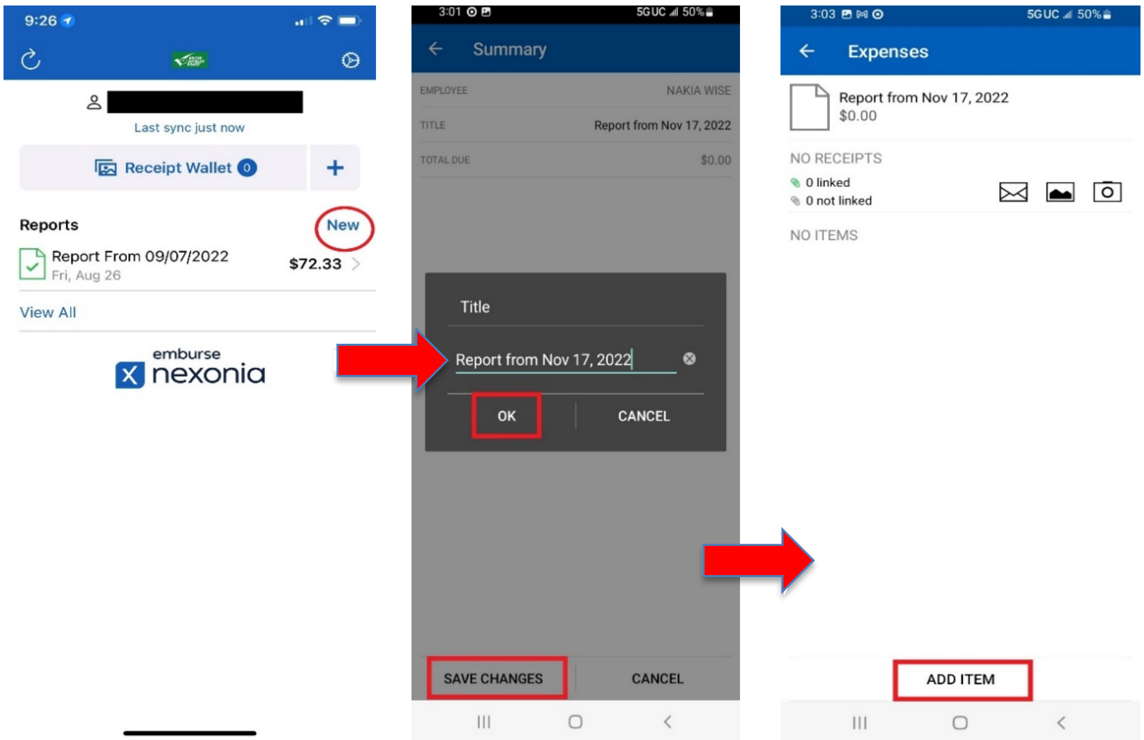
NEXONIA QUICK TIPS & EXPENSE REIMBUSEMENT GUIDELINES

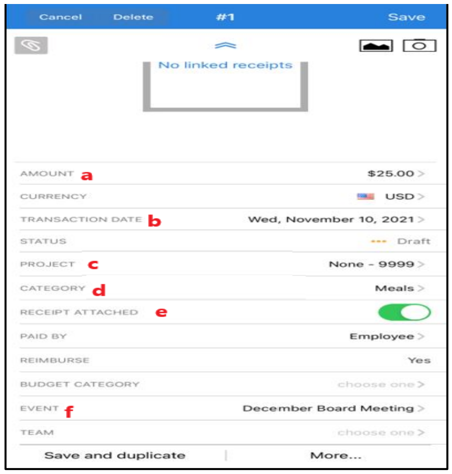
TO CREATE AN EXPENSE REPORT ON YOUR CELL PHONE OR IPAD, follow the steps below:

1. Make sure Nexonia Expenses is downloaded and logged in on your mobile device.
2. Tap New next to Reports.
3. Type the name of the expense report in the 'Title' field, tap OK, and tap Save Changes at the bottom left of your screen. This will create a new, empty report.

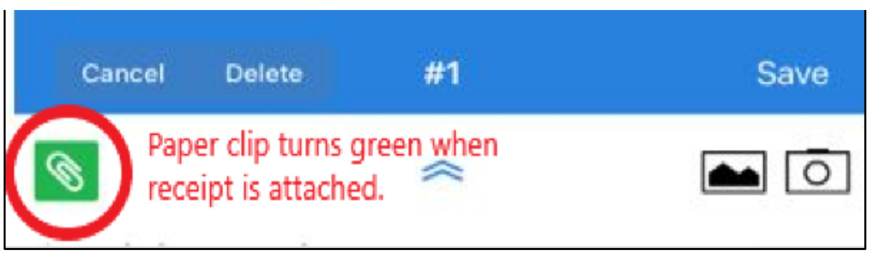


Quick

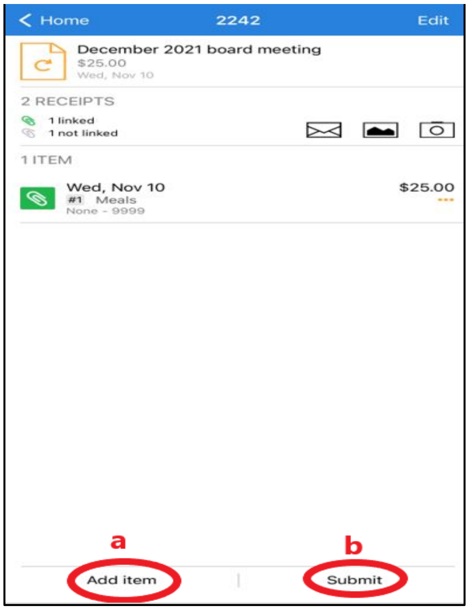
4. Tap 'Add item' at the bottom of your screen. Choose 'Create new expense item'.
5. On the new window complete the following fields:
   a. Amount
   b. Transaction Date – *Adjust only if necessary.*
   c. Project – *This should always be 'None – 9999'. This will be the default value going forward after your initial entry.*
   d. Category – *Select the appropriate option from the drop down.*
   e. Receipt Attached – *If no receipt is needed, make sure to switch the dial from green to gray.*
   f. Event – *Choose the appropriate Event from the drop-down menu. If the meeting name is not included or if a meeting name is not applicable, please choose None from the list.*



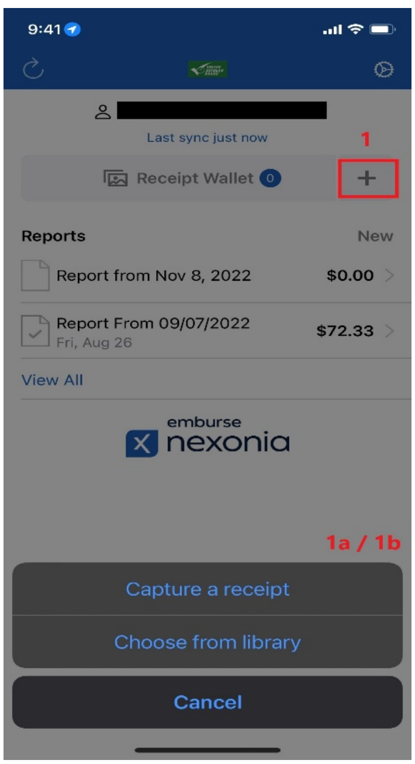
6. Attach any receipts for the transaction by using one of the below methods.
    a. Select from an image of your receipt saved to your mobile device.
    b. Take a picture of the receipt with your mobile device. You will tap OK if the picture is acceptable.



7. Tap ‘Save changes’ at the bottom left of your screen.
8. On the new screen that opens, you will see a summary of your transactions.
    a. You can add more transactions by tapping ‘Add item’ at the bottom left of your screen
    b. Tap ‘Submit’ if you have no more transactions to add.



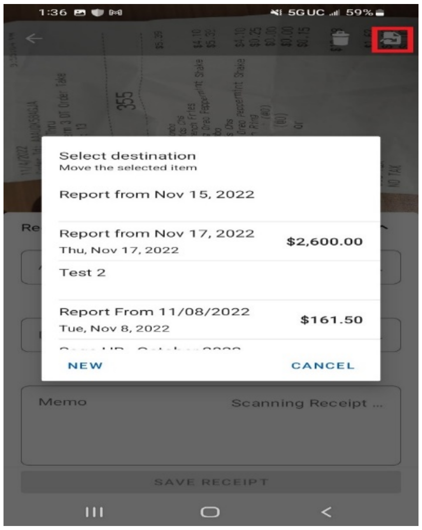
TO ADD RECEIPTS WITHIN THE APP (USING THE RECEIPT WALLET)



1. Tap the plus sign then choose to Capture A Receipt or Choose from Library.

a. Capture A Receipt will allow you to take a picture of the receipt with the camera. If the picture is acceptable, tap save or the button with the circle and check mark. This will move the receipt to the receipt wallet.

b. Choose From Library will allow you to upload an image from the phone's library.

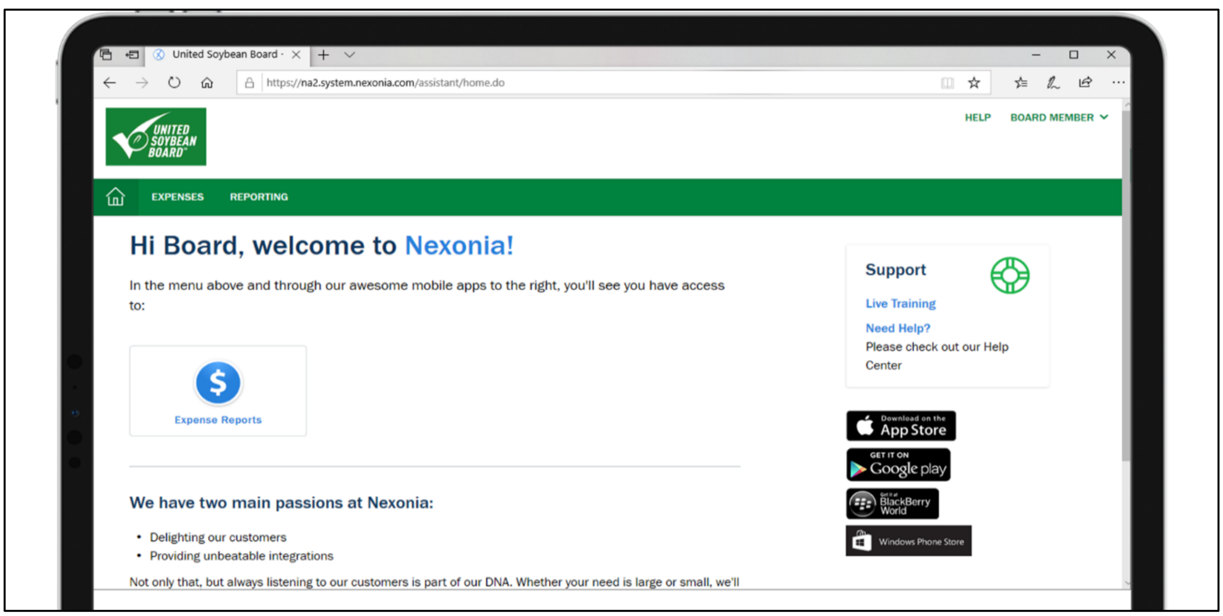


2. Once receipts are added into the receipt wallet, tap the line for Receipt Wallet from the home screen. Tap the line for the receipt, then move or delete it using the icons in the upper right of the screen.

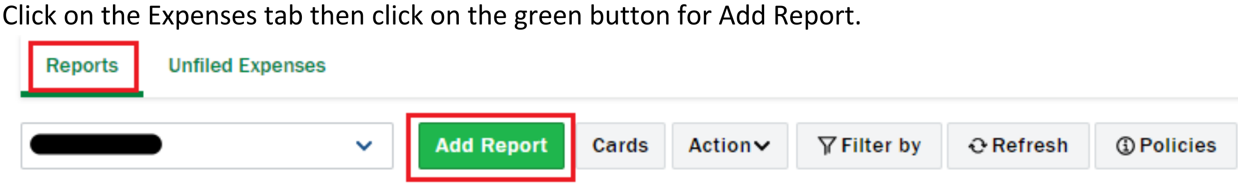
3.Tap the icon to move the receipt to an existing expense report. A message confirming the receipt has been moved may appear.

<u>TO CREATE AN EXPENSE REPORT ON THE WEB,</u> follow the steps below:

1. Sign in to Nexonia from the web address www.nexonia.com using the email address affiliated with your Nexonia account. From your home screen, click on Expenses.



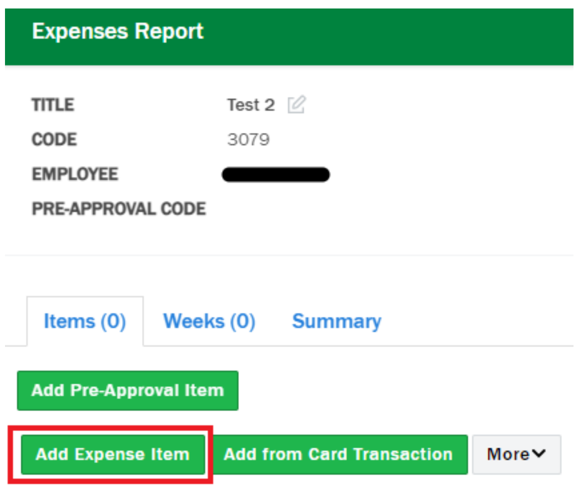
2. Click on the Expenses tab then click on the green button for Add Report.



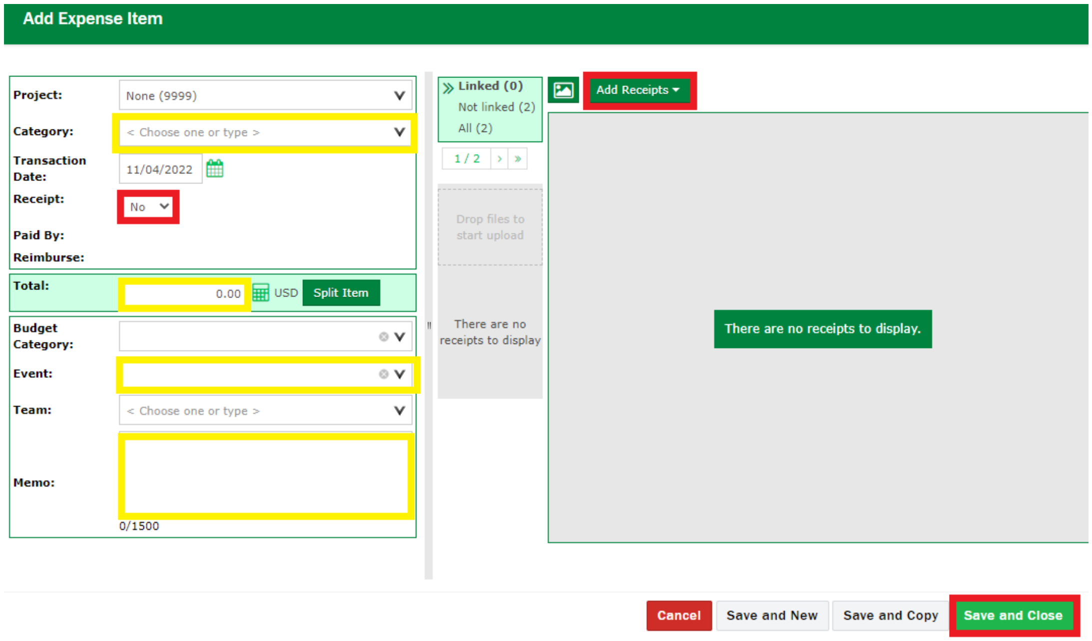
3. The Add Report box will appear. Type a Title for the expense report and click Save.

- The title will be the type of expenses being claimed.
- For *travel-related* expenses, please use the name of the meeting as the title. • For *technology-related* expenses, please use the type of service (ex. Cell phone, internet, etc.) and timeframe covered as the title.
- A 4-digit # will also be assigned to the expense report.

4. Click Add Expense Item to begin filling in the report.



5. The Add Expense Item box will appear. Please work from *top to bottom* then *left to right* starting with the Category field. (Project will default to None (9999)).



6. Choose the appropriate Category from the drop-down menu to indicate the type of expense.

7. Adjust the transaction date, if necessary.

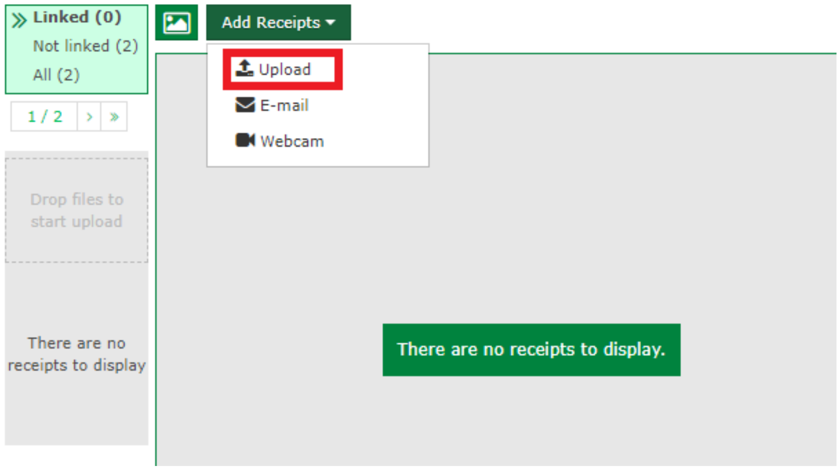
8. Indicate whether a receipt is needed by choosing ‘Yes’ or ‘No’ from the drop-down menu. (Please note, charges over $25 require a receipt to be provided.)

9. Enter the total amount of the charge in the Total field.

10. Choose the appropriate Event from the drop-down menu. If the meeting name is not included or if a meeting name is not applicable, please choose None from the list.

11. Type any additional notes in the Memo field. For group meals, the names of attendees can be listed here.

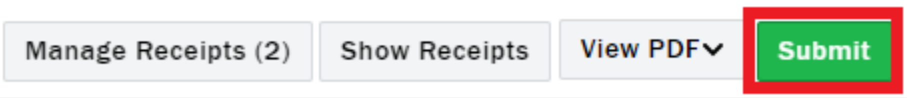
12. For charges **over** $25, please click Add Receipt to attach the receipt to the expense report. Click Upload to attach receipts that are saved to your computer or desktop. When prompted, please make sure to choose to Link the receipt to the expense entry.



13. Click Save and Close.

14. Repeat steps 4-12 for each expense to be included in the expense report.

15. Once all expenses have been entered, click Submit to submit the report.



OTHER HELPFUL TIPS FOR USING NEXONIA

- *Start an expense report before your trip or meeting starts. Use the USB Call to Meeting notice or the approved Travel Authorization as a sign to start an expense report in Nexonia.*

- *Email your receipts to Nexonia! They will be automatically added by using the email address associated with your Nexonia account.*
    - Email receipts to **receipts@nexonia.com** using the + sign and title you want to give a new report *in the subject line.* Following both steps will create a new expense report and attach the receipts to that newly created report.
        - An example would be to type ***+VAC Meetings*** in the subject line when emailing a hotel or airfare receipt.
    - To email receipts to an already created but unsubmitted expense report, please email receipts to **receipts@nexonia.com** using the 4-digit code assigned (see step #3) to the expense report when the title was created in the subject line.
    - The process takes around 10-minutes, and you will receive an email confirmation.

We are happy to do a quick virtual walk through to answer any specific question you may have. Please feel free to reach out to Lauren Semple at lsemple@unitedsoybean.org or any other member of your USB Finance team at finance@unitedsoybean.org with any questions related to Nexonia.

GUIDELINES FOR REIMBURSEMENT OF USB TRAVEL EXPENSES ARE AS FOLLOWS[1]:

- Air Travel: Domestic travel will be at the round-trip "coach/main cabin" fare, booked at least 7 days in advance. A detailed receipt and itinerary for the ticket is required.
- Lodging: Rates comparable to standard, single-occupancy room, *receipt required*. Any meals over $25 included on the hotel receipt must be accompanied by a detailed receipt.
- Meals: Actual food and beverage expenses will be reimbursed up to a maximum of $200 per day, including tips. Alcoholic beverages purchased with lunch or dinner are reimbursable. Detailed itemized receipts for all meals over $25 are required. A list of attendees should be provided if the meal paid for includes others.
- Personal Expenses: No expenses of a personal nature will be reimbursed, i.e., movies, liquor, tobacco, magazines, books, laundry (unless traveler is continually traveling for more than five days or is requested by USB to stay over longer than originally intended), etc.
- Mileage: Nexonia will determine the correct rate based on the date of travel. If electing to travel by car, total reimbursement for mileage, meals, and lodging shall not exceed two days' travel each way (one night out each way)
- Taxi/Uber: USB will reimburse for taxi/Uber transportation costs to and from the airport and meeting venue. A receipt is required if an individual expense is over $25.
- Travel Authorization: Written preapproval is required prior to all USB related travel except USB convened meetings where there is a call to meeting notice.
- Credit card receipts alone are not acceptable. If receipts are lost, please contact Lauren Semple or anyone in Finance at the USB office and we will be happy to work with you in those situations.
- Spousal/companion travel or any other contractor spousal/companion costs cannot be reimbursed by USB.

[1] USB's policy manual pages 4-5 and 13-15