**Expense Report Instructions**

1. Start on the sheet labeled “NCUIH Itemized Expenses”

![Expense Report Table](image)

2. Date
   a. Enter date (month/date/year)

3. Category
   a. Select category based on the drop down menu (you must select the category before entering information in the Detail column)
   b. If you select other in the row, skip Detail (all but Other) and write in the category under the Detail: Other column

![Category Dropdown](image)
4. Detail (all but Other)
   a. Select the detail within the category based on the drop down menu
   b. After selecting the appropriate item from the category column, the detail column
      will update accordingly.

5. Detail: Other
   a. If you selected Other in the Category column, use this cell to provide a
      description of the expense
   b. If you selected Other in the Detail (all but Other) column, use this cell to provide
      additional information on the expense within the specified Category

6. Expense ($)
   a. Enter in the dollar amount associated with the expense

7. Refresh Data
   a. Select Refresh All under the Data tab
   b. Data entered in the spreadsheet on the sheet labeled “NCUIH Itemized
      Expenses” will appear in the table to the right as well as update the data in the
      rows with orange text in the sheet labeled “Expenses”.

8. Add additional COVID-19 related expenses to the sheet labeled “Expenses” if you wish
   a. Do not make edits to the cells with orange text, as they are linked to the sheet
      labeled “NCUIH Itemized Expenses”