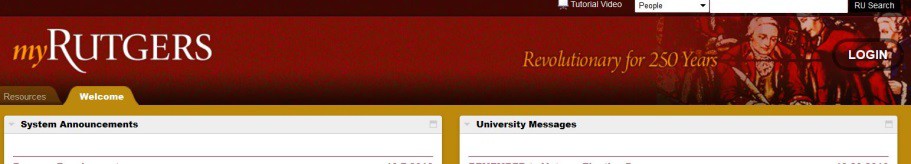
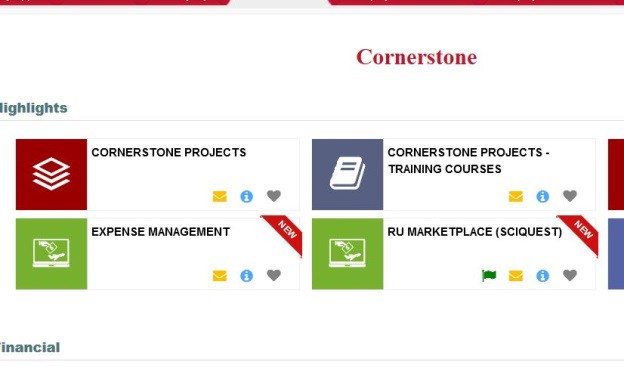
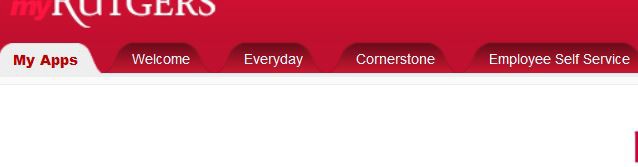
**How to Set up Your Bank Account**

*\*\*(you must do this in order to process a travel expense request)*

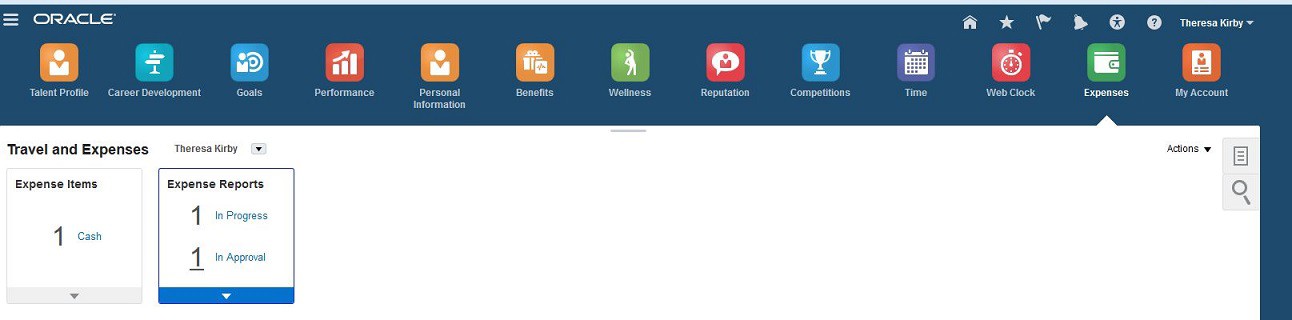
Navigate to the my.rutgers.edu page and log in (upper right corner)



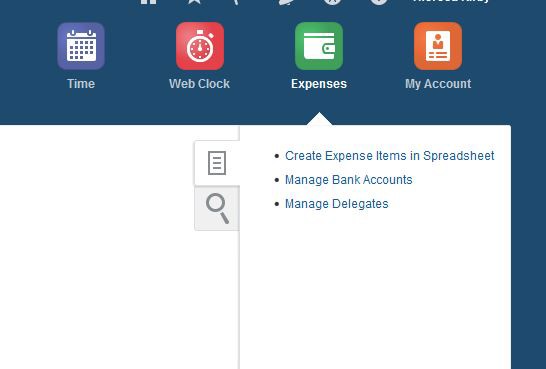
Click the Cornerstone tab and then the Expense Management tile



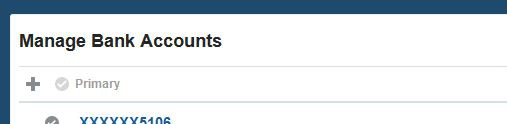
Click tile in the upper right corner:



And choose Manage Bank Accounts:



Click the plus sign to add a bank account:



Add bank information and then hit “Save and Close”:

