**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”:

