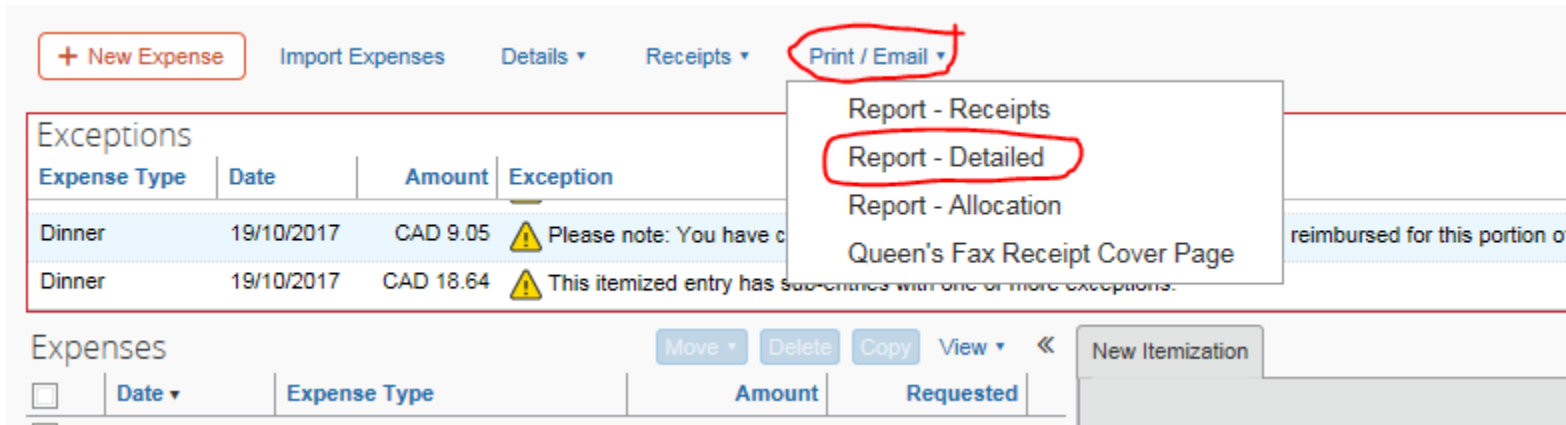Please submit a printout of your expense report, and submit it along with all original receipts and a signed CTA Claim form to the Graduate Assistant after submitting your expense report through the ERS system.

To print a copy of your expense report, click on the down arrow beside the "Print/Email" tab, and select "Report – Detailed".
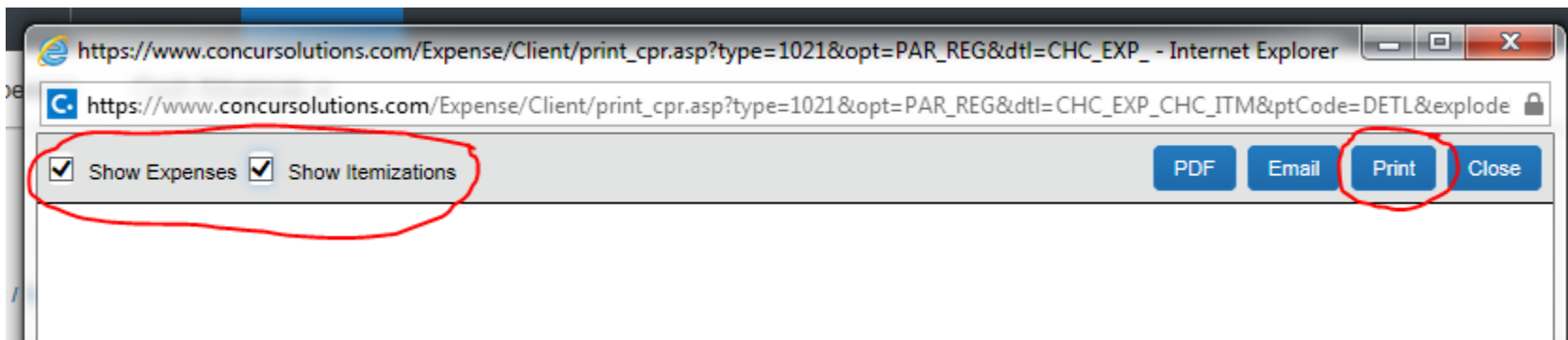

Ensure that both "Show Expenses" and "Show Itemizations" are checked off, then click "Print".