**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)

Search “ORACLE” in the upper right corner

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AI-generated content may be incorrect.

Click the three bars in the upper left corner:

A screenshot of a website

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And choose Expenses:

A screenshot of a computer

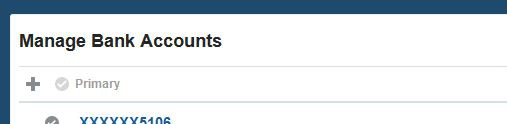
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Click the cog wheel and manage bank accounts:

A screenshot of a computer

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Hit the plus sign to add a bank account:



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

