



# Submitting an Expense or Requisition in Fluid Quick Reference Guide



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Manage Expenses

You will add a new expense report as you have done in the past

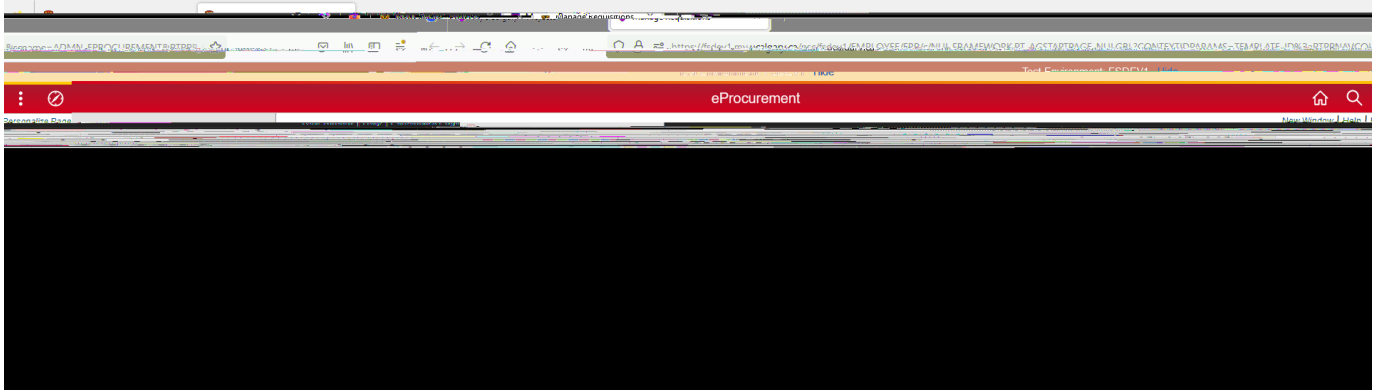


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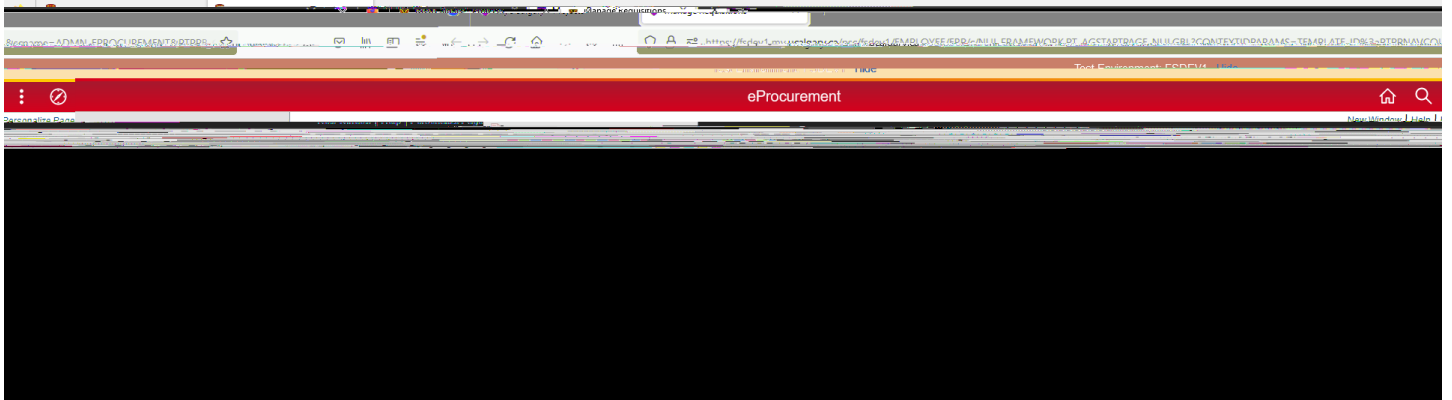
## Quick Reference Guide

Manage Requisition

From themy.ucalgary.ca portal – My Work section, click on Manage requisitions



From this page you can create or make an inquiry re. an existing requisition. The Navigation Collection on the left side of your screen provides a list of tasks available to you.



When you have completed your new requisition or requisition inquiry, click on the Manage Requisitions Tab to return to the portal.

