



Adding Out-of-Pocket (paid by traveler) Expenses to an Expense Report

Purpose: This guide is intended to assist users in adding out-of-pocket expenses to a report. Additional guides are available for travel-card expenses.

For instructions on creating an expense report from an approved travel request, please see the available user guide.

1. Click New Expense and select an expense type. The easiest way to select an expense type is to begin typing in the Expense Type box.

2. Enter information in all required fields. Required fields are noted with a red bar.
3. Select **Attach Receipts** and upload an image of the receipt for that expense line.

4. Click **Save**.
5. For additional expenses, repeat steps 1-4.