Copying an Expense

**Purpose:** Travelers may incur the same expense several times over the course of a single trip. Copying an expense line ensures the details of identical expenses remain the same and improves user efficiency.

To copy an expense:

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.

The new expense is added to the **Expenses** list:

- The original expense date is advanced by one day.
- All allocations, attendees, and expense-level comments from the original expense are copied to the new expense.
- Credit card information and e-receipts from the original expense are **not** copied to the new expense.

**NOTE:** This type of information is generally associated with only one expense so it is not copied to the new expense.

- If the Payment Type of the original expense is a travel card, then the Payment Type of the new expense is editable using the dropdown list.