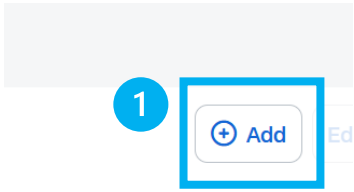
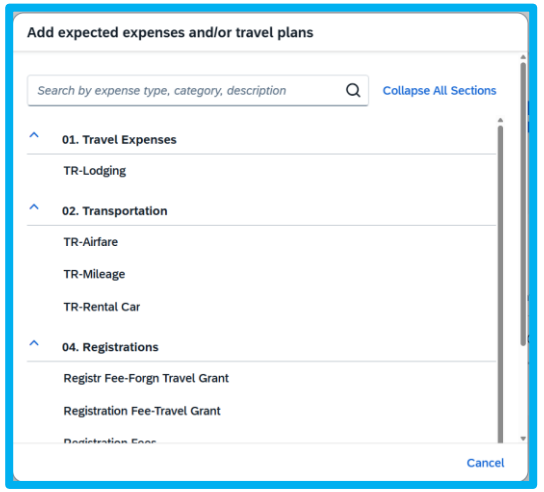
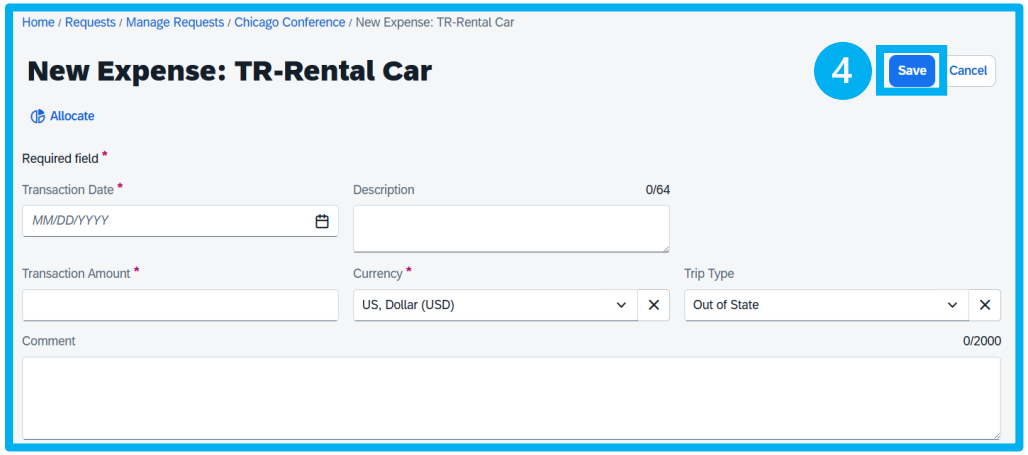
Adding in Expenses to a Travel Request

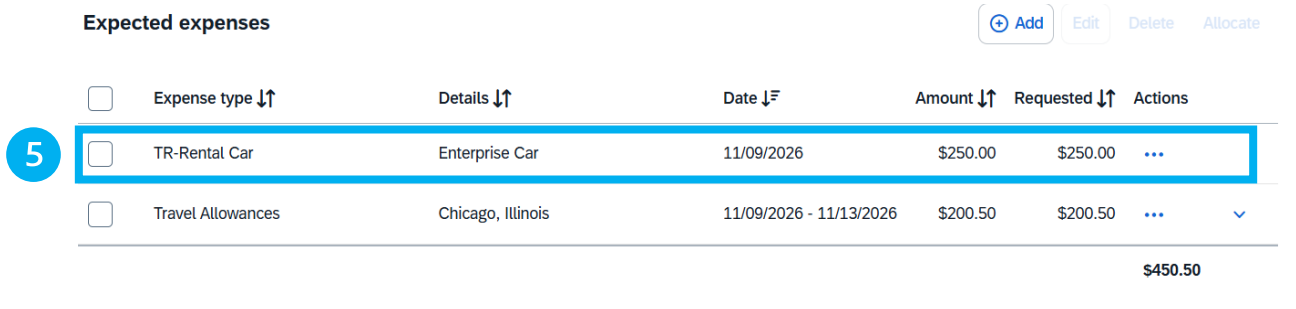
After adding in your travel allowances, add all the estimated expenses related to the trip

1. **Click** the Add button to add expenses
2. **Select** an expected expense from the list
3. **Complete** the required fields for the new expense
4. **Click Save**
5. The expense will now appear under Expected Expenses on the travel request









Next Up: Adding in Cash Advances to a Travel Request- Learn how to request and track a cash advance