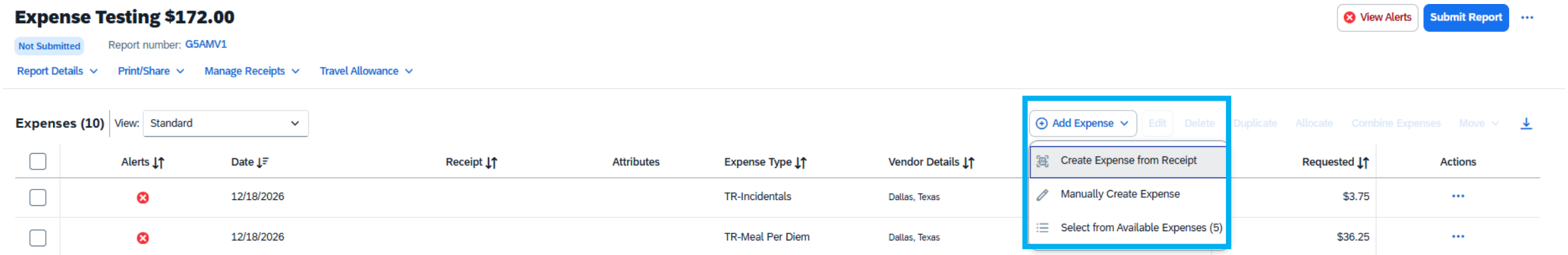
Creating an Expense Report – Adding Expenses

Once your expense report is created, there are three options to add expenses.

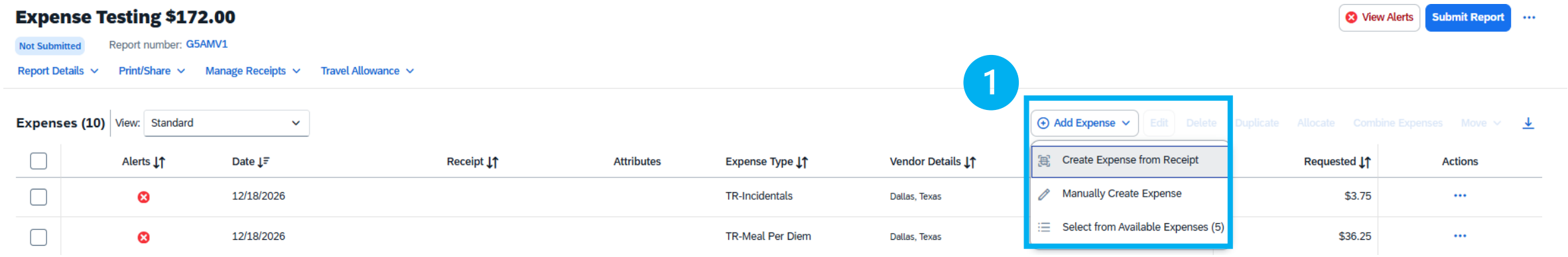
Choose one of three ways to add an expense:

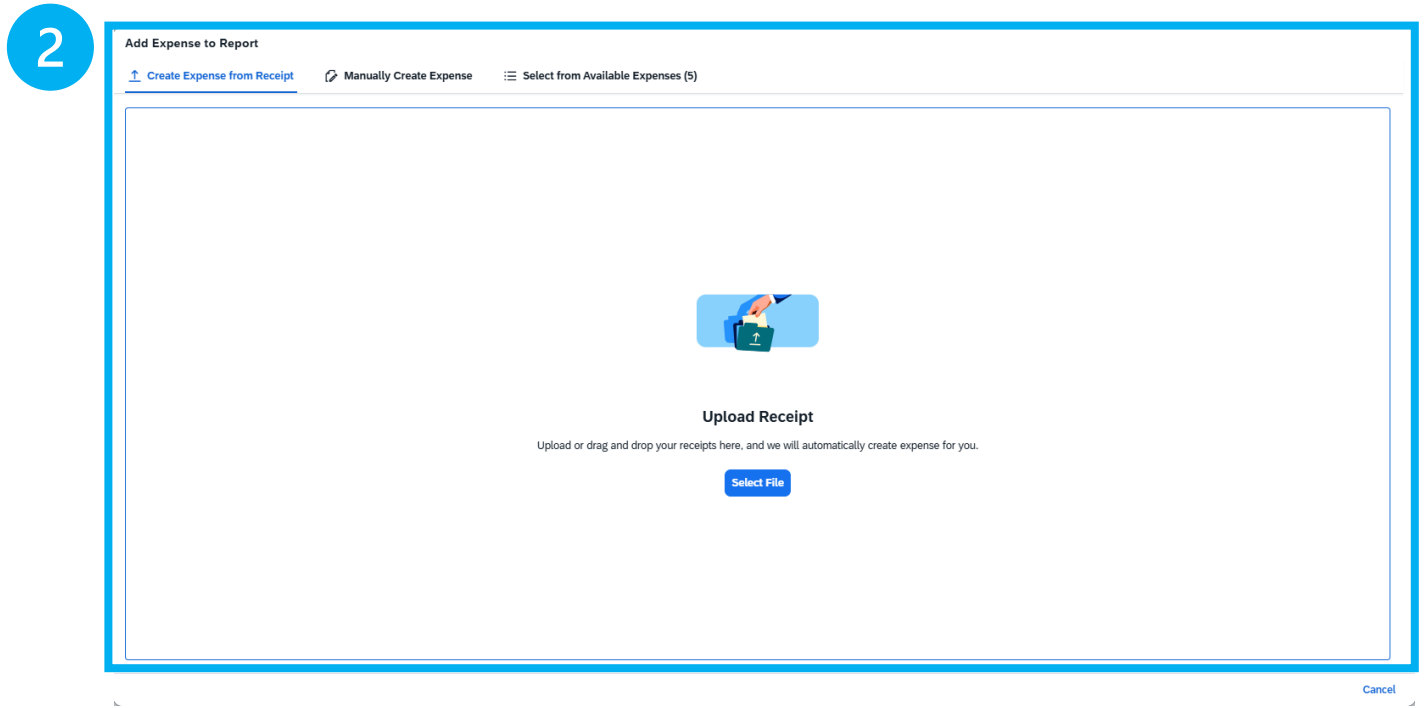
1. From a Receipt
2. Create an Expense Manually
3. Select from Available Expenses



Creating an Expense Report - Create Expense from Receipt

Once your expense report is created, there are three options to add expenses.





Option 1:

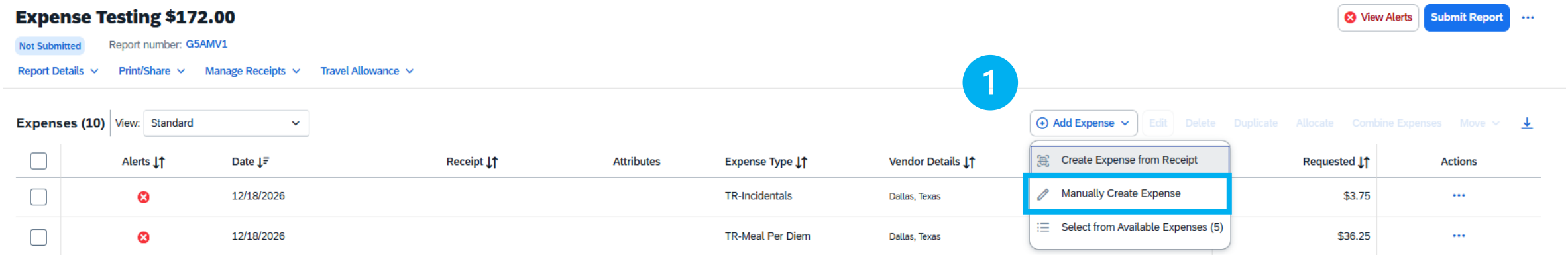
1. Add an Expense from a Receipt

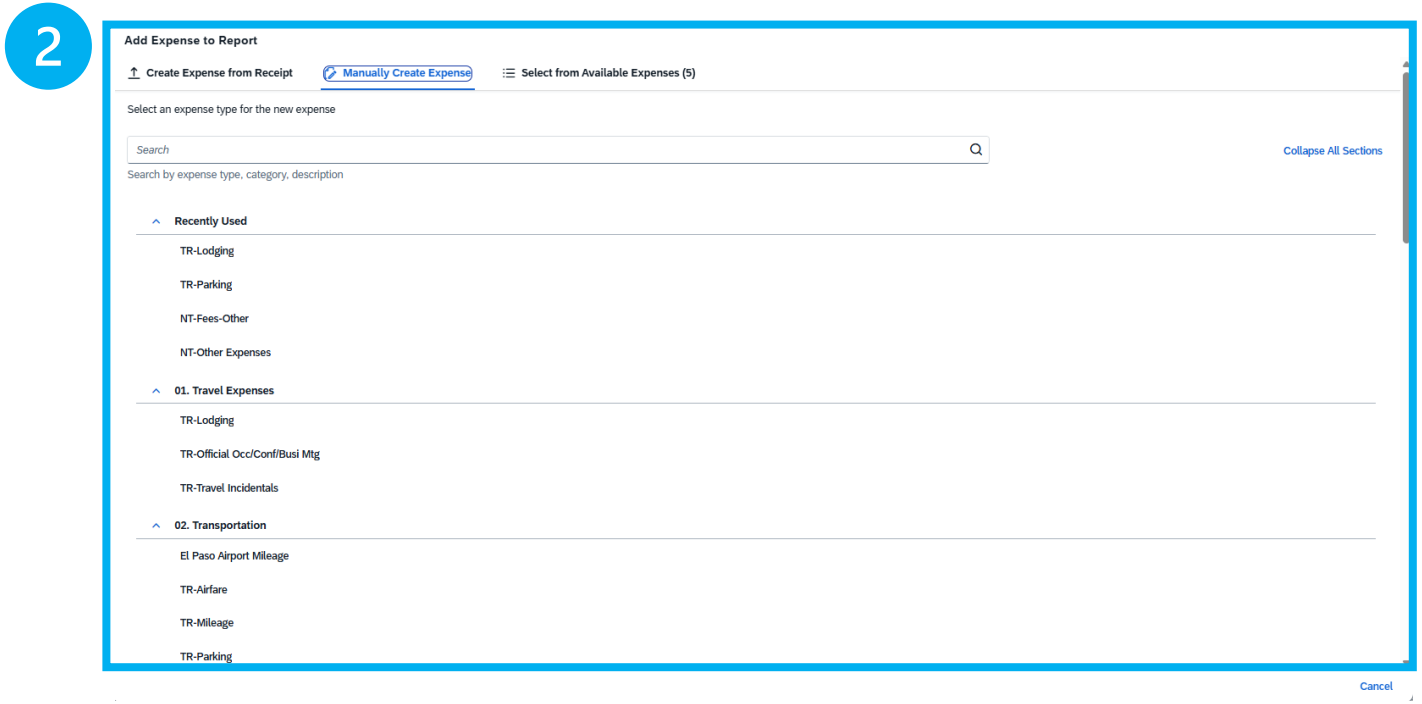
- Click + Add Expense
- Select Create Expense from Receipt
- Upload your receipt and review the expense details before saving

2. Upload receipt by selecting the file.

Creating an Expense Report - Manually Create Expense

Once your expense report is created, there are three options to add expenses.





Option 2:

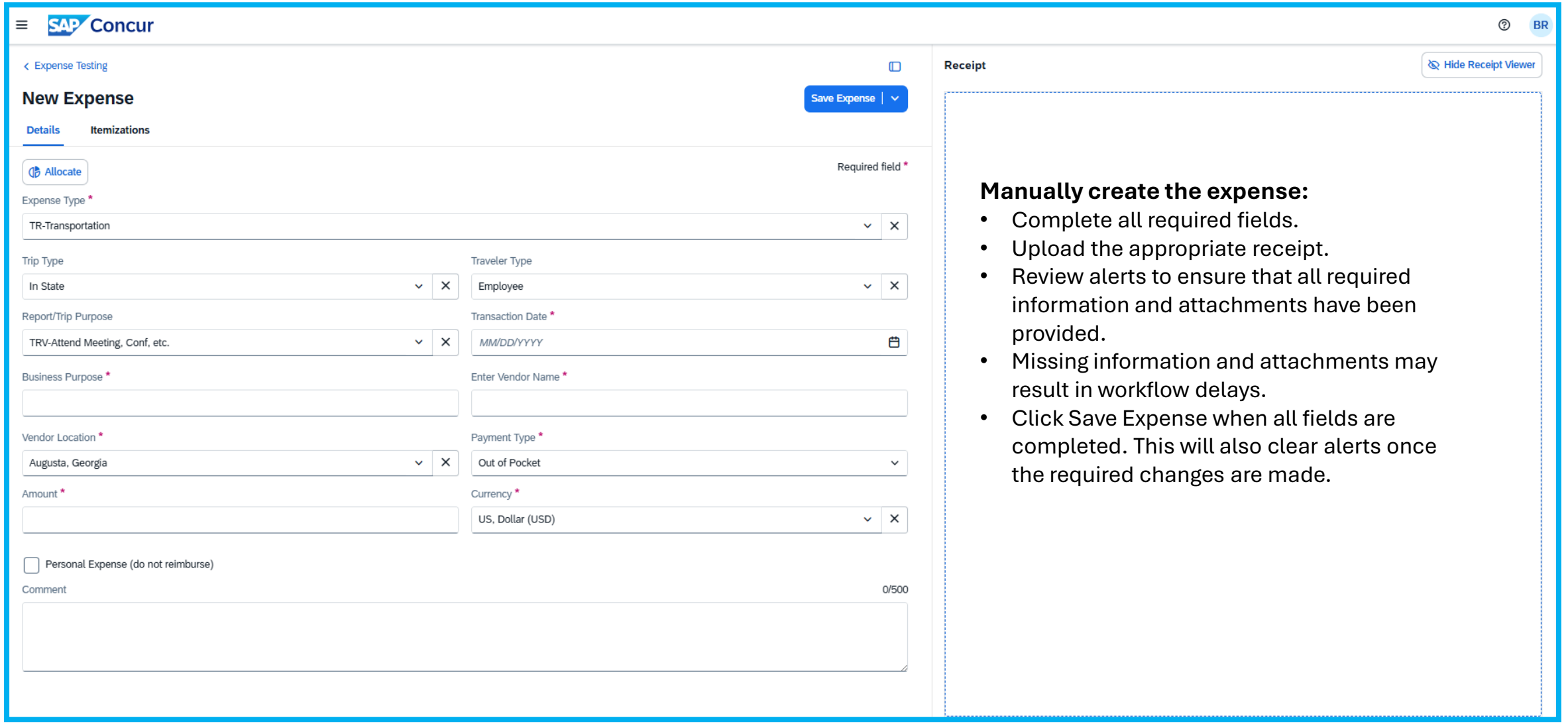
1. Manually Create Expense

- Click + Add Expense
- Select Manually Create Expense

2. Pick an Expense Type.

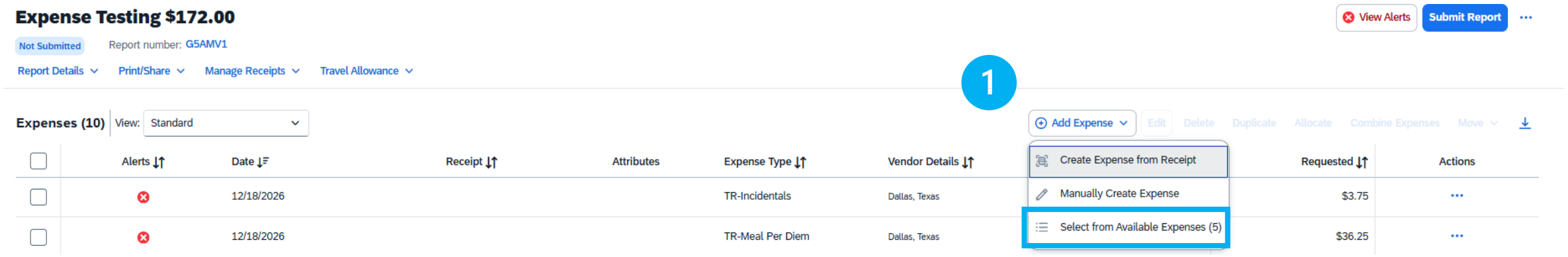
Creating an Expense Report - Manually Create Expense

Once your expense report is created, there are two options to add expenses.



Creating an Expense Report - Available Expenses

Once your expense report is created, there are three options to add expenses.



Option 3:

1. Select from Available Expenses (#)

- Click + Add Expense
- Select from Available Expenses

2. Pick from the available expenses listed

- Card Transactions will appear here as well

