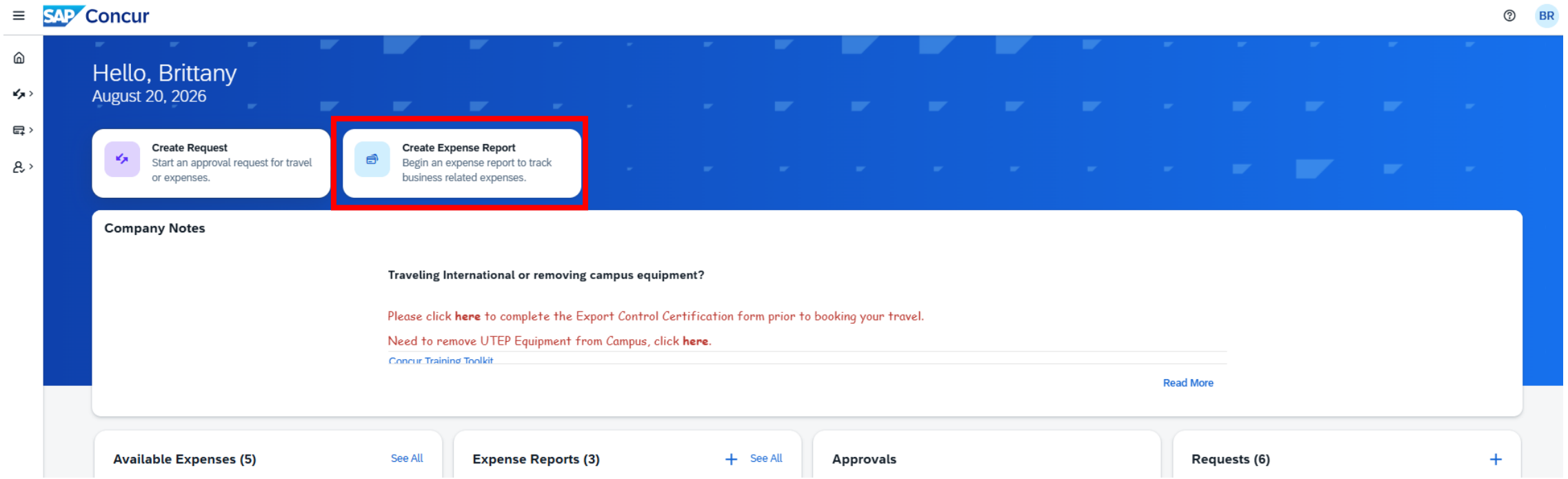
Creating an Expense Report

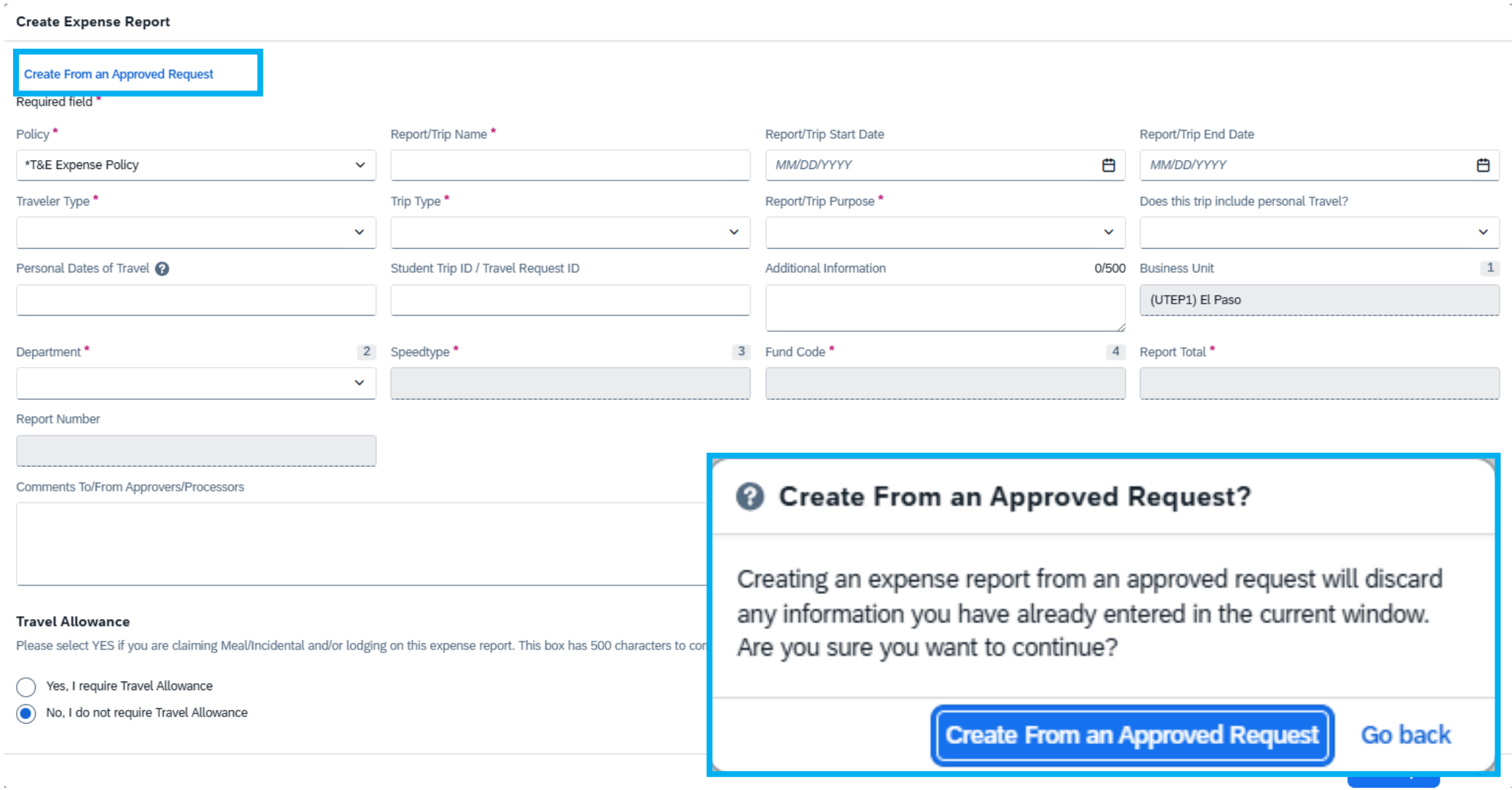
Actual costs, receipts, and reimbursement for travel and non-travel

- **Select** Create Expense Report



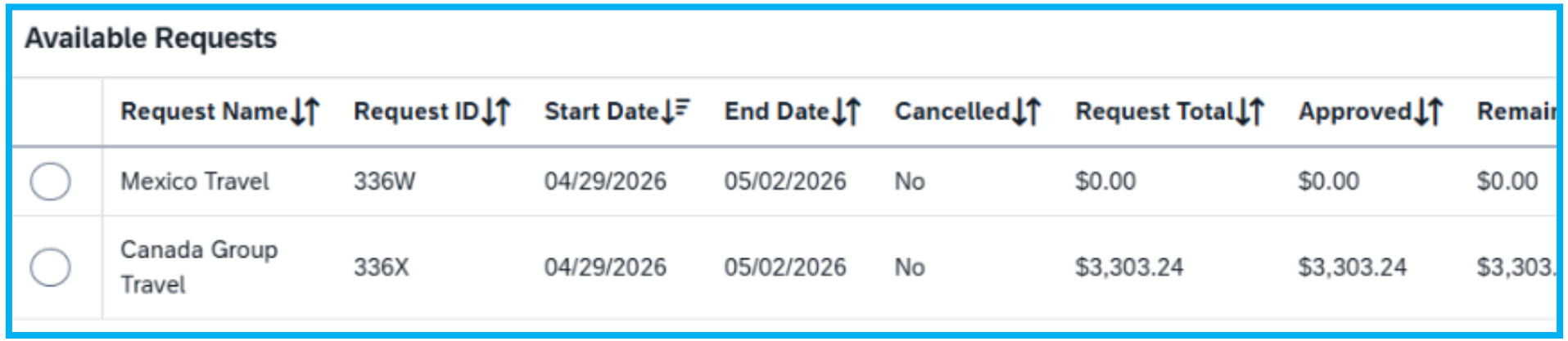
Creating an Expense Report

- **Select** Create From an Approved Request
- **Next - Click** Create from an Approved Request



Creating an Expense Report

- **Select** an Available (Approved) Request
- **The Expense Report will auto-populate with expense types from the approved Travel Request.** Users can now add or change information in the prepopulated expense type fields and attached receipts to these expense types.
- Now let's start Adding in Expenses!



Available Requests

	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remain
○	Mexico Travel	336W	04/29/2026	05/02/2026	No	$0.00	$0.00	$0.00
○	Canada Group Travel	336X	04/29/2026	05/02/2026	No	$3,303.24	$3,303.24	$3,303.