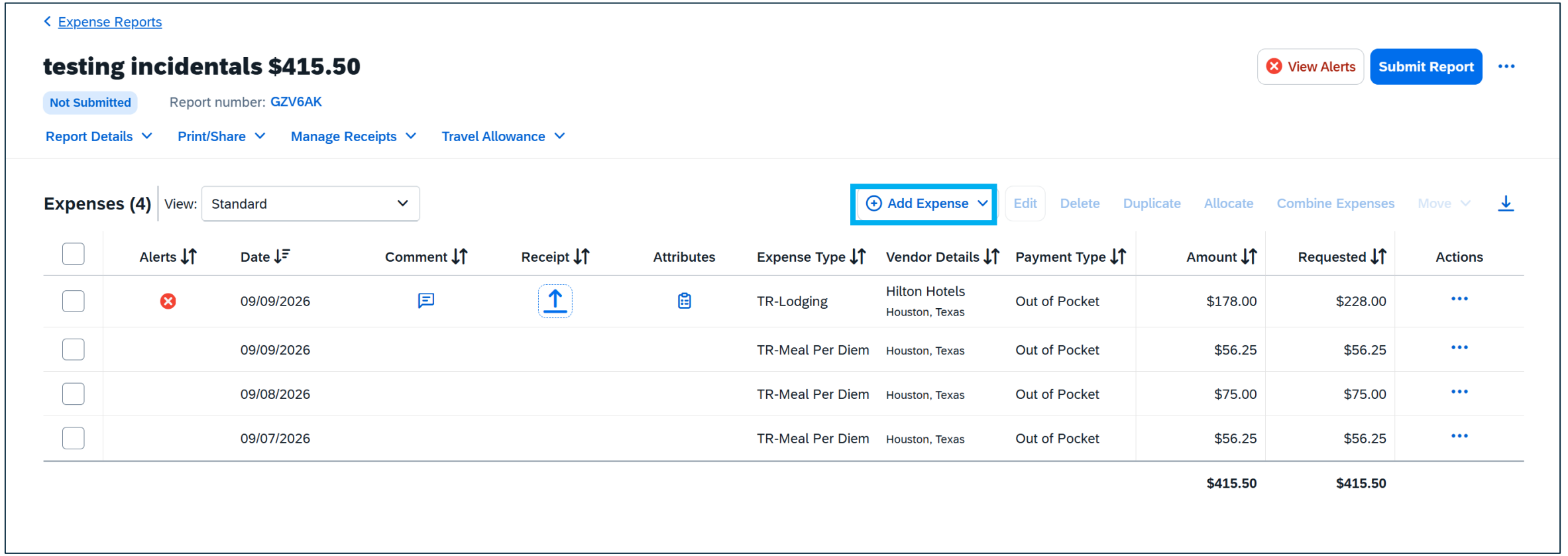
Adding A Non – Travel Expense Into A Travel Expense Report

- Select **'+ Add Expense'**



Adding A Non – Travel Expense Into A Travel Expense Report

Step 1: Choose Manually Create Expense
From the dropdown options, select **Manually Create Expense**.

Step 2: Select the Appropriate Non-Travel Expense Type Under the **Non-Travel Other** category, choose the expense type that best matches your purchase.

Step 3: Before entering your expense details, update the **Tripe Type** field to **Non-Travel**. This indicates that the expense is a **non-travel transaction** and ensures the report is categorized correctly.

