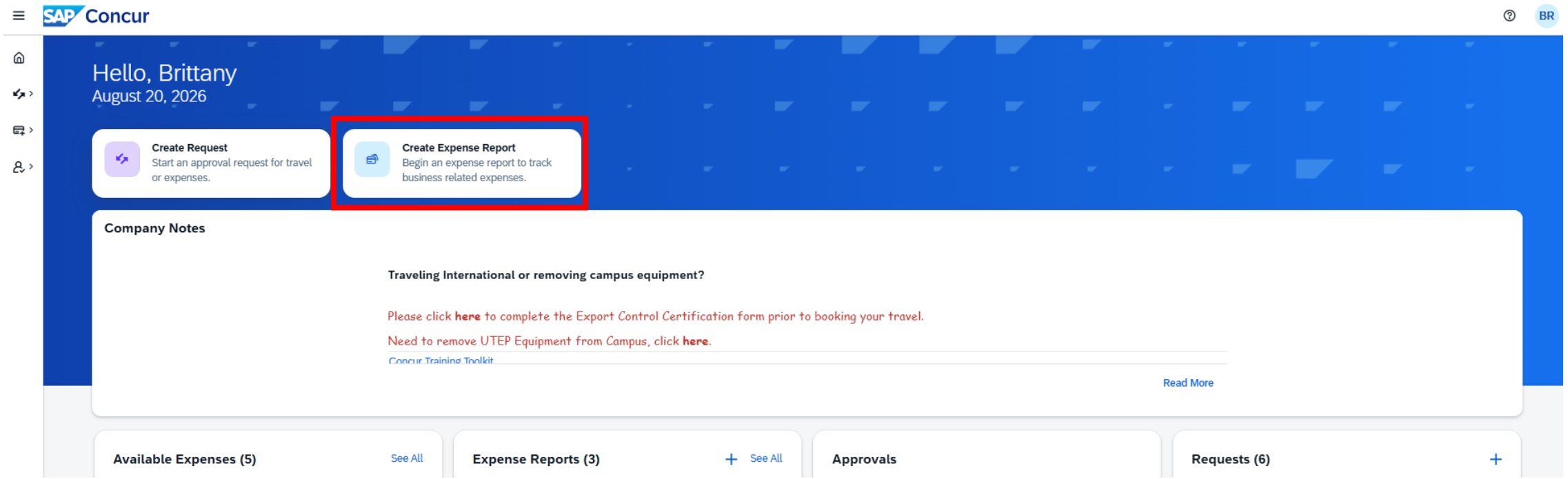
Creating a Non – Travel Expense Report

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

- **Select** Create Expense Report



Creating a Non – Travel Expense Report

- Complete the required header fields.
- **Important:** For **Trip Type**, select **Non-Travel**.
- Once all required fields are complete, click **Create Report**.
- **Complete and Submit**

Add your expenses, review any alerts or exceptions, complete itemizations and allocations if needed, attach any required documentation, and submit the report once everything has been reviewed and validated.

