



How to Copy an Expense Item

1. Open the Expense Report.

The screenshot shows the 'Normal Travel 02/01 to 28' expense report. The 'Expenses' table lists several items, including Parking, Personal Car Mileage, Hotel, and Rental Cars Only. The 'New Expense' form on the right is open, showing 'Recently Used Expense Types' such as Personal Car Mileage, Parking, Hotel, and Rental Cars Only.

| <input type="checkbox"/> | Date | Expense | Amount | Requested |
|--------------------------|------------|--|----------|-----------|
| <input type="checkbox"/> | 02/18/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 02/17/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 02/17/2015 | Personal Car Mileage | \$63.83 | \$63.83 |
| <input type="checkbox"/> | 02/14/2015 | Hotel Ocean Plaza HOTEL, Savannah, GA | \$525.00 | \$525.00 |
| <input type="checkbox"/> | 02/13/2015 | Rental Cars Only Enterprise, Atlanta, Georgia | \$280.00 | \$280.00 |

2. Select the item you wish to copy and click on **Copy**.

The screenshot shows the same expense report as above, but with the 'Personal Car Mileage' item selected. A red arrow points to the 'Copy' button in the table's action menu. The 'New Expense' form is also open, showing the 'View Reimbursement Rates' section with fields for Expense Type, Transaction Date, Purpose of the Trip, From Location, To Location, Payment Type, Distance, Amount, Trip Type, and Comment.

| <input type="checkbox"/> | Date | Expense | Amount | Requested |
|-------------------------------------|------------|--|----------|-----------|
| <input type="checkbox"/> | 02/18/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 02/17/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input checked="" type="checkbox"/> | 02/17/2015 | Personal Car Mileage | \$63.83 | \$63.83 |
| <input type="checkbox"/> | 02/14/2015 | Hotel Ocean Plaza HOTEL, Savannah, GA | \$525.00 | \$525.00 |
| <input type="checkbox"/> | 02/13/2015 | Rental Cars Only Enterprise, Atlanta, Georgia | \$280.00 | \$280.00 |

TOTAL AMOUNT: \$878.83
TOTAL REQUESTED: \$878.83

Note: Not all expenses can be copied. For example, Fixed Meals cannot be copied. When an expense cannot be copied, the Copy button will be disabled.

- The new Expense Item will appear with a date 1 day later than the Expense Item you copied with all the details identical to the item you copied from.

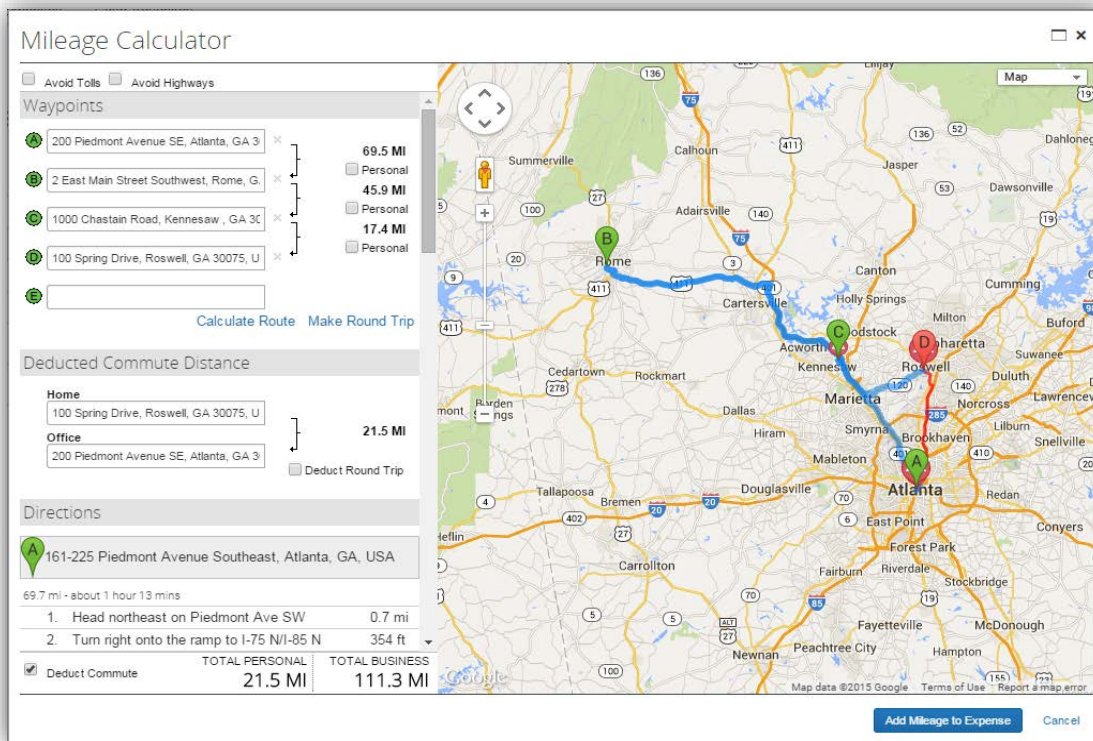
The screenshot shows the 'Normal Travel 02/01 to 28' page. On the left, there is a table of expenses. A red arrow points to the 'New Expense' form on the right. The form has a dropdown for 'Expense' and a list of 'Recently Used Expense Types' including Personal Car Mileage, Hotel, and Rental Car Fuel. Below that is a section for 'All Expense Types' with categories like Business Promotions and Other.

| Expenses | Date | Expense | Amount | Requested |
|--------------------------|------------|--|----------|-----------|
| <input type="checkbox"/> | 02/18/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 02/18/2015 | Personal Car Mileage | \$63.83 | \$63.83 |
| <input type="checkbox"/> | 02/17/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 02/17/2015 | Personal Car Mileage | \$63.83 | \$63.83 |
| <input type="checkbox"/> | 02/14/2015 | Hotel Ocean Plaza Hotel, Savannah, C | \$525.00 | \$525.00 |
| <input type="checkbox"/> | 02/13/2015 | Rental Cars Only Enterprise, Atlanta, Georgia | \$280.00 | \$280.00 |

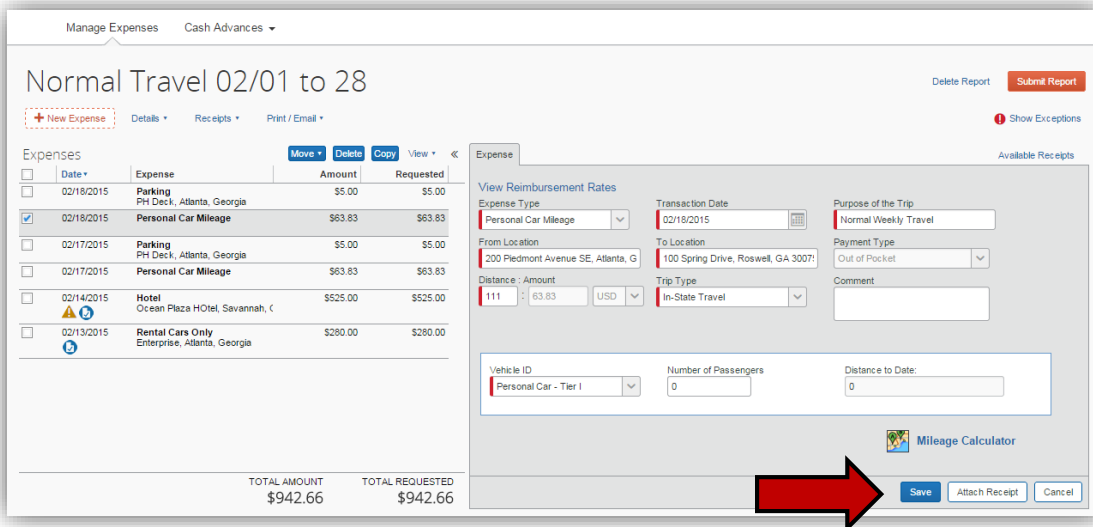
- Open the new item and update information that is different. For example, with Personal Car Mileage you might need to change the Vehicle ID (reimbursement rate), Transaction Date or scroll down to Mileage Calculator and select it to modify the stops for that day.

The screenshot shows the 'Normal Travel 02/01 to 28' page with the 'Expense' form open for 'Personal Car Mileage'. The form includes fields for Expense Type, Transaction Date, Purpose of the Trip, From Location, To Location, Payment Type, Distance, Trip Type, and Comment. At the bottom, there is a 'Mileage Calculator' section with fields for Vehicle ID, Number of Passengers, and Distance to Date. The 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both \$942.66.

| Expenses | Date | Expense | Amount | Requested |
|-------------------------------------|------------|--|----------|-----------|
| <input type="checkbox"/> | 02/18/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input checked="" type="checkbox"/> | 02/18/2015 | Personal Car Mileage | \$63.83 | \$63.83 |
| <input type="checkbox"/> | 02/17/2015 | Parking PH Deck, Atlanta, Georgia | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 02/17/2015 | Personal Car Mileage | \$63.83 | \$63.83 |
| <input type="checkbox"/> | 02/14/2015 | Hotel Ocean Plaza Hotel, Savannah, C | \$525.00 | \$525.00 |
| <input type="checkbox"/> | 02/13/2015 | Rental Cars Only Enterprise, Atlanta, Georgia | \$280.00 | \$280.00 |



5. If you made any changes to the waypoints or personal commute deduction, click on **Add Mileage to Expense**.
6. Complete any required change to the item and click on **Save** and you are done.



Note: Copying repetitive Expense Items can save you a great deal of time!