# How to Import Airfare Expenses
On an Existing Expense Report

There are multiple ways to import Available Expenses into an expense report. The following is a frequently used method:

1. Open an existing Expense report from *Open Reports in the* **Quick Task Bar**, *My Tasks* or the **Expense Tab** in *Active Reports***.**
    A. Click on an existing Expense Report name to open it.
    B. The Expense Report Opens.
2. Click on **Import Expenses** to open the *Available Expense* window.
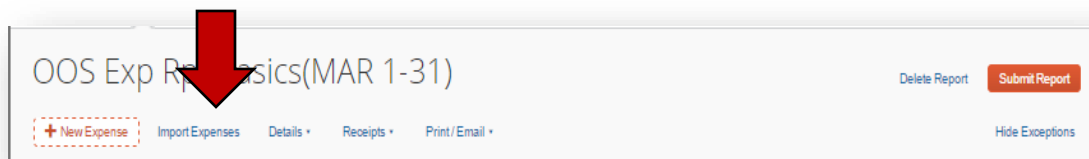
  A. Click on the check box next to any airfare expenses you wish to add to this expense report or click the check box to the left of Expense Date to select ALL expenses.
      1) In our example, we are selecting only one expense.
  B. Click on the **Move** button in the *Available Expenses* box.
      1) If you clicked on the drop-down arrow for the Move button and not the tab you will see two options.
          a) To New Report.
          b) To Current Report.
          c) Select *To Current Report***.**
      2) If you clicked on the Move button without touching the drop down arrow the system will automatically select *To Current Report*.

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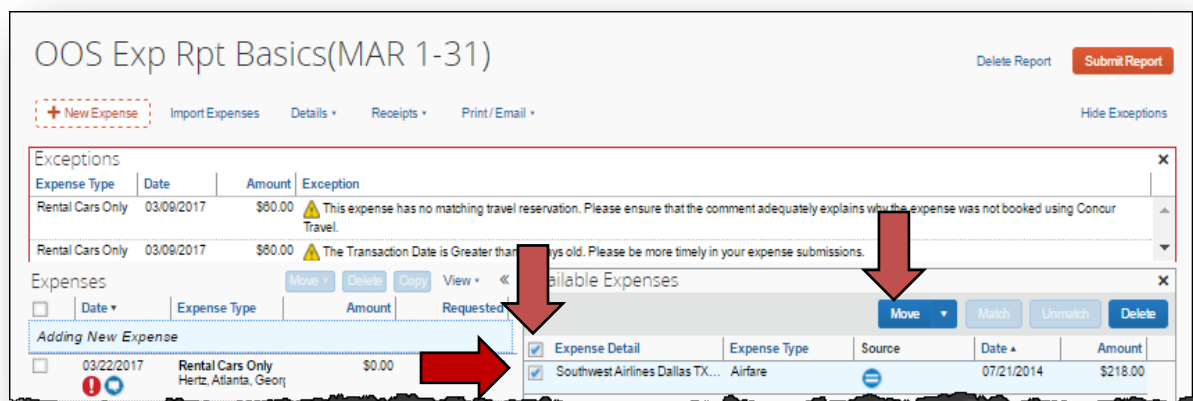
C. If the Reservation and the Credit Card items appear as two separate entries:
   1) Select the credit card expense and the reservation.
   2) Click on **Match.**
   3) The items will be transferred to the expense report as a single item.
   4) Click **OK** if the dialogue box pops up.
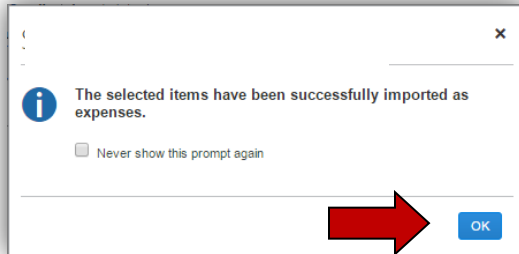
3. The selected expenses are now assigned to the open Expense Report.
   A. If you see a Red Exception Flag on <u>any</u> expense, you must resolve the issue or the expense report cannot be submitted.
      1) Click on the item with the red flag you wish to correct.
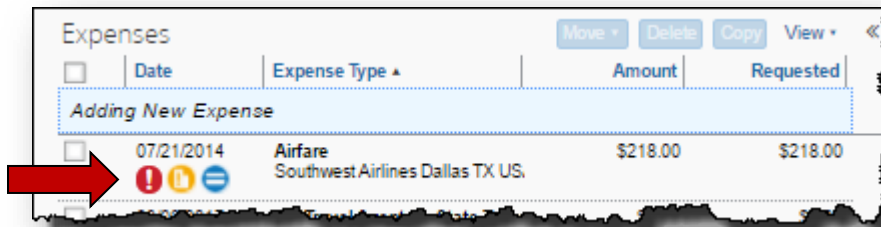
      2) The Expense data for that item will appear.
         a) Enter any missing required data.
         b) Attach any required or necessary receipts.
         c) Click on **Save** to update the Expense Entry.
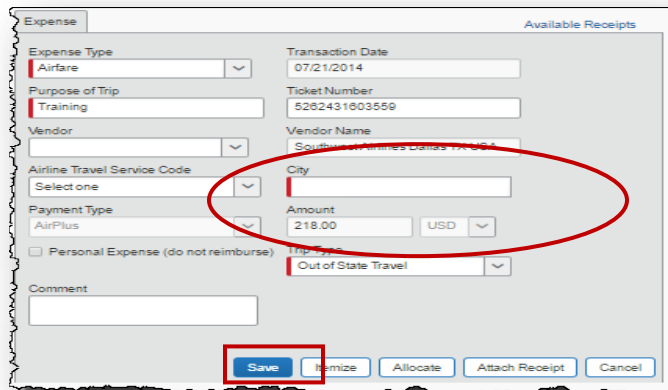
3) The expense will be updated and the red flag error resolved.