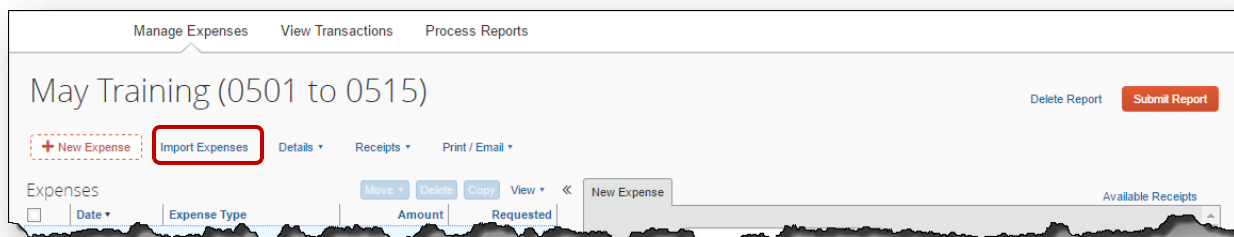




How to Import Travel Agency Fees Into an Existing Expense Report

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.
 - C. Click on the **Import Expenses** tab to open the **Available Expense** window

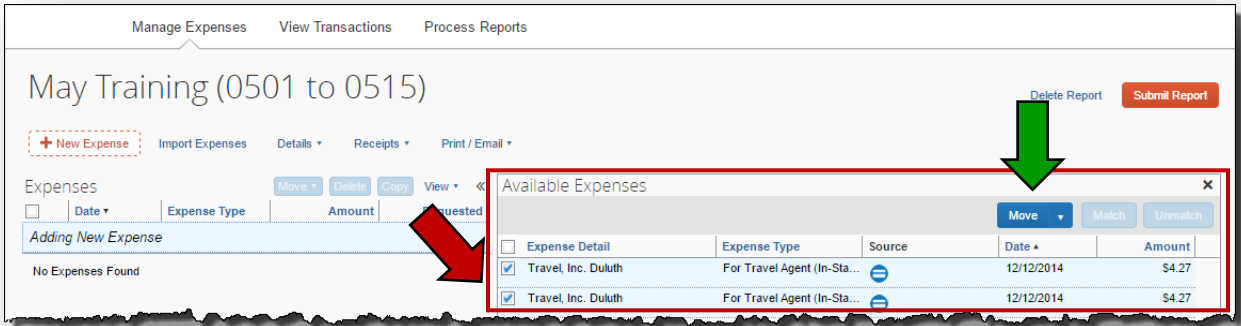


2. Click on the check box next to the Travel Allowances you wish to add to this expense report.
 - A. In our example, we are selecting two from Available Expenses.
 - B. These items could be airfare, hotel, car rental or travel agency fees.

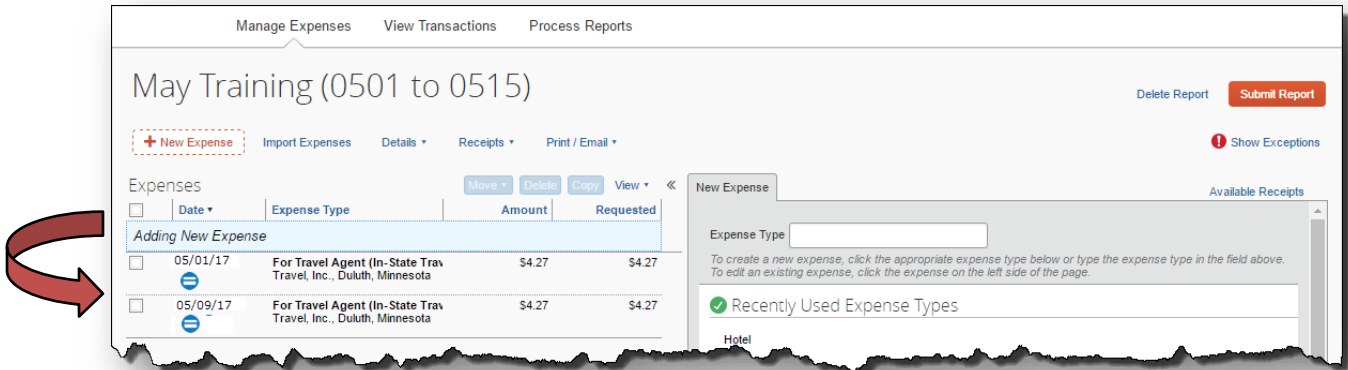
Note: Travel Agency Fees or other travel booked through TTE Travel can take up to 72 business hours (3 business days) *after the conclusion of the travel* to appear in Available Expenses. You must wait for these expenses to appear and to import them.

Note: If you cancelled a trip, you must still import the Travel Agency Fee. The agency fee is not waived if you cancel a trip.

- C. 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 move the selected items into the open expense report.



3. The selected expenses are now assigned to this Expense Report.



You are done!