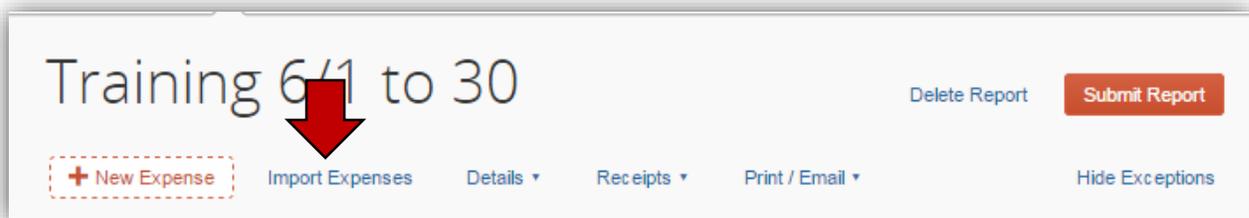




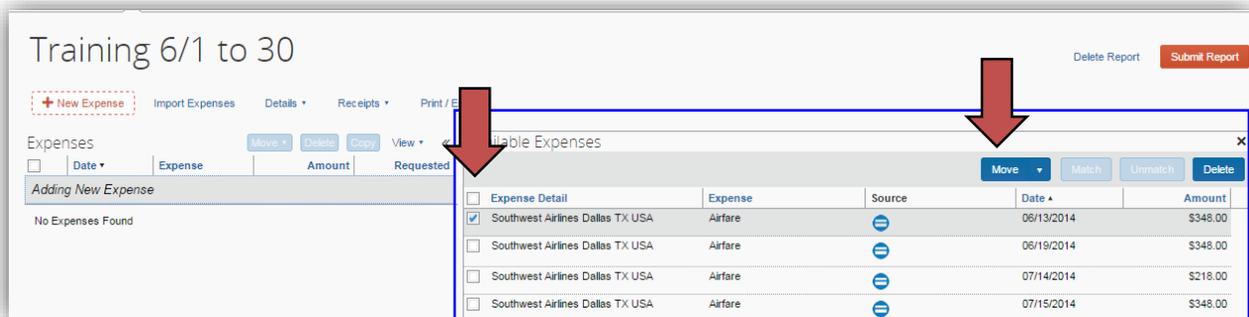
How to Enter Airfare Expenses On an Existing Expense Report

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.

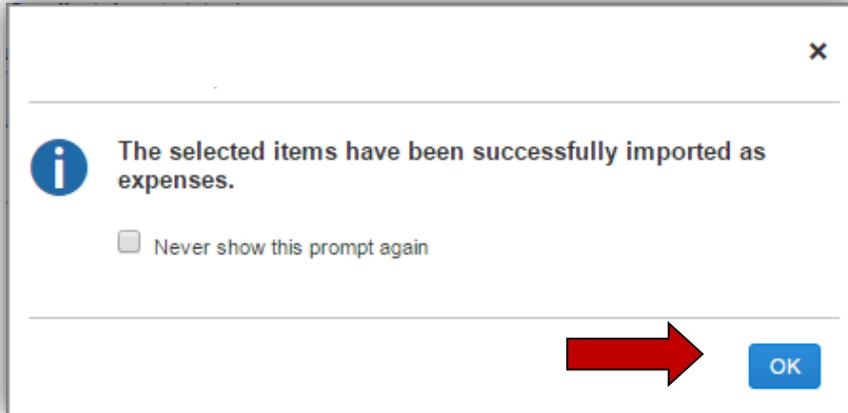


- A. Click on the check box next to any airfare expenses you wish to add to this expense report or click the check box to the left of Expense Date to select ALL expenses.
 - 1) In our example we are selecting only one expense.

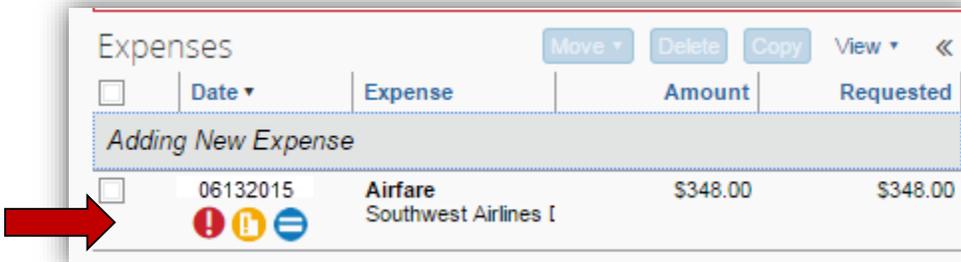


- B. Click on the **Move** button in the *Available Expenses* box.
 - 1) If you clicked on the drop down arrow for the Move button and not the tab itself here you will see two options.
 - a) To New Report.
 - b) To Current Report.
 - c) Select *To Current Report*.
 - 2) If you clicked on the Move button without touching the drop down arrow the system will automatically select *To Current Report*.
- C. If the Reservation and the Credit Card items appear as two separate entries do the following:

- 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 any 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.

Expense Available Receipts

Expense Type: Airfare Purpose of Trip: Training

Ticket Number: 5262422569179 Vendor Name: Southwest Airlines Dallas TX USA

Airline Travel Service Code: Select one Payment Type: AirPlus

Amount: 348.00 USD Personal Expense (do not reimburse) Trip Type: In-State Travel

Comment:

- 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.

Training 6/1 to 30 Delete Report

[Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Expense	Date	Amount	Exception
Airfare	06/13/2014	\$348.00	⚠ This expense has no matching travel reservation. Please import trips and apply the booking or use the expense report comments to explain why there was no reservation made for this expense.
Airfare	06/13/2014	\$348.00	⚠ Airplus billed expenses should not be submitted without applying associated itinerary and credit card smart expense information.

Expenses New Expense Available Receipts

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	06/13/2014	Airfare Southwest Airlines Dallas TX US	\$348.00	\$348.00

Adding New Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types