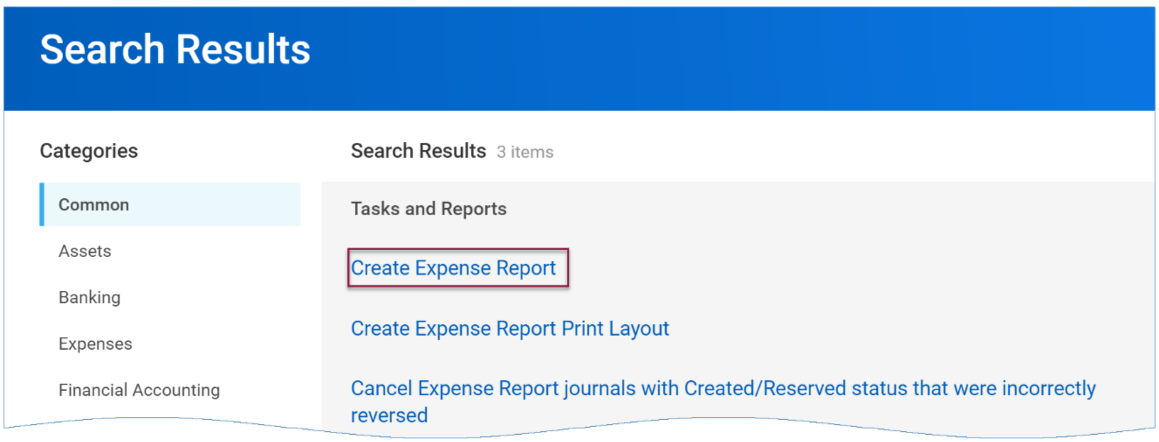
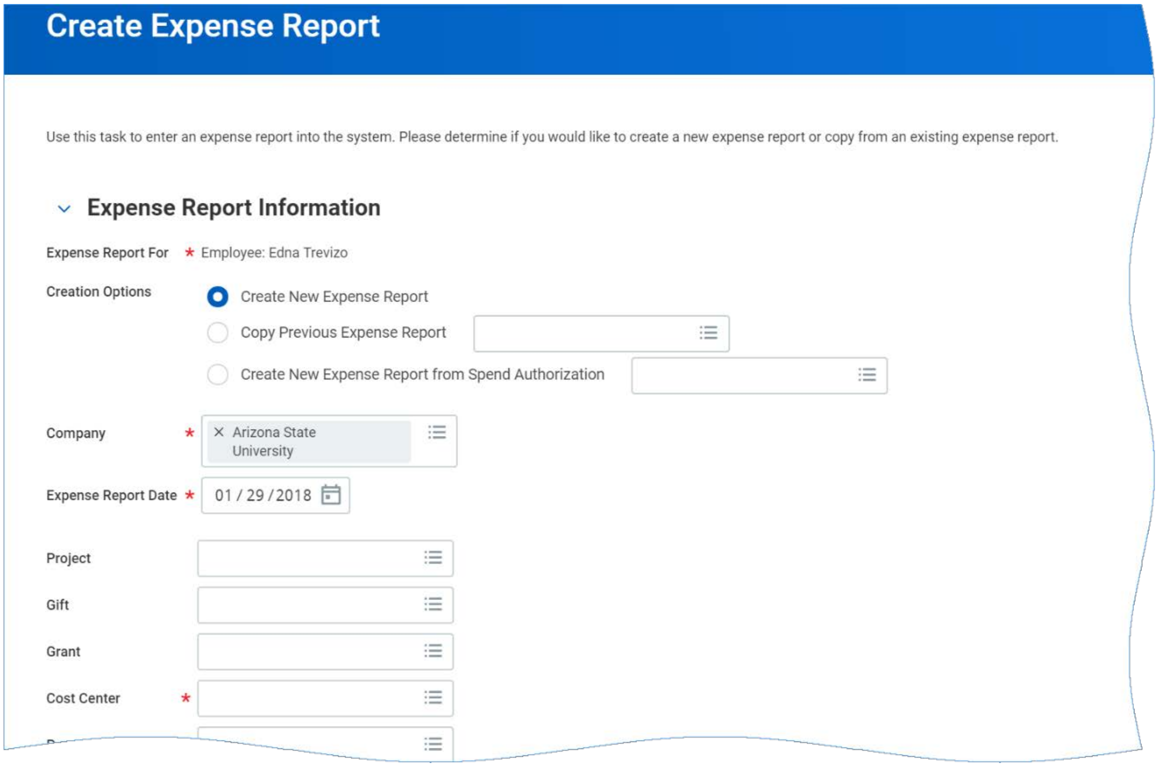
Steps–Create Expense Report

1. Enter **Create Expense Report** in the Search bar.

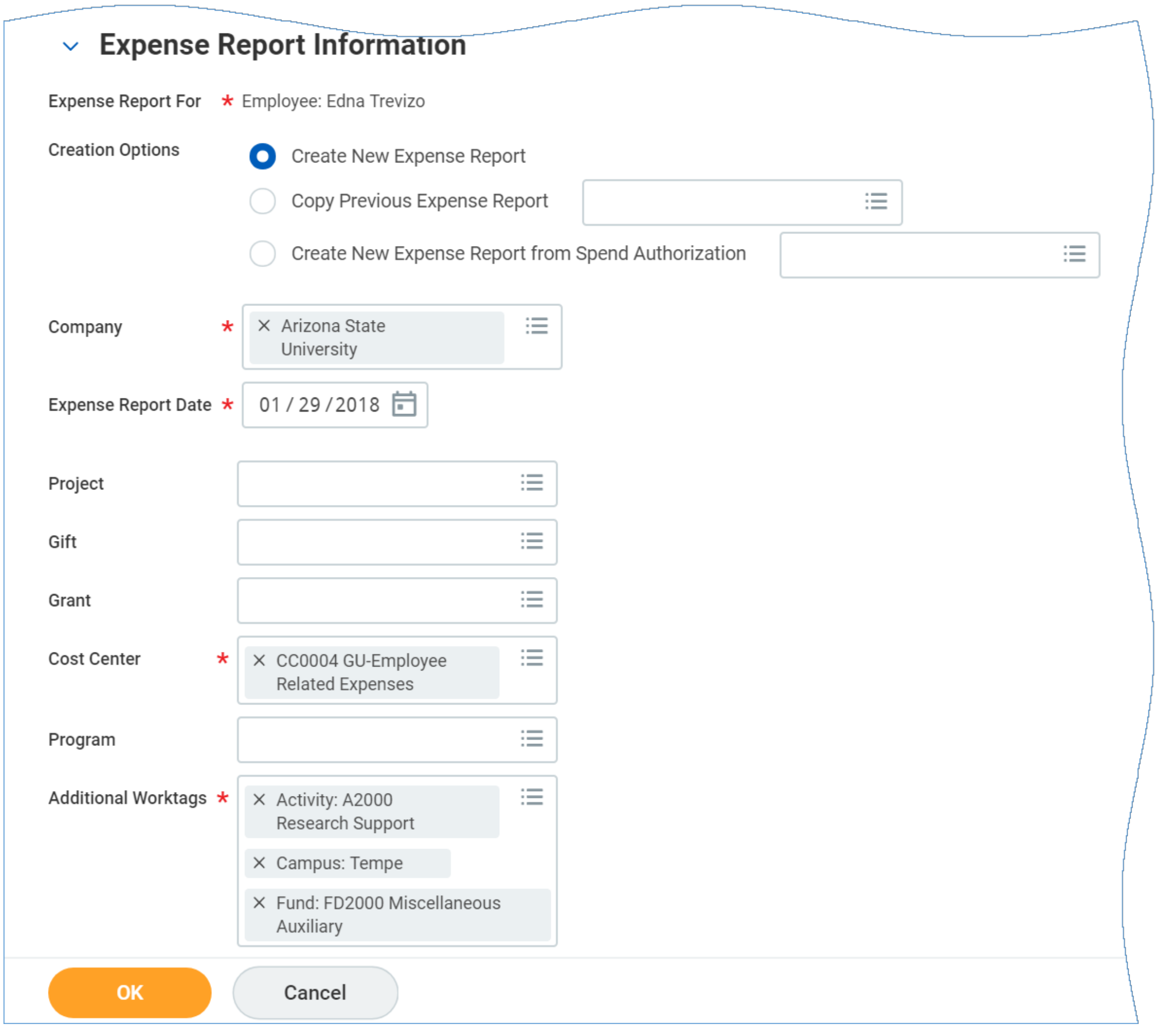
2. From the **Search Results** page, select **Create Expense Report**.



3. The **Create Expense Report** page displays.

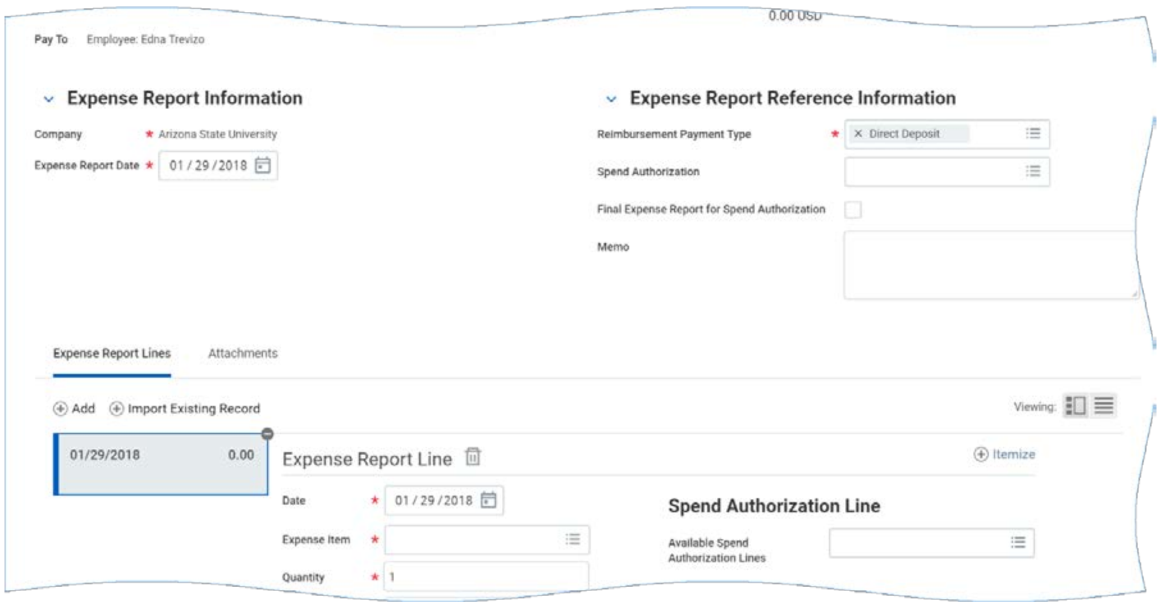


5. This is a screenshot of the completed **Expense Report Information** section:



6. Click **OK.**

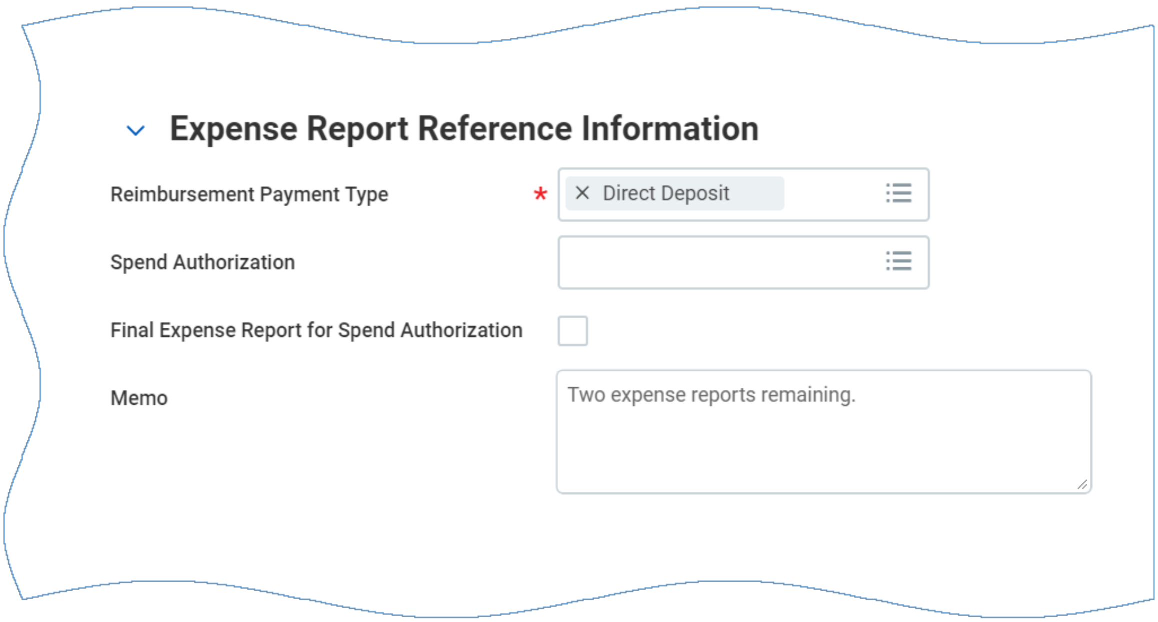
7. The **Create Expense Report** page populates the values you entered.



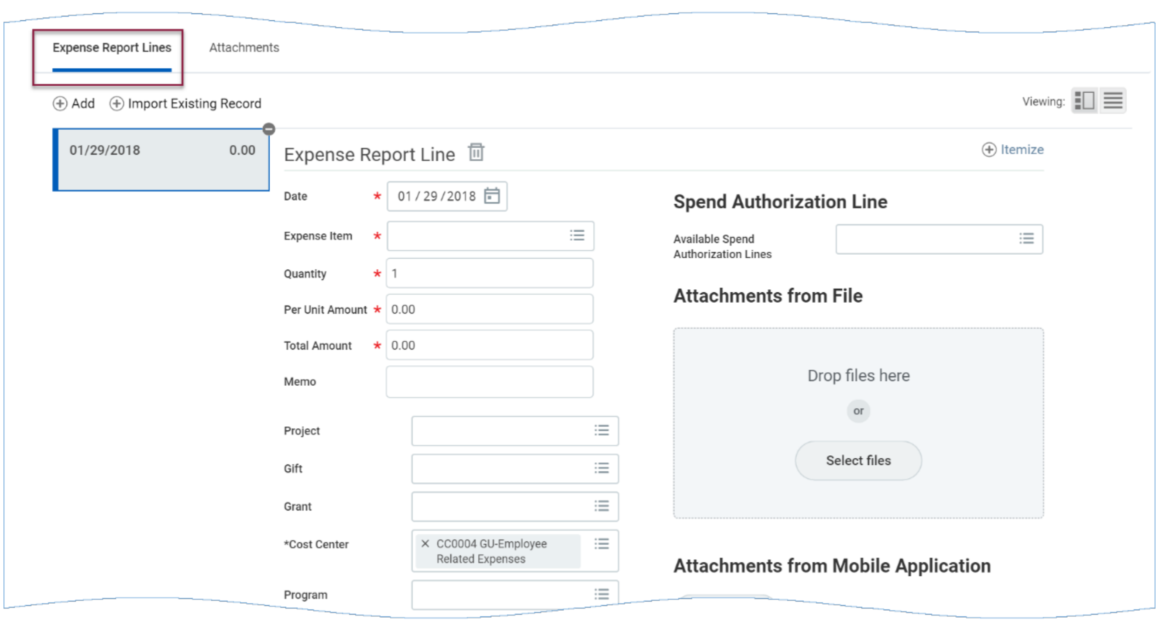
8. Enter the **Expense Report Reference Information** fields according to the following table:

Field	R/O/C	Action
Reimbursement Payment Type	R	Select an option from the drop-down menu.
Spend Authorization	O	Select a **Spend Authorization**, if available.
Final Expense Report for Spend Authorization	O	Indicate if this is a final expense report for a spend authorization.
Memo	O	Leave additional details here, if necessary.

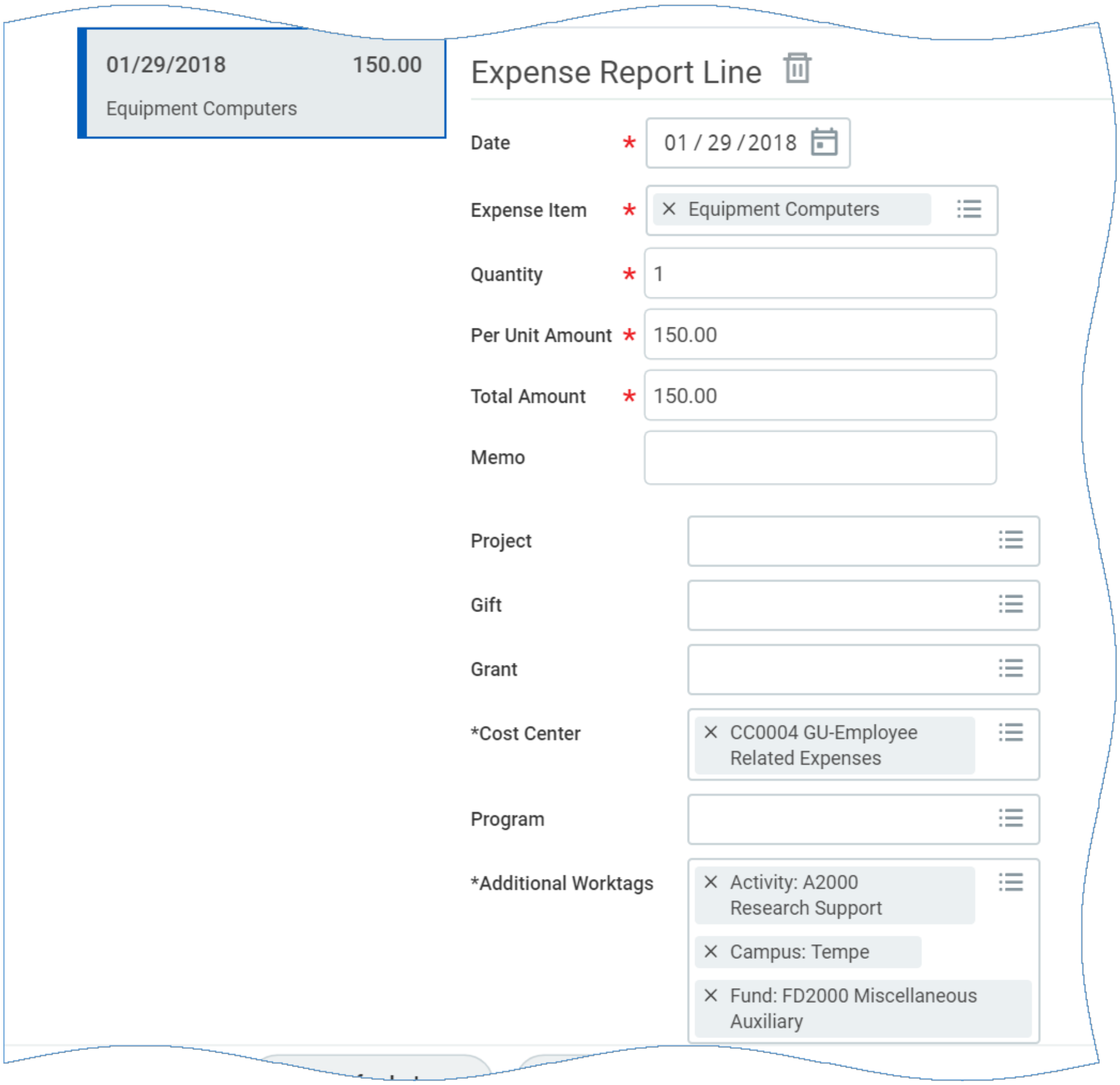
9. This is a screenshot of the completed **Expense Report Reference Information** fields.



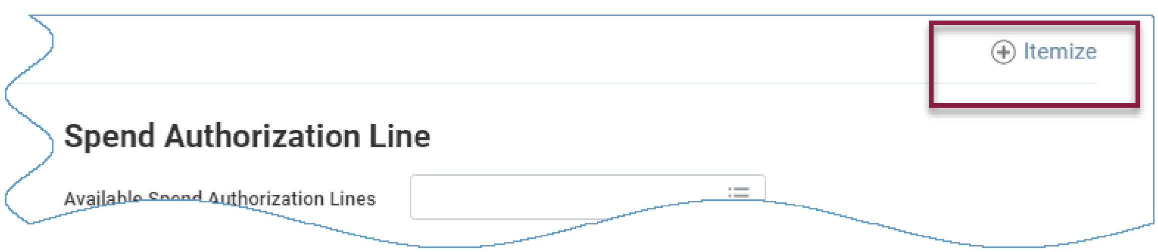
10. Scroll down to the **Expense Report Lines** tab.



12. This is a screenshot of the completed **Expense Report Line** section:



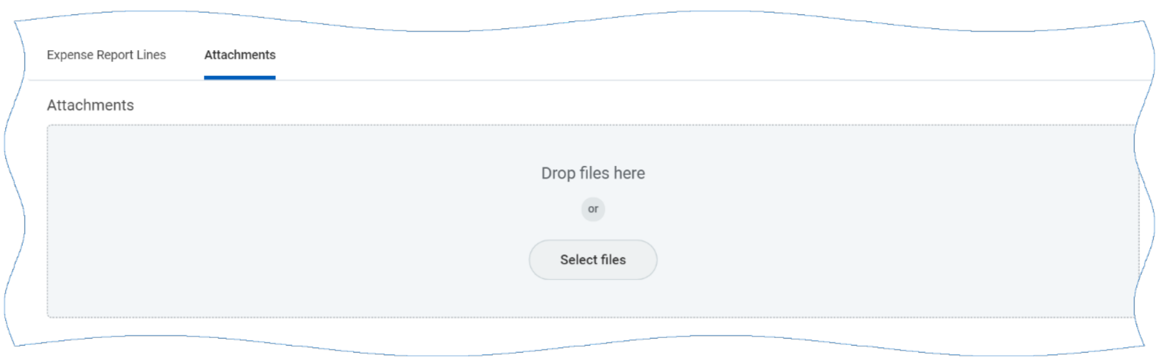
13. To itemize expense lines, click **Itemize** to split expense lines into individual components. In the pop-up window that appears, enter the fields based on the instructions in Step 11, and include a required **Business Reason**.



14. If there is an expense item match from a linked spend authorization to the expense report line, the spend authorization lines populate the **Available Spend Authorization Lines** prompt.

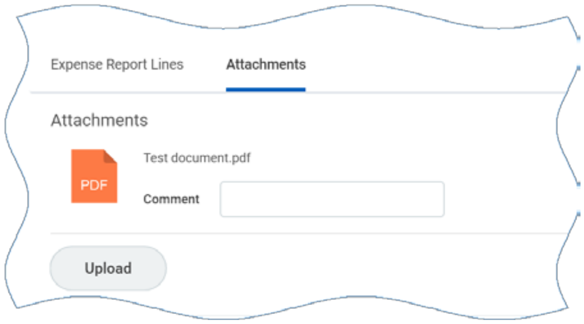
15. In the **Item Details** section, enter a required **Business Reason** for the expense.

16. Click the **Attachments** tab.

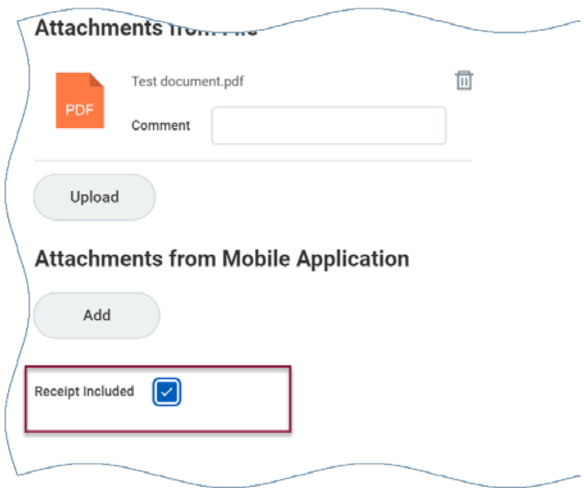


17. Click **Select Files** or drag and drop files into the attachments area.

18. Click **Upload** to add more documents, if needed.



19. Once you've uploaded all documentation, click the **Expense Report Lines** tab again. Click the **Receipt Included** checkbox.



20. Click **Submit**.

21. The submission confirmation page displays.