

Add & Edit Report Expenses

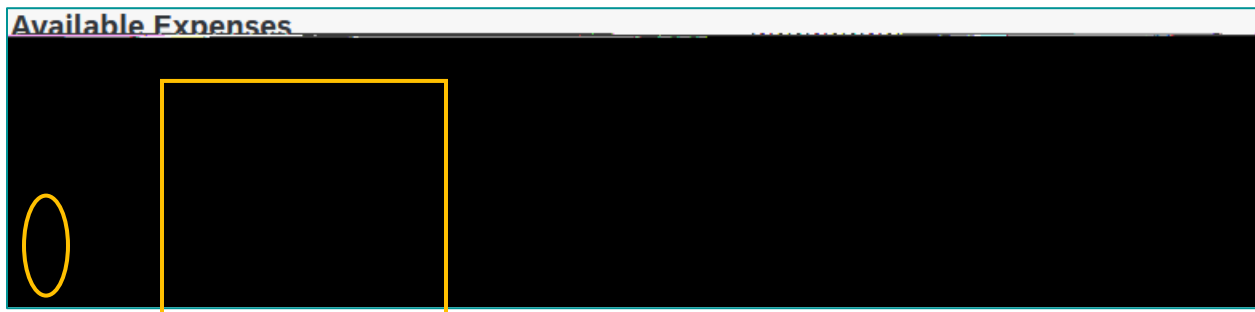
This handout covers adding and editing expenses to report actual trip costs paid by UA. Trip expenses paid by an external entity are not added to the Expenses list. Instead, the Header reports total monetary support provided by the external source and pertinent documentation (e.g. flight itinerary to support time in travel status) is attached to the Report under Manage Receipts.

Note: Individual per diem is added through the Travel Allowance and not Expenses.

Add

Add expenses one of three ways

1. Assign one or more from Available Expenses by selecting desired expense(s) and choosing the associated Report from the Move drop-down menu



2. Click "Add Expense" on the Report and import from the list of Available Expenses by selecting the expense(s) and "Add to Report"

