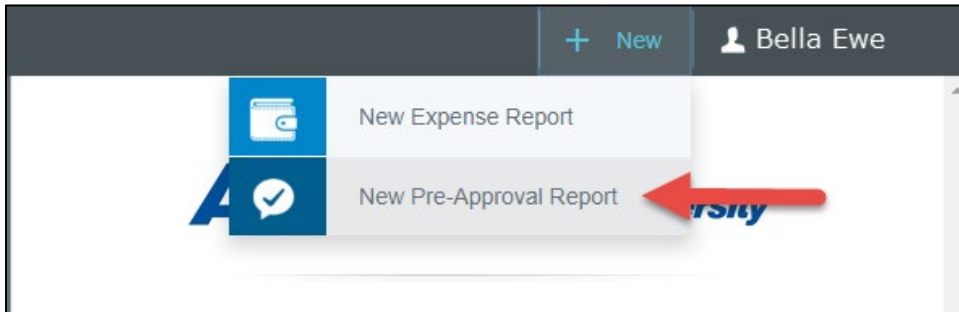


## Create an Expense Report for Travel

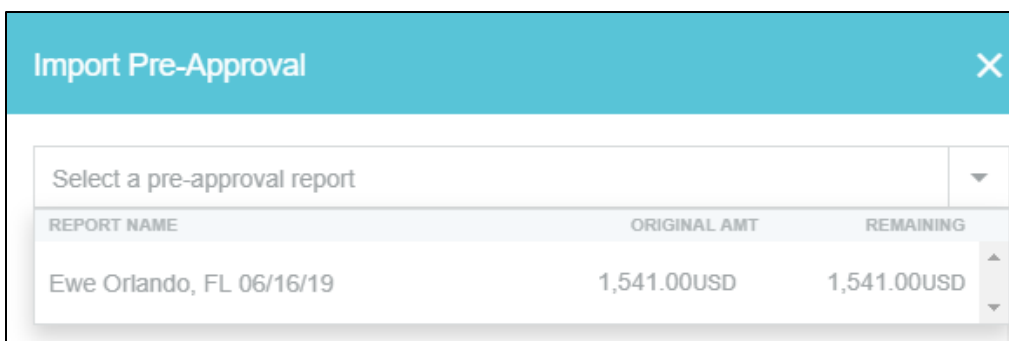
1. Click “New” and select “New Expense Report” from the drop-down menu



2. You have the option to import a Pre-Approval for more efficient completion of the expense report or enter the information manually.



3. Select the Pre-Approval report from the drop-down menu to open the report information











Confirm it is the correct report and click “Import”

Import

4. You will need to enter the “Business Start Time” and Business End Time”
5. Ensure each field is completed and click “Save” to proceed to the next section to enter your expenses


Ewe Orlando, FL 06/16/19 (i)


0 Comments 0 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Tue 03/26/2019	 Meals	120.00 USD	120.00	
Tue 03/26/2019	 Registration	500.00 USD	500.00	
Tue 03/26/2019	 Airfare	600.00 USD	600.00	
Tue 03/26/2019	 Lodging	321.00 USD	0.00	

6. Click on an expense category to submit receipts and confirm amount to be reimbursed. As you progress through each category, you will be presented with information to help you complete the expense report. Click the “Edit” button to open the expense category.

[Edit](#) [Delete](#)


Meals


Data entry validation.
#PXD


This line item could not be processed automatically. Please complete the data entry.


7. To add a receipt, click and drag the receipt image into the browser window or use the “Add Attachments – Upload Attachments” button to upload the receipt into the system.

**Attachments (0)** (i) (x)

Drag image here to upload

Add Attachments ▼


From Receipt Gallery


Upload Attachments

8. If you utilized the Scan and Send feature (emailing your receipt to [receipt@chromefile.com](mailto:receipt@chromefile.com)) you can access your receipt from the “Add Attachments – From Receipt Gallery” button
9. After emailing the receipt, you will receive an email notification when the receipt has been received

