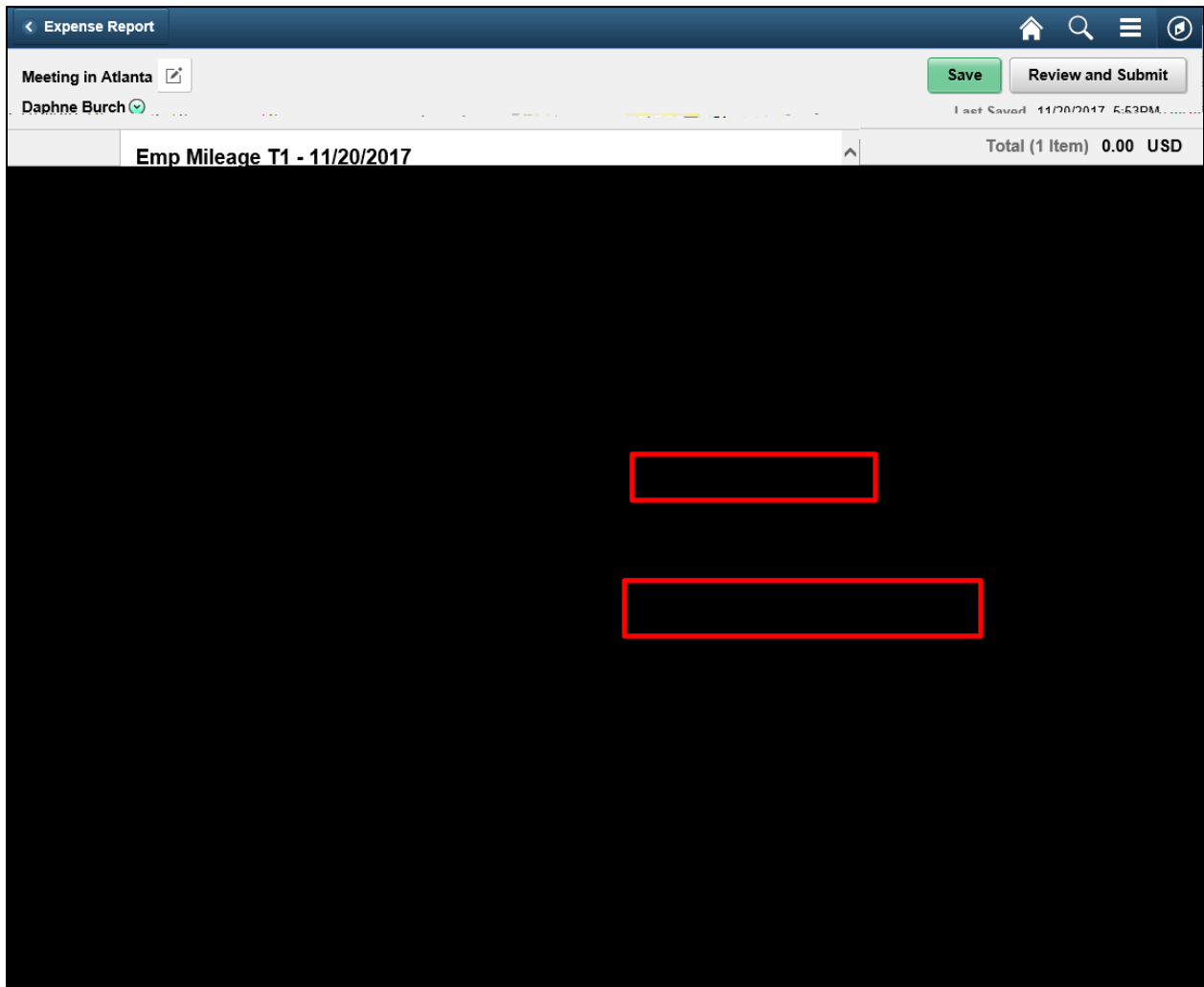
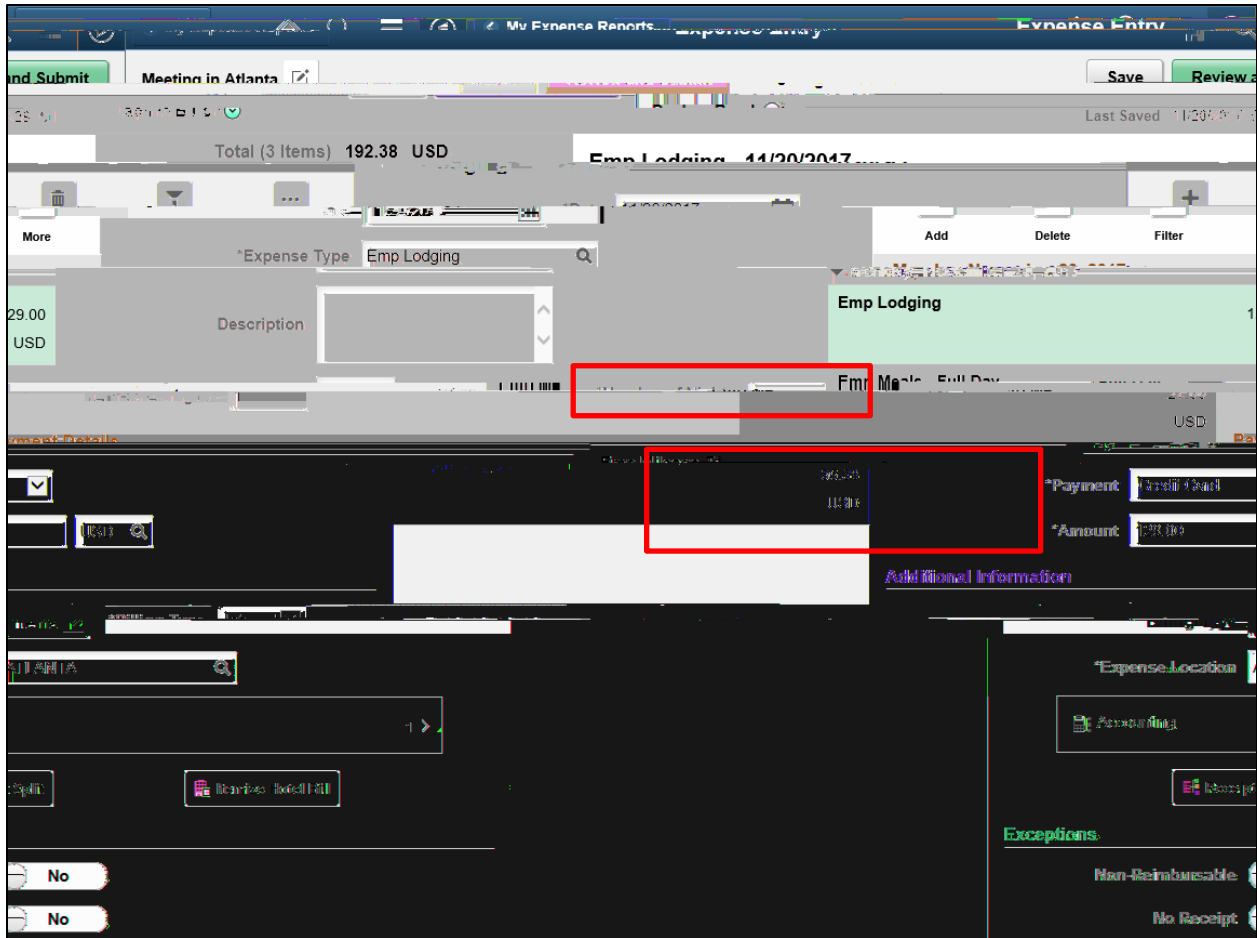


d. Click Done. The **Miles** and **Amount** fields will populate.



e. Enter/Select the **Originating Location**.



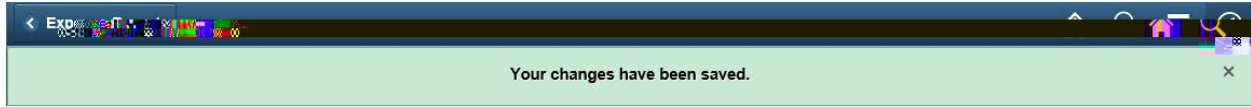


12. For meals, continue. Otherwise, go to step #13.
 - a. Select the appropriate meal **Expense Type** (Ex: Emp Lunch, Emp Meals-Full Day).
 - b. If the meal occurred on a First or Last Day of travel and the 75% reimbursement rule applies, select the **First or Last Day of Travel** link.



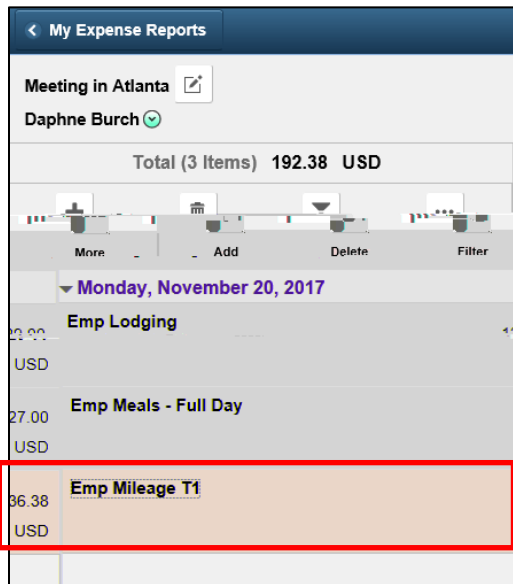


- e. Click the Save button. A message will appear at the top of the page confirming that your changes have been saved.

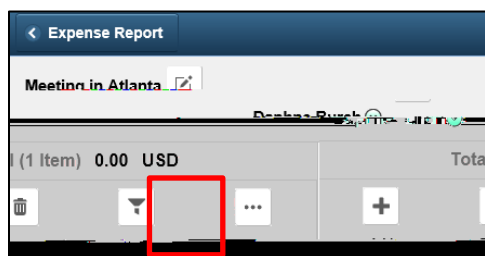


How to Delete an Expense Line on a Fluid Expense Report

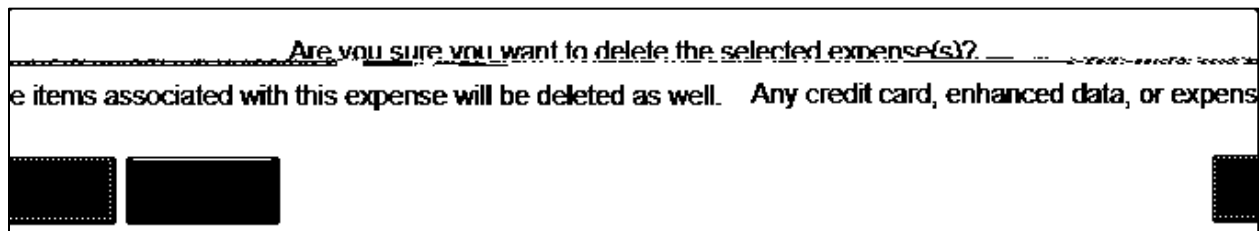
If you need to delete an expense line, select the line from the expenses listed on the left side of the page.



Then click **Delete**.



A window will display asking if you are sure you want to delete the selected expense(s).





Select **Yes**.

msft The line is deleted.

How to Submit a Fluid Emsft

