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

		<b>ନ</b> ପ୍	≡ ⊘
Meeting in Atlanta [∠] Daphne Burch ⊙	Sa	Review an	
Emp Mileage T1 - 11/20/2017	^	Total (1 Item)	0.00 USD
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L			

e. Enter/Select the Originating Location.

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<u>ہ -</u>	<u> </u>	- Call & My Expens	e Renorts		Evnence Entry
und Submit	Meeting in Atlanta				Save Review a
( <u>a</u> s %)	aen te e tis rev				Last Saved 11/204-000
	Total (3 Items) 192.38	USD	Emplodeine 11/20/20	47	
			- Lamona - m		+
More	*Expense Type Emp	,	a	Add	Delete Filter
				y.ashaNgabastiki	972),
29.00 USD	Description			Emp Lodging	1
USD				Emr Mesic , Euli Day	
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			a	965,200 115 <b>3</b> 06	*Payment: Tastii (Sad
(KSD					*Anount 128.00
				Additional Inf	formation
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ATLANTA	Q.				*Expense Location
		-1 ≻ -			🔐 Accenting.
: Splii)	🚆 licarizes (kotel 1511)				Ef Maurs 10
					Exceptions
-) No -)					Nan-Reimbursable
					No Receipt

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.

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### People S.2ft



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

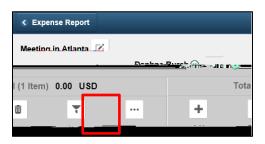
	*	- în 🕂 🛓	
Your changes have been saved.			×

#### How to Delete an Expense Line on a Fluid Expense Report

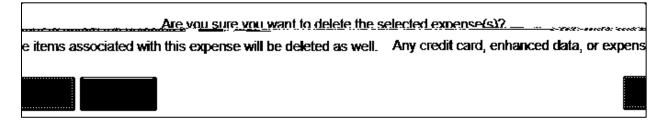
If you need to delete an expense line, select the line from the expenses listed on the left side of the page.

<b>«</b> I	∢ My Expense Reports		
	nting in Atlanta  ☑ hne Burch ⊗		
	Total (3 Items) 192.38 USD		
102			
	More Add Delete Filter		
	✓ Monday, November 20, 2017		
0.00	Emp Lodging		
USD			
27.00	Emp Meals - Full Day		
USD			
36.38 USD	Emp Mileage T1		

#### 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