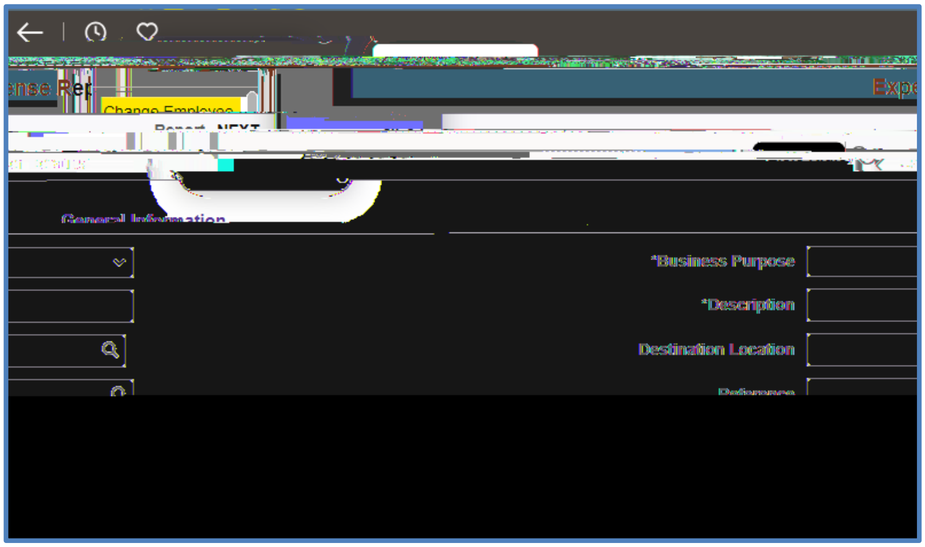
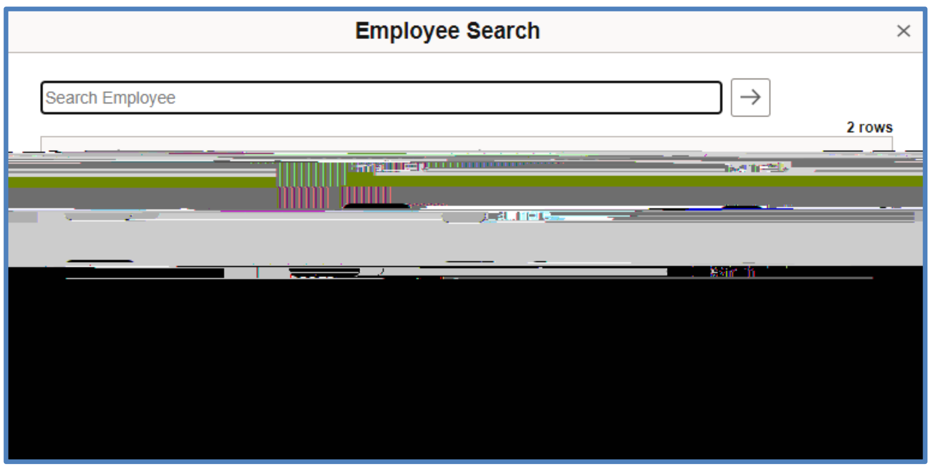
[redacted]

Job Aid: Entering

3. Select **Change Employee** from the Actions menu.



4. In the Employee Search box, choose an employee to create a report for.
   Note: Only employees for whom you are an authorized delegate will appear.



5. Enter the following information on the Expense Report header:

   a. *Business Purpose
   b. *Report Description
   c. Destination Location
   d. Select **Add Expense Lines** from the Expense Report Action menu

6. Next, enter your Expenses. Enter the following information on the Expense line:

    a.*Date

    b.*Expense Type,

    c. Select a *Payment Type.

Example:

7. Review accounting details and or add any other expense lines needed by selecting the + Add button.
8. Once you finish the report, select the **Review and Submit** button found in the top right corner of the page.

12. Click **Yes** to send an email notification to the traveler.

13. A message will appear in the top left corner of the page. The message says that the Expense report has been submitted to the traveler for review.

14. The traveler will receive a notification to review the Expense Report.

15. The traveler will then log in and review and submit the expense report.