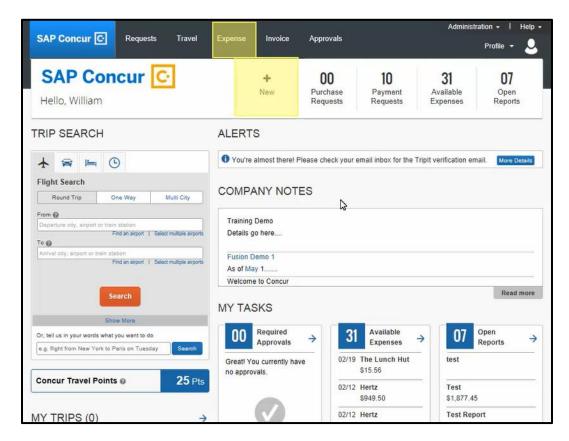
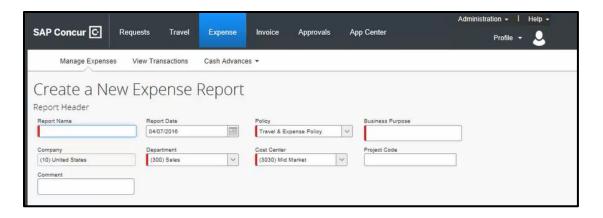
Creating a New Expense Report

When you need to create an expense report that does not include previous travel bookings, you can start the report either from the **Quick Task Bar** or the **Expense** tab on the menu bar. In this example, you will use the **Quick Task Bar**.

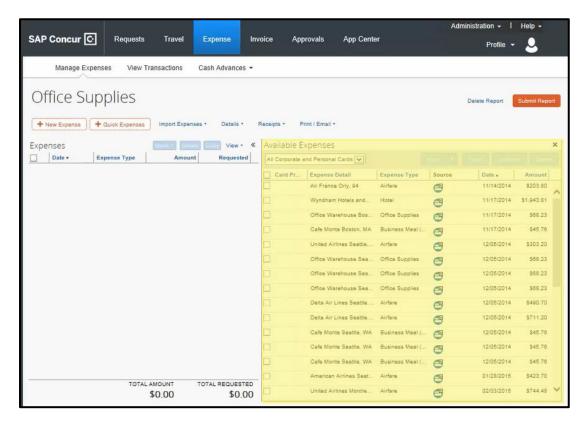


- 1. Place your mouse pointer over **New**, and then click **Start a Report**.
- 2. Complete the required and optional **Report Header** fields as appropriate on the **Report Header** page (required fields are indicated by a red bar).



On the **Report Header** page, you enter general information for your expense report. Your company defines the fields that appear on this page. Note that some fields are already pre-populated.

- 3. Click Next.
- 4. You can now add credit card transactions or click **New Expense** to create out-of-pocket expenses.



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