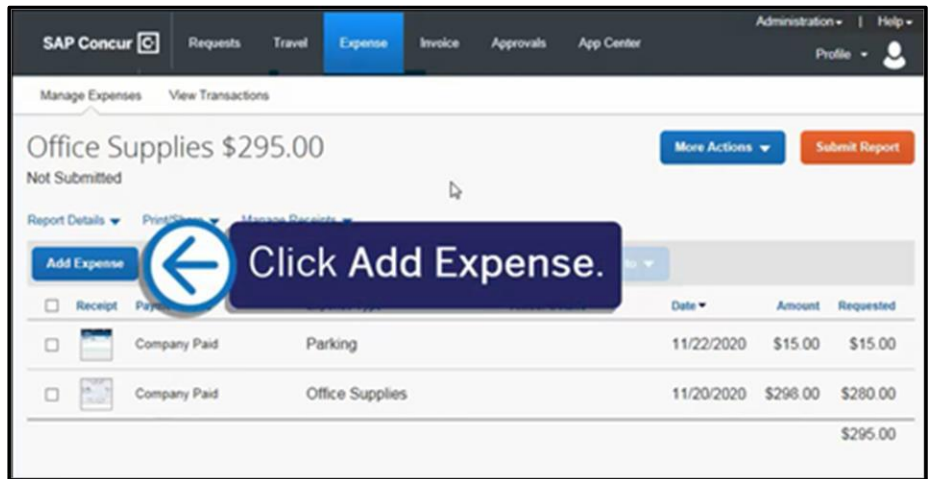# Adding an Out-of-Pocket Expense to a Report

If you pay for an expense with your own money, you will need to create an out-of-pocket expense to account for the transaction.

Note: Reference training document "Creating a New Expense Report" for details on how to create an Expense Report.
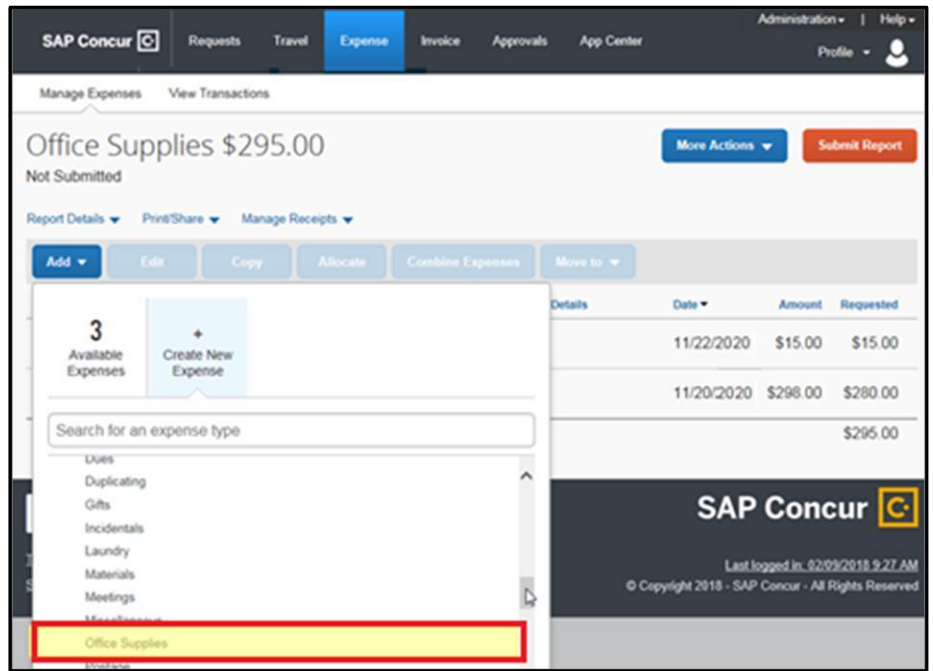
1. To add a new expense, from the report page, click Add Expense.
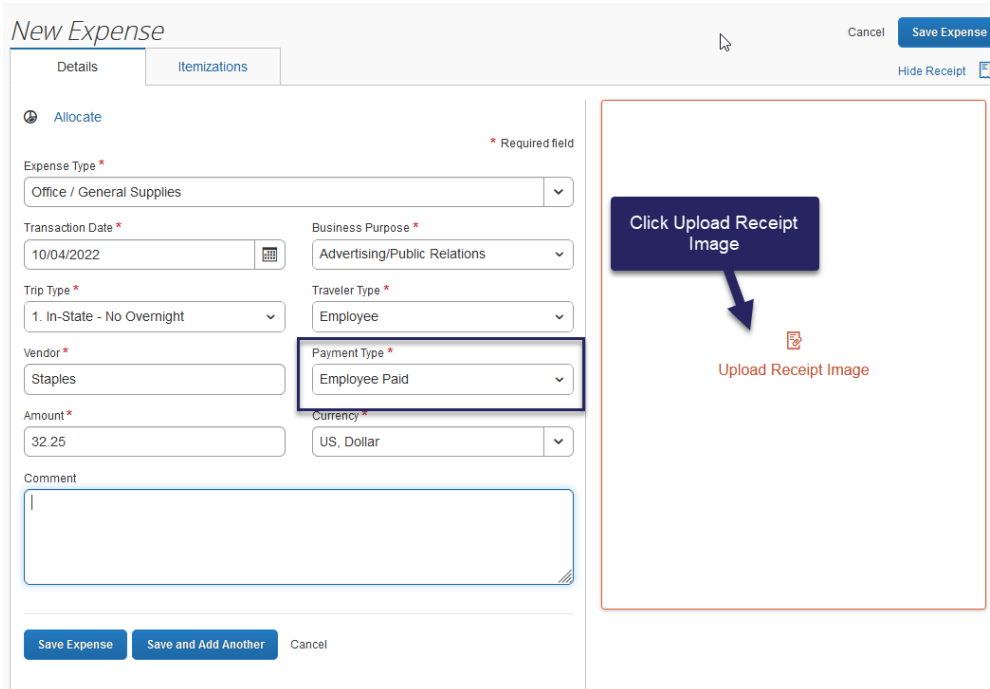

2. Click the Create New Expense tab.
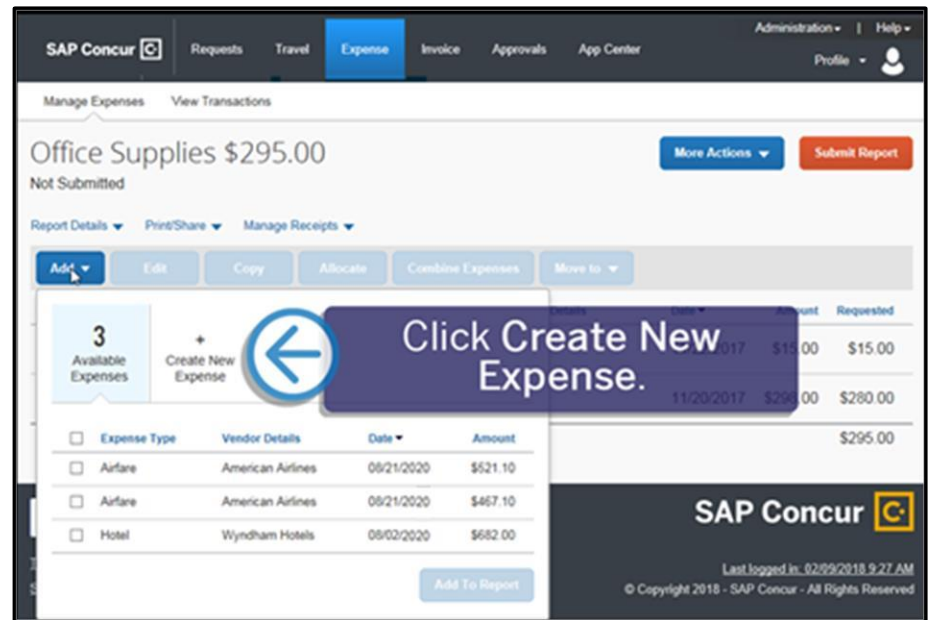
3. Select the appropriate expense type.

4. On the New Expense page, complete all the required fields and any additional information. Select Employee Paid from the Payment type dropdown menu.

5. To attach a receipt, select the Receipt Status dropdown arrow, select Receipt, and then click Attach Receipt Image.

6. Select the appropriate receipt from your available receipts or click Upload Receipt Image.

7. Click Attach.
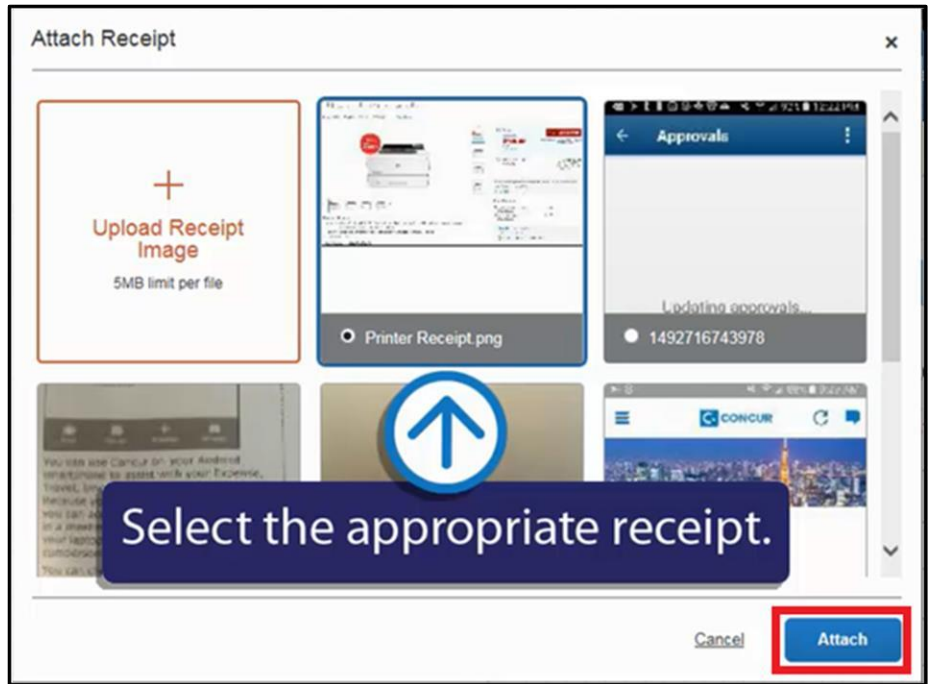
8. Click Save Expense.

The new out-of-pocket expense is added to your expense report.