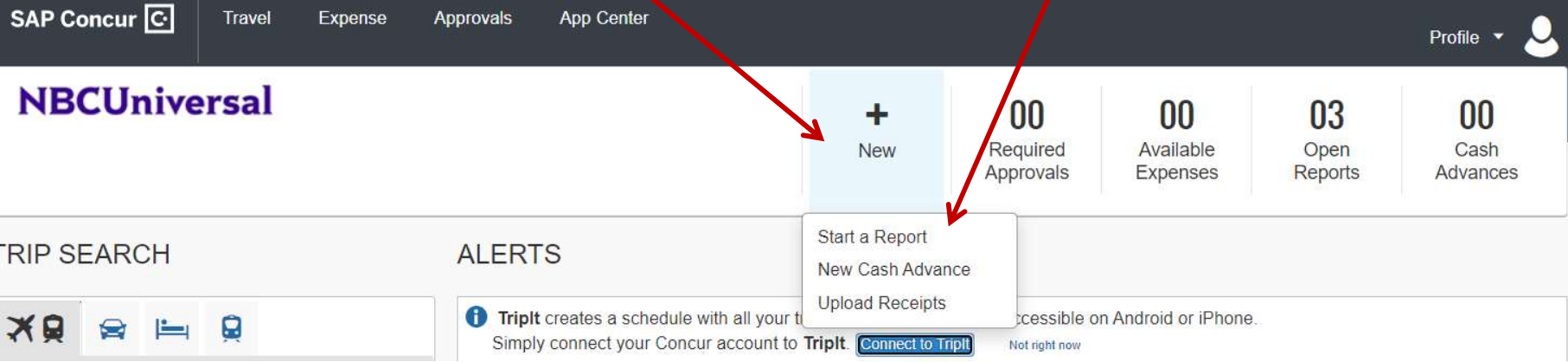


Expense – Creating a New Report

Select *+New* and then *Start a Report*



Add *Report Name*

Add *Business Purpose*

The 'Create New Report' form is shown. It includes the following fields:

- Report Name ***: A text input field containing 'New York Trip - October 2022'.
- Cost Object**: A dropdown menu with '(A08309144) TRAVEL' selected.
- Business Purpose ***: A dropdown menu with 'None Selected' selected. A list of options is visible: 'None Selected', 'Acquisition', 'Conferences/Training/Seminars', 'Internal Meetings', and 'Marketing'.
- Target ERP Cost**: A text input field containing '(UHP) SAP DOMESTIC'.
- Comment**: A large empty text area.

At the bottom right, there are 'Cancel' and 'Create Report' buttons. Red arrows point from the text labels above to the 'Report Name' field, the 'Business Purpose' dropdown, and the 'Create Report' button.

Cost object is the employees default cost information

Click *Create Report*

Expense – Creating a New Report

New York Trip - October 2022 \$0.00 

Submit Report

Not Submitted

Report Details  Print/Share  Manage Receipts 

Add Expense Edit Delete Copy Allocate Combine Expenses Move to 

View: Standard 



No Expenses

Add expenses to this report to submit for reimbursement.

Add Expense

Search for an expense type

Or select from the dropdown options

0 Available Expenses **+** Create New Expense

Search for an expense type

- Business Promotions
- Communications
- Entertainment
- Facilitation Payments
- Gift
- Lodging
- Meals

Search for an expense type

- ^ **Lodging**
 - Hotel
 - Hotel Deposit
- ^ **Meals**
 - Catering on Premises (>10 persons)
 - Meals Multiple Attendees - Internal Only
 - Meals Multiple Attendees - with Clients/External