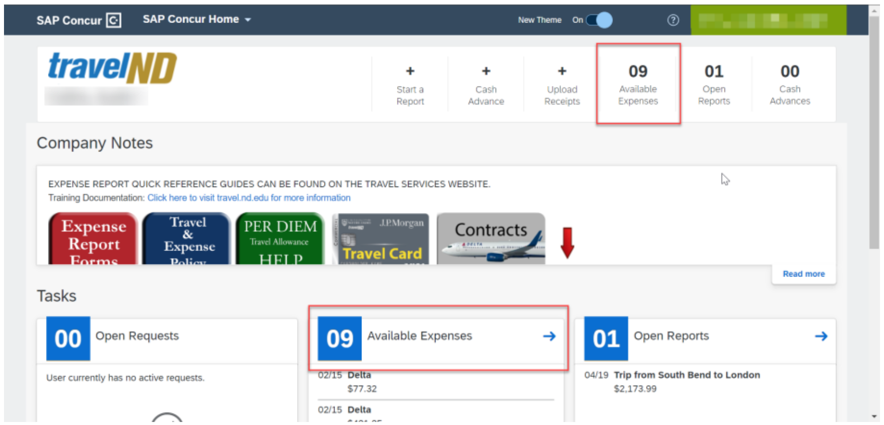
Manage Expenses

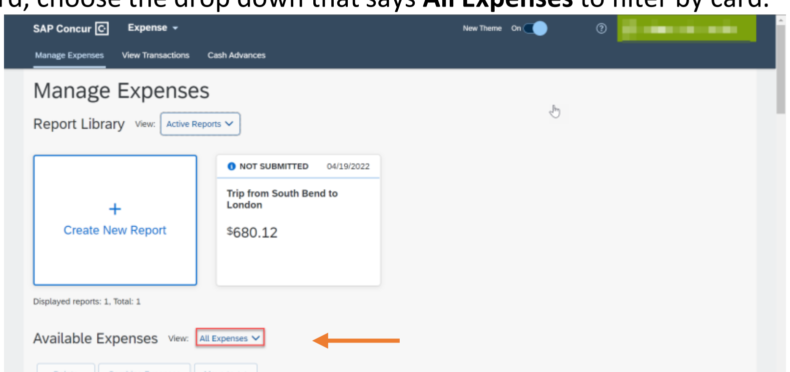
1. Open your Expenses

- The new **Home** page shows your available expenses in the top **quick task bar**, as well as additional details below the company notes under **tasks**. Click on either of these to view your **available expenses.**



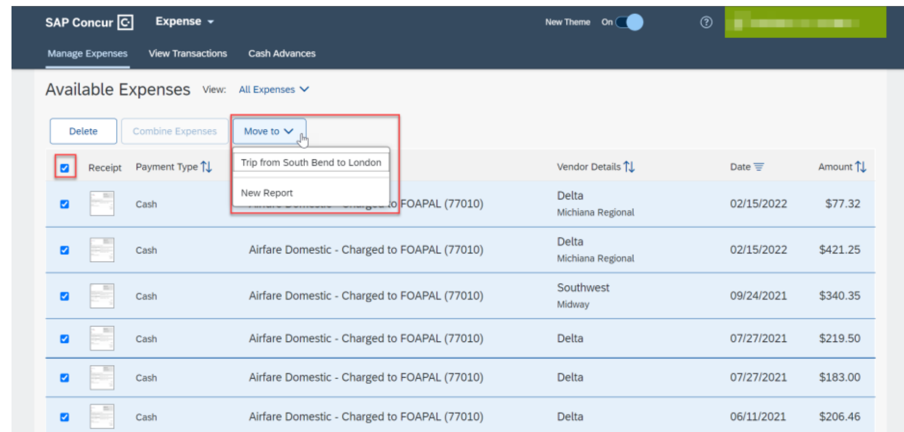
2. Manage Expenses Page

- The **Manage Expenses** page opens and you will find your **Report Library**, **Available Expenses** and **Available Receipts** on this page. Scroll down to see the available expenses. If you would like to sort by card, choose the drop down that says **All Expenses** to filter by card.



3. Moving Expenses

- Scroll down and you will see the expenses that are assigned to you. If you want to move them to a report, choose the check box to the left of the item, then choose the "**Move To**" drop down. This will show the open reports you have, or you can create a new report. Any time you have available expenses, it is highly recommended that you move these expenses into an expense report. If you do not add the expenses to an expense report, they will remain in your available expenses queue.



4. Deleting Expenses

- **Credit card** charges **CANNOT** be deleted from this list. Itineraries and e-receipts can be deleted from this list. When you click the check box to the left of the itinerary or e-receipt, you can click the option to **Delete**. Credit card charges that have already been reimbursed can be moved to an expense report and marked non-reimbursable to remove these expenses from your available expenses queue.

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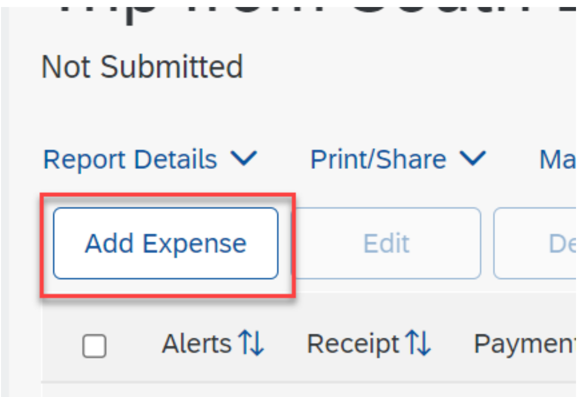
5. Import Expenses

- When you open an expense report, you can also import any available expense. First, select **add expense**



- The available expenses will be listed under the right tab. Select all or the individual expenses you would like to import, then click **add to report.**