COPY OR DELETE EXPENSE LINES

Expense lines can be copied for one or more days

Using 'Copy' to add meal per diem expense lines.
- Check the expense line to copy
- Select “Copy Selected” button

Copy Selected Expenses Screen pop ups
1. Select “Copy to Range of Dates”
2. Select date from (start with second day of trip) and to date.
3. Select weekends if applicable.
4. Select OK
The additional expense lines have been created.

Expense lines can be deleted easily
Using ‘Delete’ to remove expense lines.
- Check the expense line to delete
- Select “Delete Selected” button

The selected expense line (s) have been deleted from your travel authorization.