

Adding Multiple Expense Lines

Adding multiple expense lines can save the traveler time when filling out an authorization.

- 1) Create a new travel authorization and fill in the **Business Purpose, Description and Date Range**. Underneath this top section, there is an option to select called **“Quick-Fill”**.

Create Travel Authorization

Ian Trautman ?

*Business Purpose Conference

*Date From 10/01/2017 31 *Date To 10/02/2017 31

*Description Test

Projected Expenses ?

Expand All | Collapse All Add: Quick-Fill

- 2) On the **“Quick-Fill”** screen, you can select all of the expenses that you need for your authorization. Check the box for **“One Day”** or **“All Days”** of the appropriate expenses and hit **“OK”**.

Quick-Fill

Enter the date range you want applied to the authorizations you will be adding to the report. Then choose the expense types and whether you want to add one instance of the expense type or have an entry of that expense type for each day within the date range.

Date Range

From 10/01/2017 31 To 10/02/2017 31

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Automobile Mileage
<input type="checkbox"/>	<input type="checkbox"/>	Automobile Rental
<input type="checkbox"/>	<input type="checkbox"/>	Breakfast
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Conference/Meeting
<input type="checkbox"/>	<input type="checkbox"/>	Dinner
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Gasoline Charges
<input type="checkbox"/>	<input type="checkbox"/>	Groceries
<input type="checkbox"/>	<input type="checkbox"/>	Ground Transportation
<input type="checkbox"/>	<input type="checkbox"/>	Hosting Meals_Entertainment

OK Cancel

- 3) You will then be brought back to the “Create Travel Authorization” page. Complete all of the necessary fields required for each of the expenses and save or submit the authorization when you are finished.

Create Travel Authorization Save for Later | Home | Summary and Submit

ian Trautman Print Actions ...Choose an Action GO

*Business Purpose Conference *Date From 10/01/2017 *Date To 10/02/2017

*Description Test

Projected Expenses

Expand All | Collapse All Add: Quick-Fill Totals (2 Lines) 0.00 USD

*Date	*Expense Type	*Description	*Payment Type	*Amount	Currency
10/01/2017	Automobile Mileage		Personal Credit Card	0.00	USD
*Billing Type REIMBURS					
*Originating Location					
*Destination Location					
*Miles 0.5350					
*Number of Passengers					
Accounting Details					

10/01/2017	Conference/Meeting		Personal Credit Card	0.00	USD
*Billing Type REIMBURS					
Accounting Details					