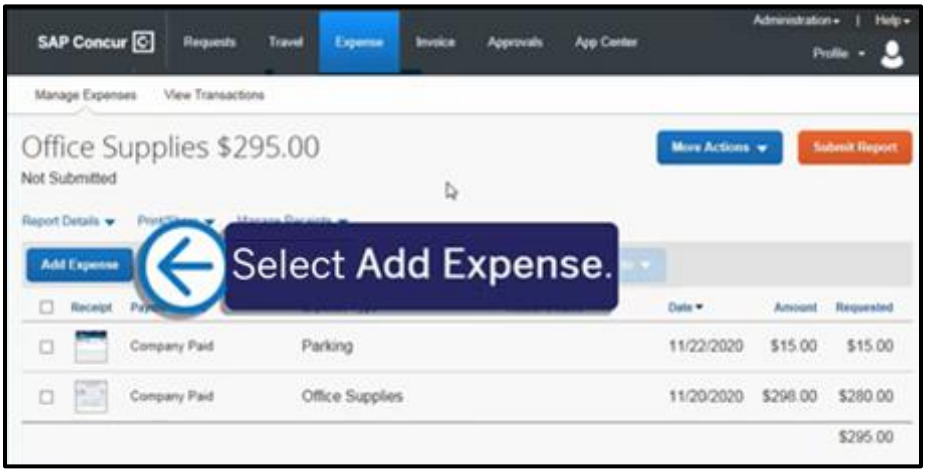
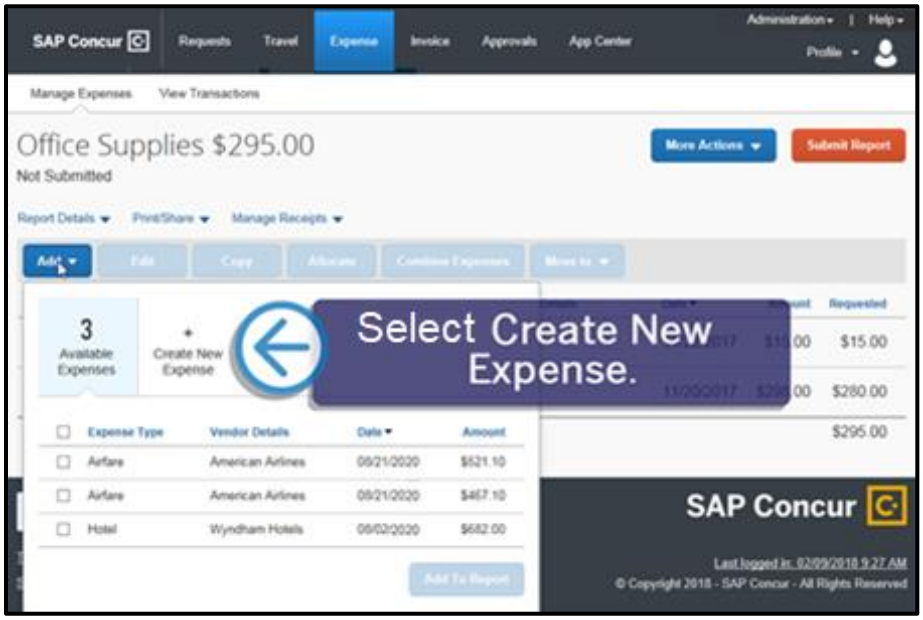
Adding an Out-of-Pocket Expense to a Report

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.

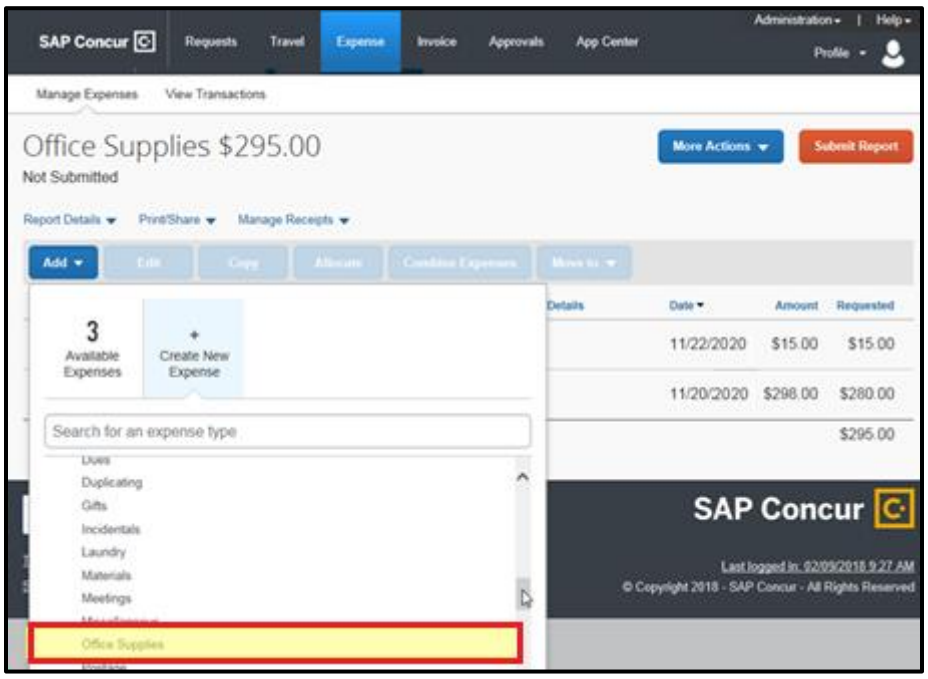
1. To add a new expense, from the report page, select **Add Expense**.



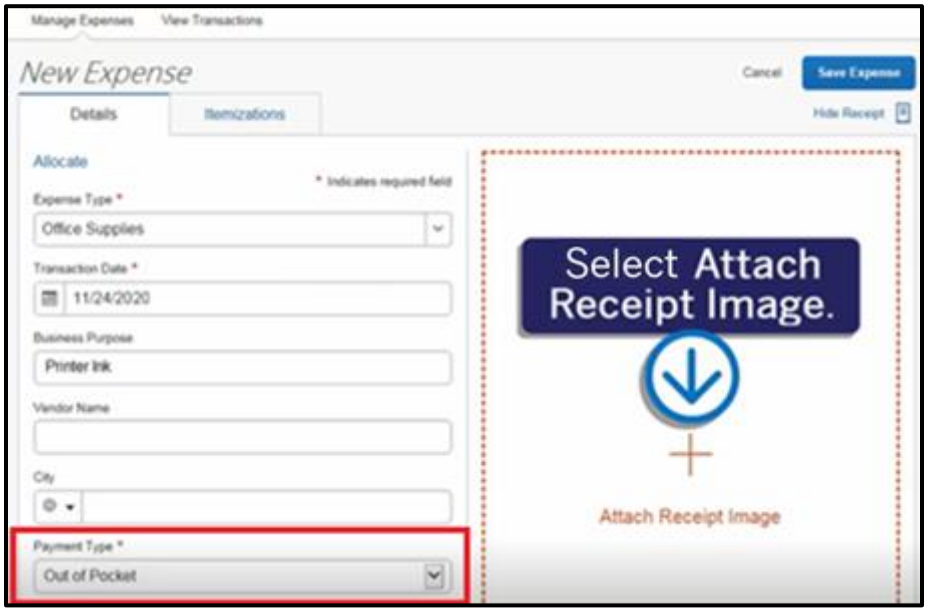
2. Select the **Create New Expense** tab.



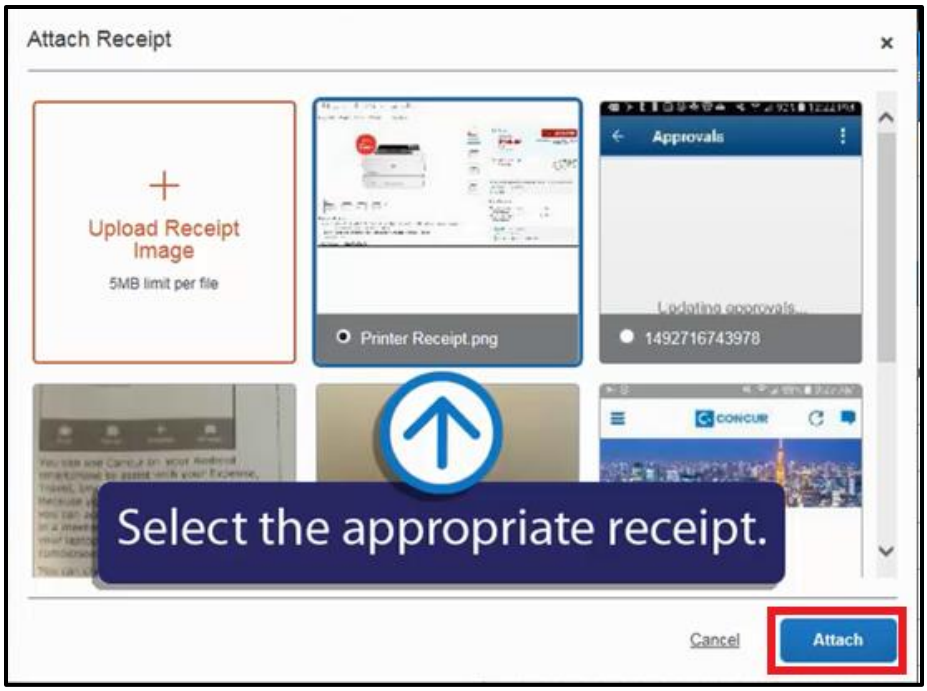
3. Select the appropriate expense type.



4. On the **New Expense** page, complete all the required fields and any additional information. Select **Out of Pocket** from the **Payment type** dropdown menu.
5. To attach a receipt, select the **Receipt Status** dropdown arrow, select **Receipt**, and then select **Attach Receipt Image**.

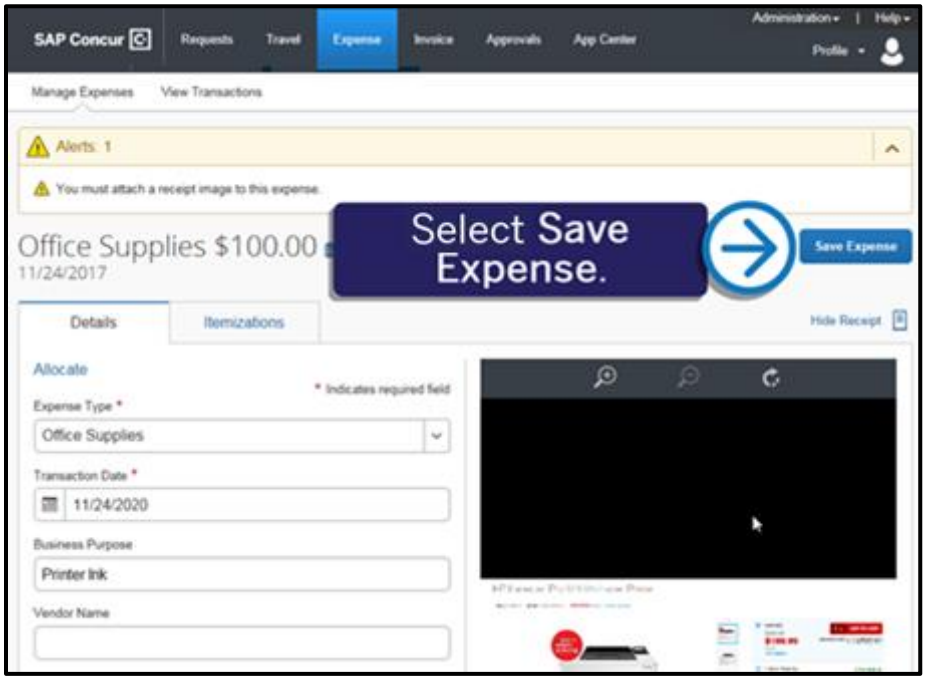


6. Select the appropriate receipt from your available receipts or Select **Upload Receipt Image.**
7. Select **Attach**.



8. **Select Save Expense**.

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



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