



Add and Edit Report Expenses

This handout covers adding and editing expenses to report actual trip costs paid by UA. Trip expenses paid by an external entity are not added to the Expenses list. Instead, the Header reports total monetary support provided by the external source and pertinent documentation (e.g. flight itinerary to support time in travel status) is attached to the Report from the Manage Receipts drop-down menu.

Note: Individual per diem is added through the Travel Allowance and not Expenses.

Add

Add expenses one of three ways

1. Assign one or more from Available Expenses by selecting desired expense(s) and choosing the associated Report from the Move drop-down menu

Receipt	Payment Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	zNotUsed-IBCP	Slavik, J 10/20-10/25 SEA	08/15/2022	\$45.76
<input checked="" type="checkbox"/>	zNotUsed-IBCP	Slavik, J 10/20-10/25 FAI-SEA	08/15/2022	\$1,343.33
<input type="checkbox"/>	zNotUsed-IBCP	Lasinski 6/5-10/2022 JNU	08/15/2022	\$68.23

2. Click “Add Expense” on the Report and import from the list of Available Expenses by selecting the expense(s) and “Add to Report”

Payment T...	Expense T...	Vendor De...	Date	Amount	
<input checked="" type="checkbox"/>	zNotUsed-IBCP	Car Rental	Enterprise	08/19/2021	\$385.87
<input checked="" type="checkbox"/>	zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99
<input type="checkbox"/>	Out-of-Pocket	Per Diem Offset Meal	G! APPLY AT JOBSIREDMEYER	04/19/2019	\$3.59
<input type="checkbox"/>	zNotUsed-IBCP	Per Diem Offset Meal	Cafe Monte Fairbanks, Alaska	11/27/2018	\$45.76
<input type="checkbox"/>	zNotUsed-IBCP	Airfare	Alaska Airlines Fairbanks, Alaska	11/19/2018	\$163.40



3. Click “Add Expense” on the Report and select one from the list in Create New Expense

Add Expense

6 Available Expenses + Create New Expense

Search for an expense type

- Recently Used
 - Lodging
 - Airfare
- 01. Travel & Transportation Expenses
 - Airfare
 - Car Rental
 - Ferry

Once added, verify entry information:

1. Fields with a red star are required and editable
2. Some Expense Types such as “Airline Fees” require a subcategory selection to better define the type of fee (use Expense Type “Booking Fees” for the CTM agent fees)
3. Business justifications or additional information for individual expenses is entered in the Comment field
4. Itemize, allocate, and attach receipts in this window

Airfare \$857.99

07/21/2021 | Alaska Airlines | E-Receipt, Corporate Card

Details Itemizations Hide Receipt

Allocate

Expense Type * Airfare

Transaction Date 07/21/2021 Payment Type zNotUsed-IBCP

Vendor Alaska Airlines Enter Vendor Name Alaska Airlines

Destination City * Juneau, Alaska Trip Purpose * Professional Developme...

Trip Type * Alaska Traveler Type * Staff

Amount 857.99 Currency US, Dollar

Request * 10/20/2022, \$900.00 - SI...

Comment

Receipt E-Receipt

Alaska Airlines \$857.99
GhostCard
07/21/2021 10:27 PM
Receipt: 0270083683204

Passenger Name: MILESTRAVIS

Description	Amount
Ticket (MILESTRAVIS)	
Subtotal:	\$785.67
Tax:	\$72.32
Total:	\$857.99



Edit

The easiest way to edit a single Expense is to click in the field row which opens the Expense details window. From there, users can Edit, Allocate, Itemize, and Attach Receipts an individual Expense.

Additionally, users can

Single

1. Select the expense to edit
2. Select the desired action
 - a. Edit entry information
 - b. Delete the selected expense from the Report
 - c. Copy the selected expense to the current Report
 - d. Allocate the funding on the selected expense
 - e. Move the selected expense to another Report

		Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to ▼			
<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount	Requested ↑↓			
<input type="checkbox"/>			zNotUsed-IBCP	Lodging	Noble House Seattle - King St. Station, UNITED STATES	08/15/2022	\$1,343.33	Allocated Itemized			
<input checked="" type="checkbox"/>			zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99	Allocated			

Multiple

1. Select the expenses to edit
2. Select the desired action on the right
 - a. Edit one or more [available] fields for the selected expenses
 - b. Delete the selected expenses
 - c. Allocate the selected expenses
 - f. Combine Expenses if two rows represent a single Expense (e.g. a UA Travel Card charge and an itinerary)
 - d. Move the selected expenses to another Report

		Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to ▼			
<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ↑↓	Amount	Requested ↑↓			
<input checked="" type="checkbox"/>			zNotUsed-IBCP	Lodging	Noble House Seattle - King St. Station, UNITED STATES	08/15/2022	\$1,343.33	Allocated Itemized			
<input checked="" type="checkbox"/>			zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99	Allocated			