EXPENSE REPORT: AVAILABLE EXPENSES

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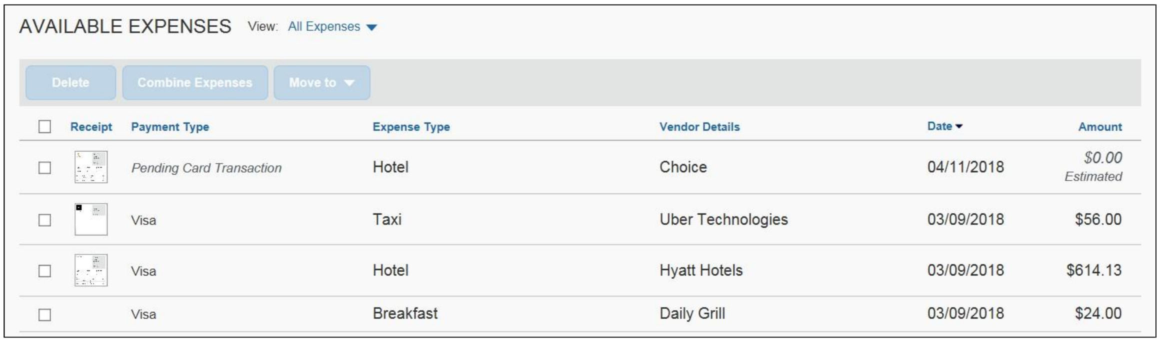
ADMINISTRATION & FINANCE

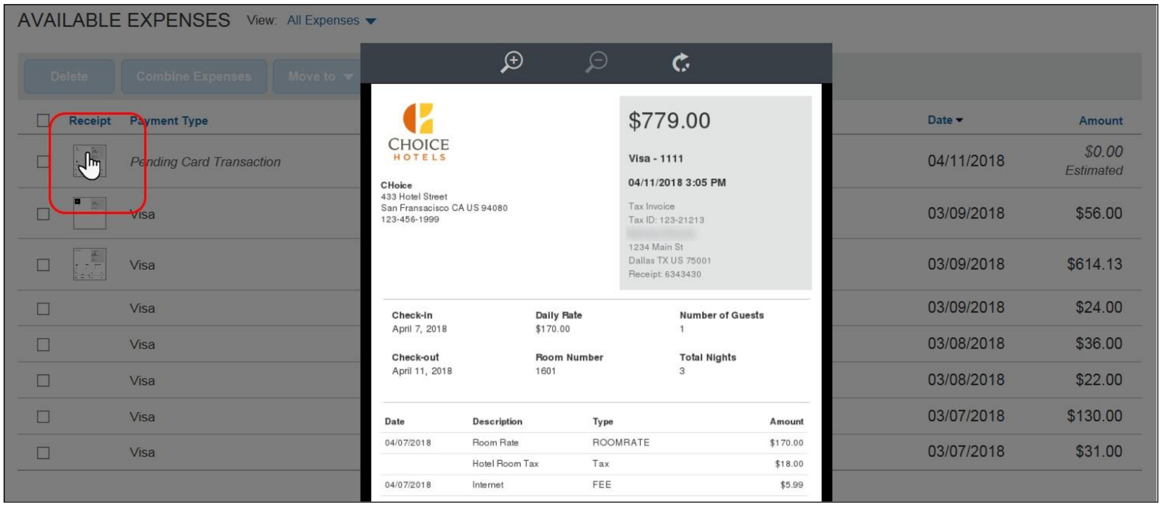


- The **Receipt** column has been added to help you easily scan the list for items needing a receipt. You can sort (by clicking the column heading) to bring these to the top for action. The thumbnail image in the **Receipt** column indicates that the expense has an image attached.

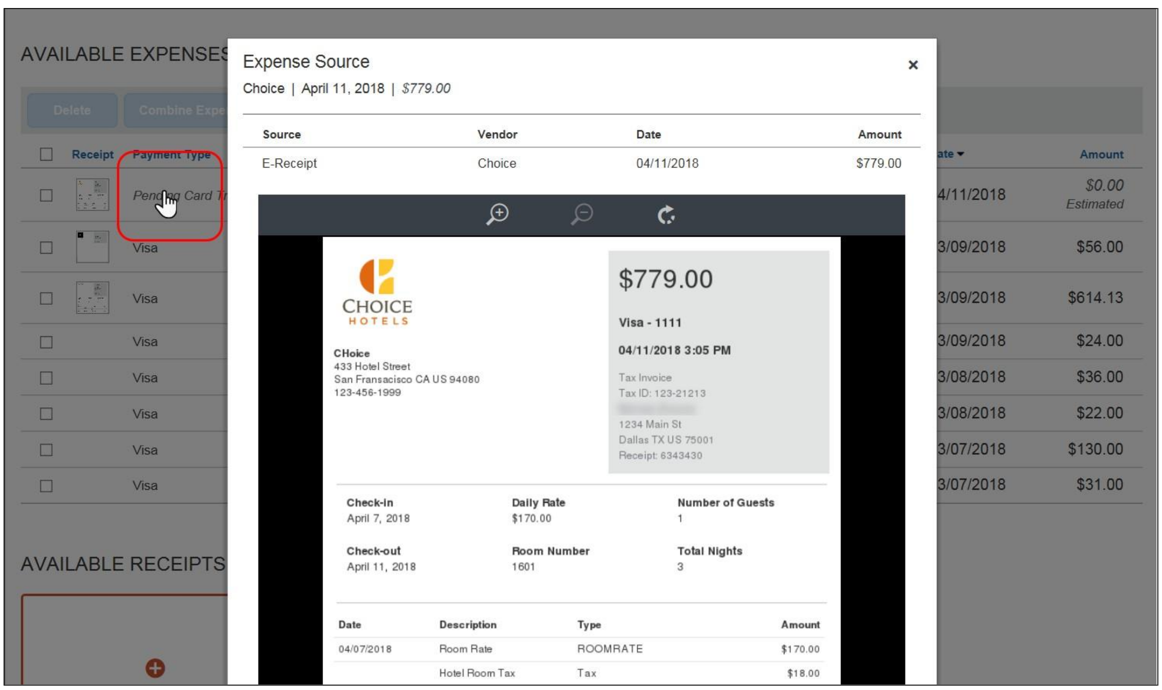
- The **Source** column has been replaced with the **Payment Type** column to help you quickly scan for the expenses that have card information attached (so they are ready to be submitted) and which are still waiting for additional source information to arrive.

- In the **Amount** column, *Estimated* appears for hotel and car itinerary amounts. *Estimated* indicates that the actual amount is unknown, since the itinerary likely does not include other taxes, fees, etc. that will appear in the final card charge.

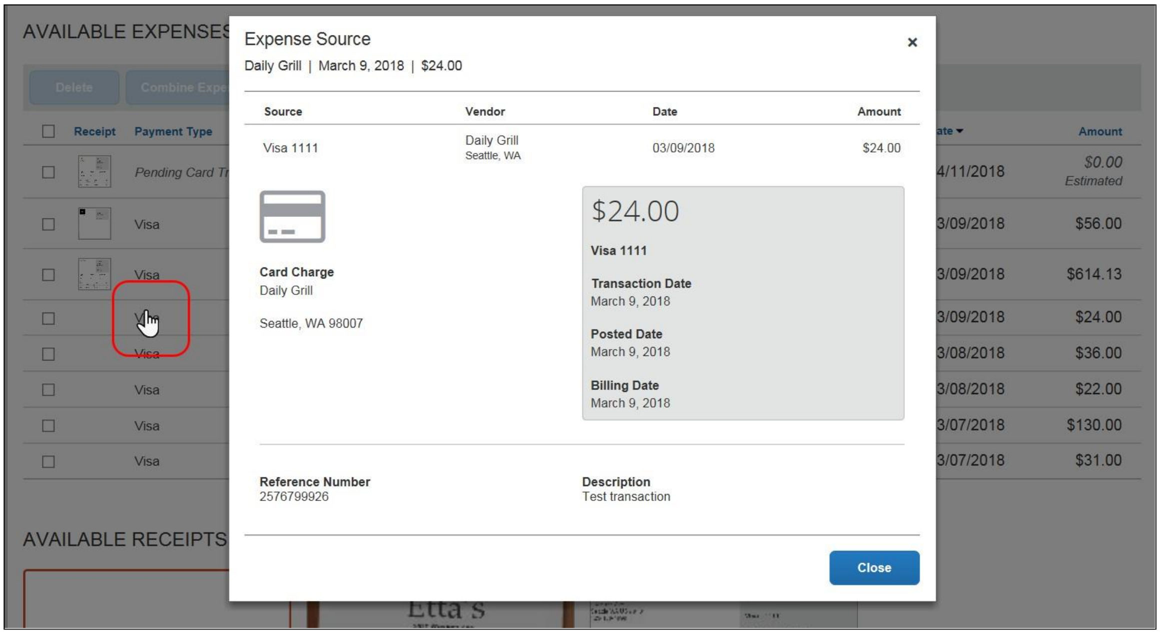
To view a receipt image, click the image in the **Receipt** column.



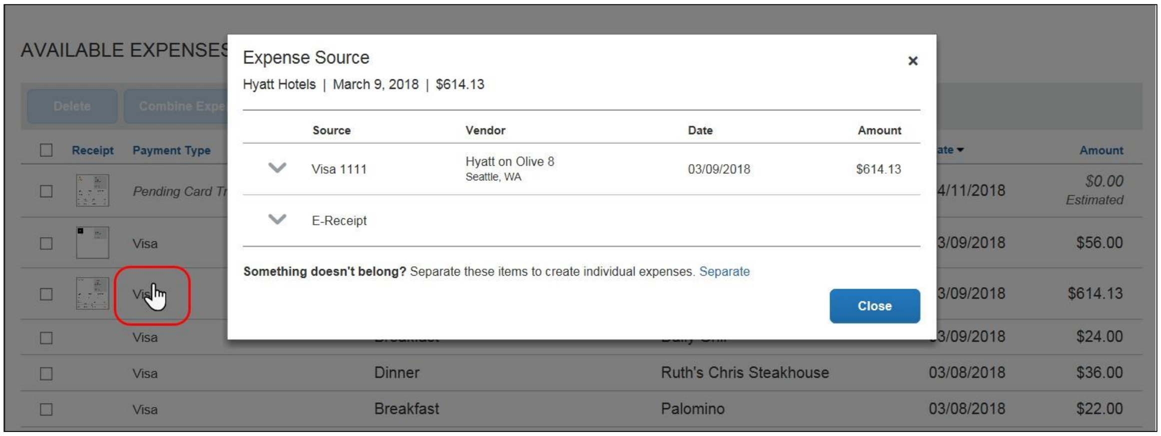
To view the expense source(s), click anywhere in the row – ***other than*** the check box or receipt image.



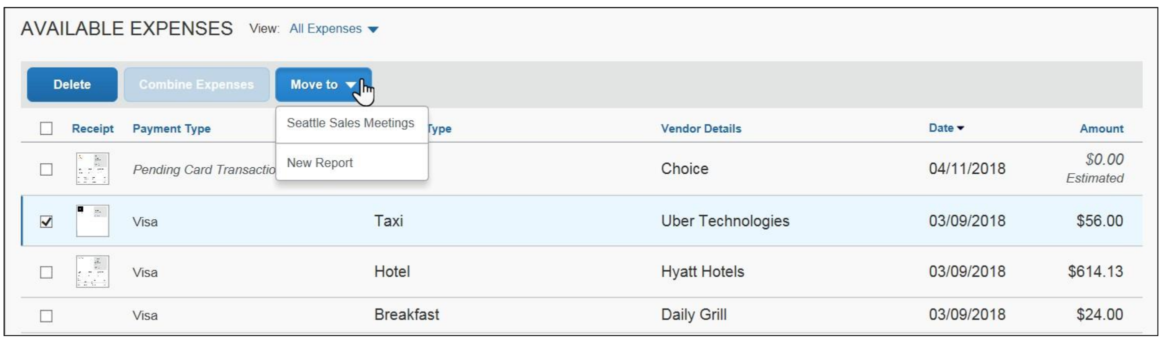
This sample shows a card charge without a receipt image.



This sample shows a card charge and an e-receipt.



Other options available in the **Available Expenses** section:



- If you select at least one expense check box, then the **Delete** and **Move to** buttons become available. Using **Move to**, you can move the selected expense(s) to an existing report (in this case, named *Seattle Sales Meetings*) or to a new report.
- If you select at least two expense check boxes ***and*** if the selected expenses are from different sources (for example, credit card and e-receipt) ***and*** if the selected expenses can be matched, then the **Combine Expenses** button becomes available.

As mentioned previously, you use the **Expense Source** page to "unmatch" expenses – now called ***Separate*** – that were matched in error.