EXPENSE REPORT: AVAILABLE EXPENSES
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.