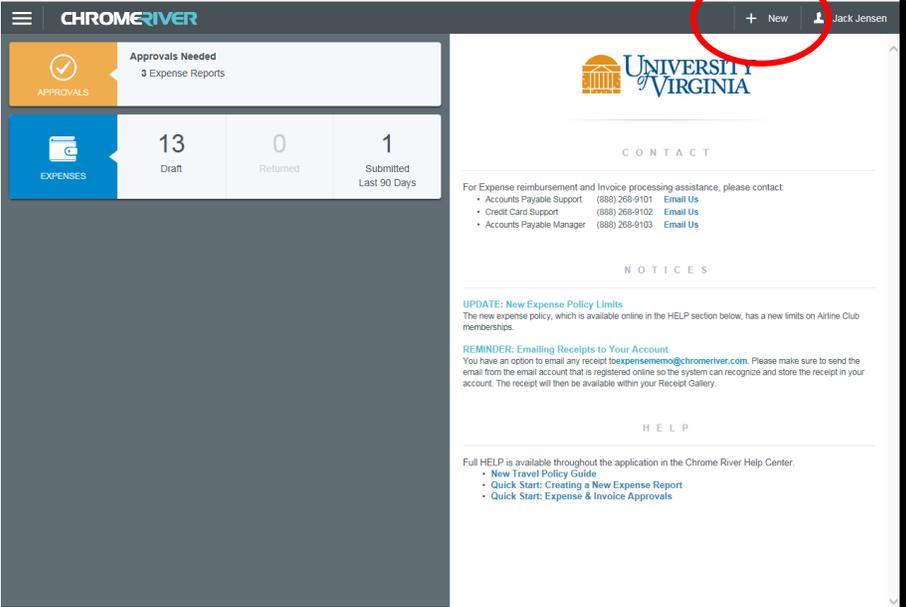
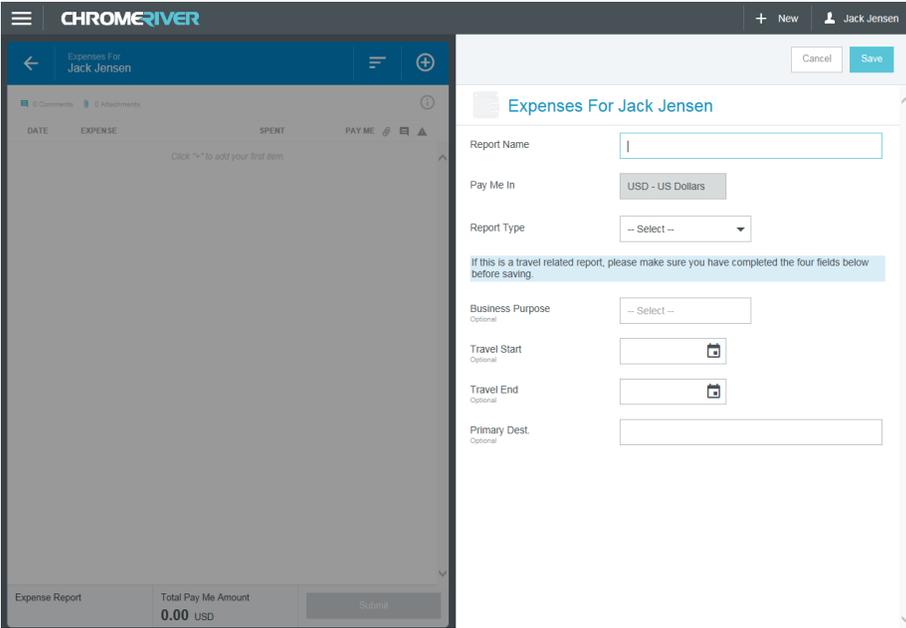


Create New Report

1. From the Dashboard, tap the **+New** button in the upper right corner.



2. The Expense Entry Screen will appear.



The Expense Header section stores all the basic information that applies to every expense listed on the report.

- **Report Name:** This is the name assigned by the expense creator, which is used in tracking and inquiry to help identify expenses. If a name is not entered, the default name will be "Expenses on [Date] [Time]."
 - **Pay Me In:** This field is set for USD – US Dollars. You are not able to change this field.
 - **Report Type:** You are required to select a type of report – Domestic travel, International travel, or NonTravel.
3. If it is a travel related report, you are required to fill out the next 4 fields:
- **Business Purpose:** Clicking in the field will produce a dropdown menu. Choose the most appropriate business purpose from the list of choices.
 - **Travel Start:** You are required to enter your travel start date. Even though the field says “optional”, you will need to enter a start date before your report can be submitted.
 - **Travel End:** You are required to enter your travel end date. Even though the field says “optional”, you will need to enter a start date before your report can be submitted.
 - **Primary Destination:** You are required to enter your primary travel destination.
4. Once you have filled out the required fields, tap **Save** . If you are using a smaller screen, you will be returned to the report page.