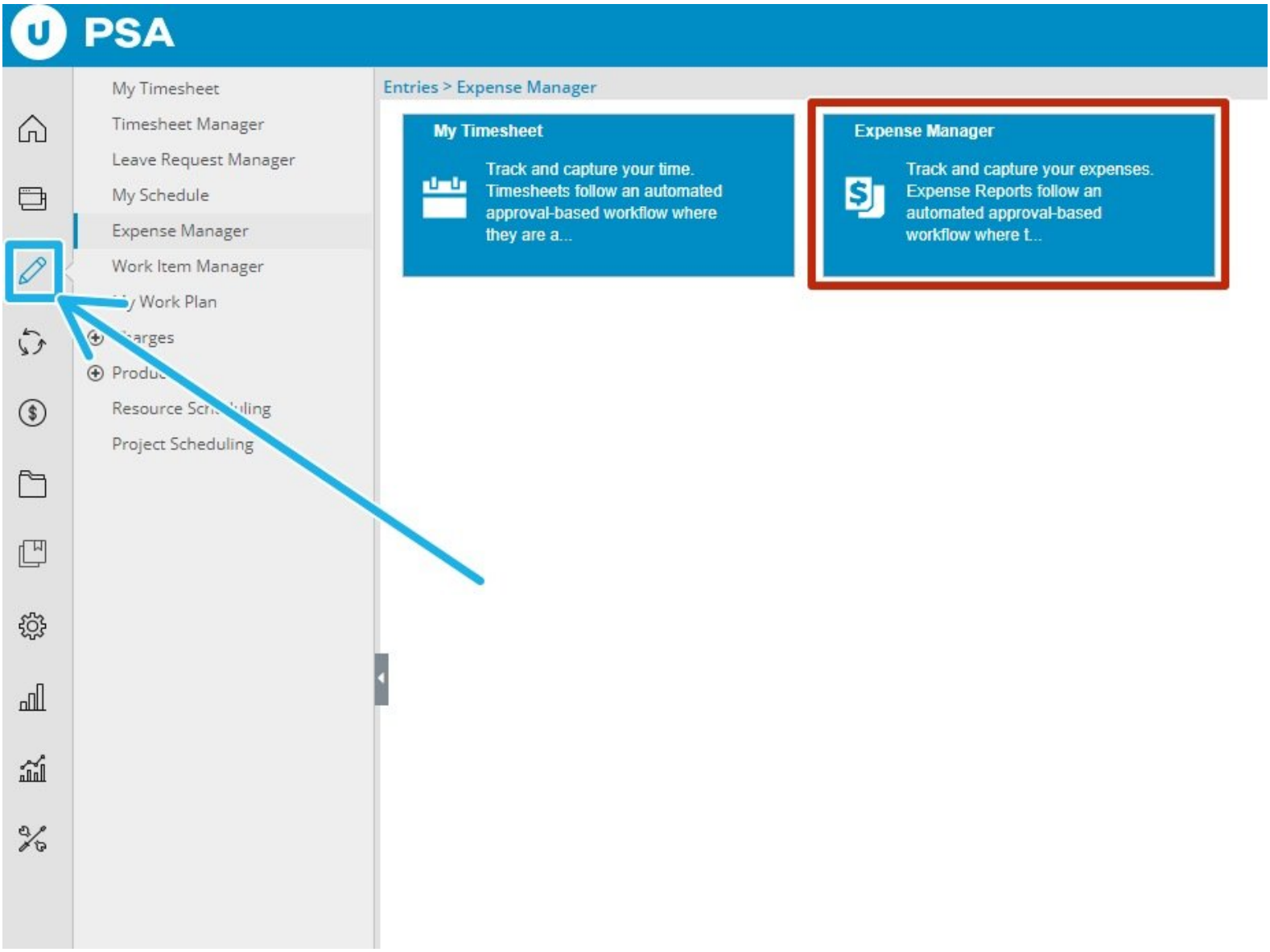
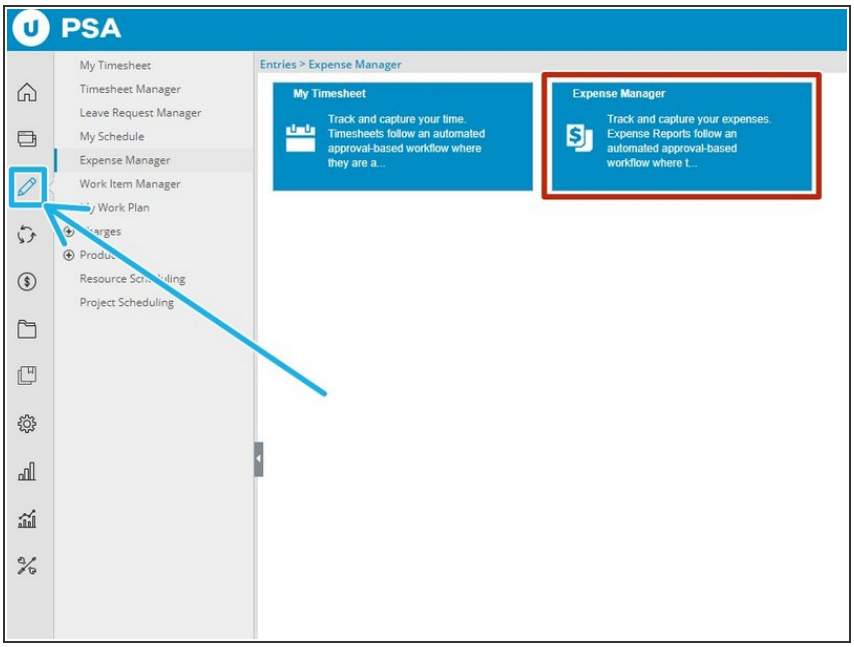
Expense Reports

Written By: T2 Flex



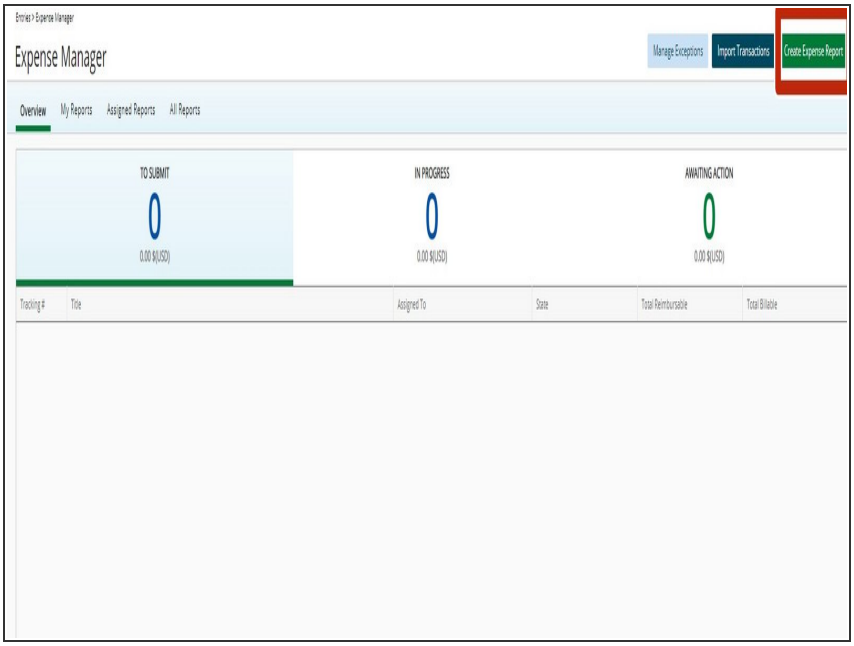
Step 1 — Expense Reports



While logged into your Tenrox Account:

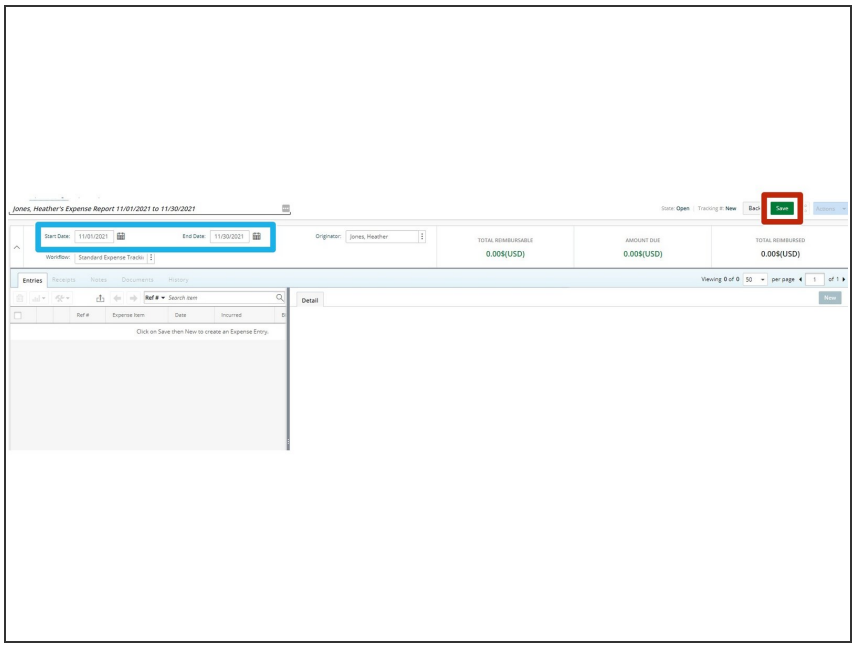
- Select **Pencil Icon**
- Select **Expense Manager**

Step 2



- Select **Create Expense Report**

Step 3

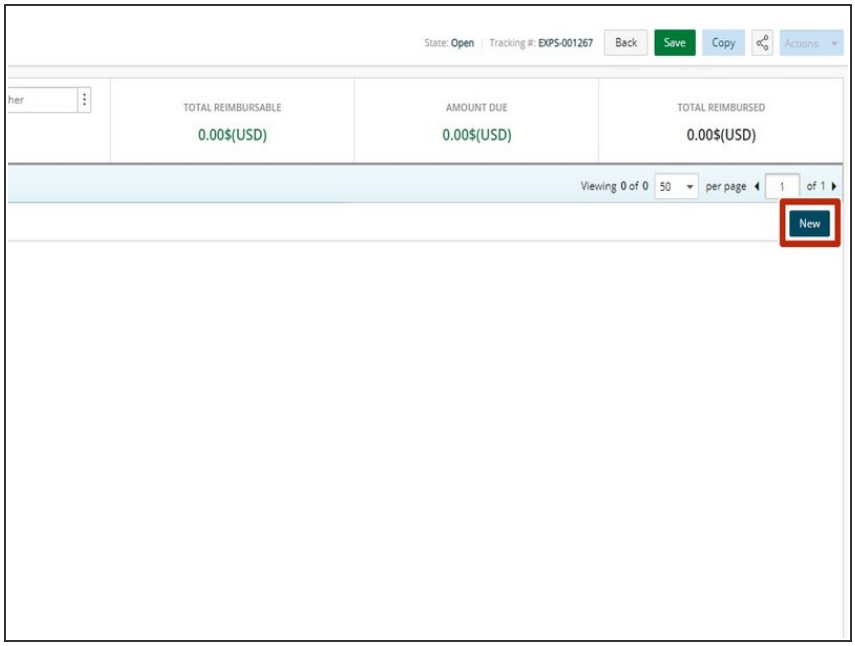


For the expenses you are entering:

- Select the **month and date range**
- Select **Save**

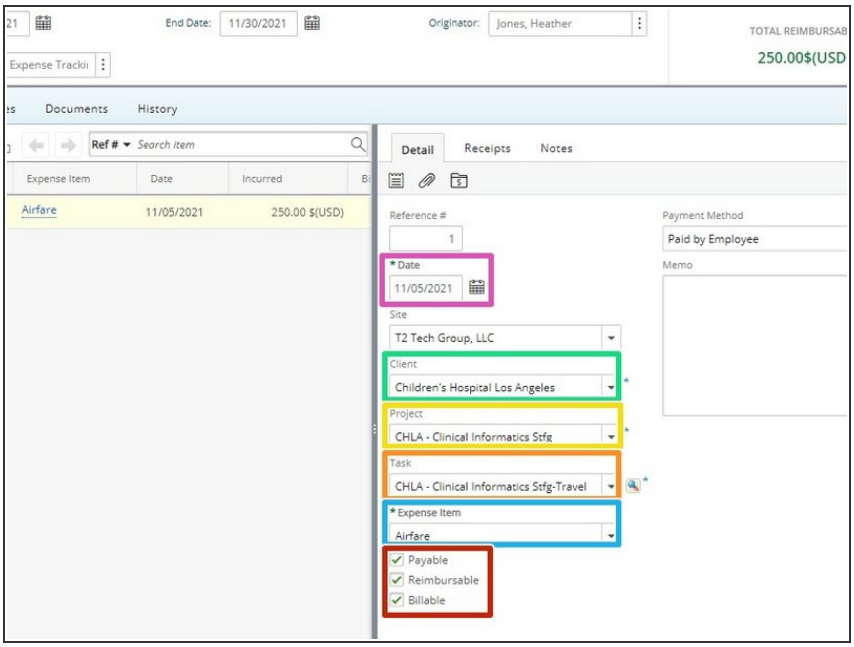
YOU MUST HIT SAVE IN ORDER TO GENERATE A EXPENSE REPORT TO FILL OUT

Step 4



- Select **New**

Step 5

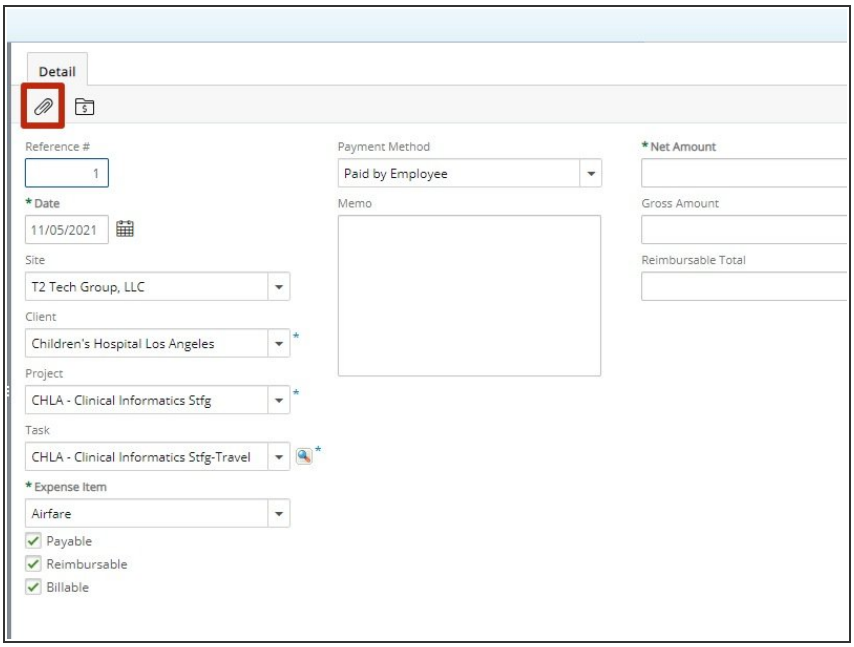


Enter all details for the expense being reported:

- Select **Date Expense Occurred** from calendar icon
- Select **Client** being expensed from dropdown
- Select **Project** from dropdown
- Select **Task** from dropdown
- Select **Expense Item** from drop down
- Next **Check Off** if expense is payable, reimbursable, billable

⚠ **Do not forget to check billable, payable, or reimbursable OR all three**

Step 6

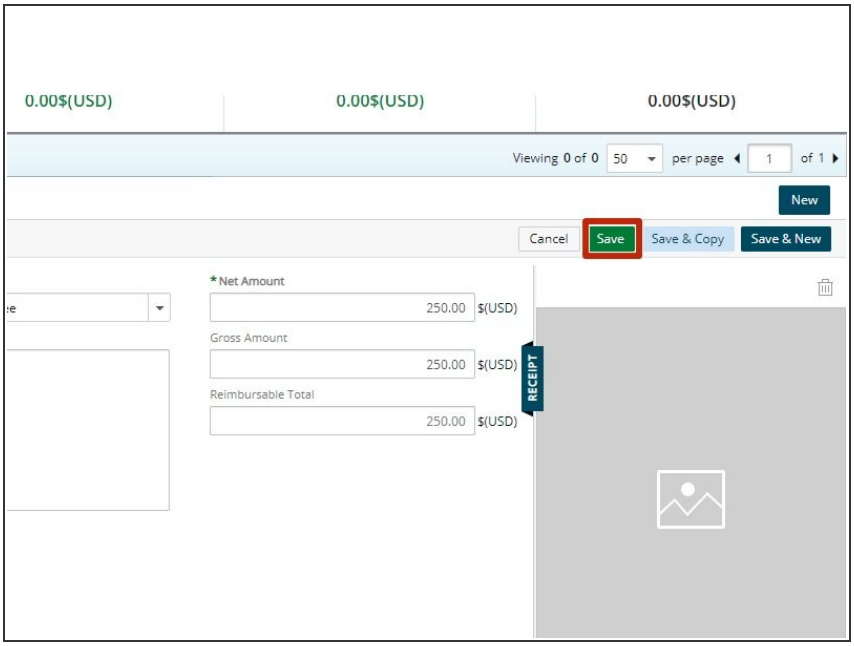


To attach the receipt for your expense:

- Select the **paperclip icon**

⚠ **YOU MUST ATTATCH RECEIPTS TO BE REIMBURSED.**

Step 7

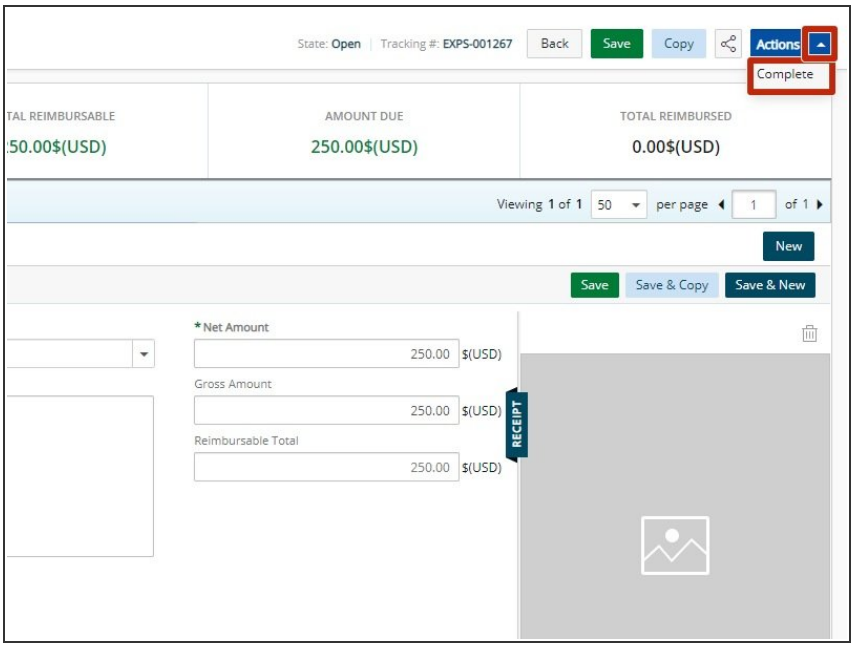


When finished entering your expense and attaching receipt:

- Select **Save**

ⓘ *If entering more expenses you may select Save & New and repeat this until you are finished entered all expenses.*

Step 8



In the Actions dropdown:

- Select **Complete**

⚠ **The expense report has only been submitted once Complete is the chosen action.**