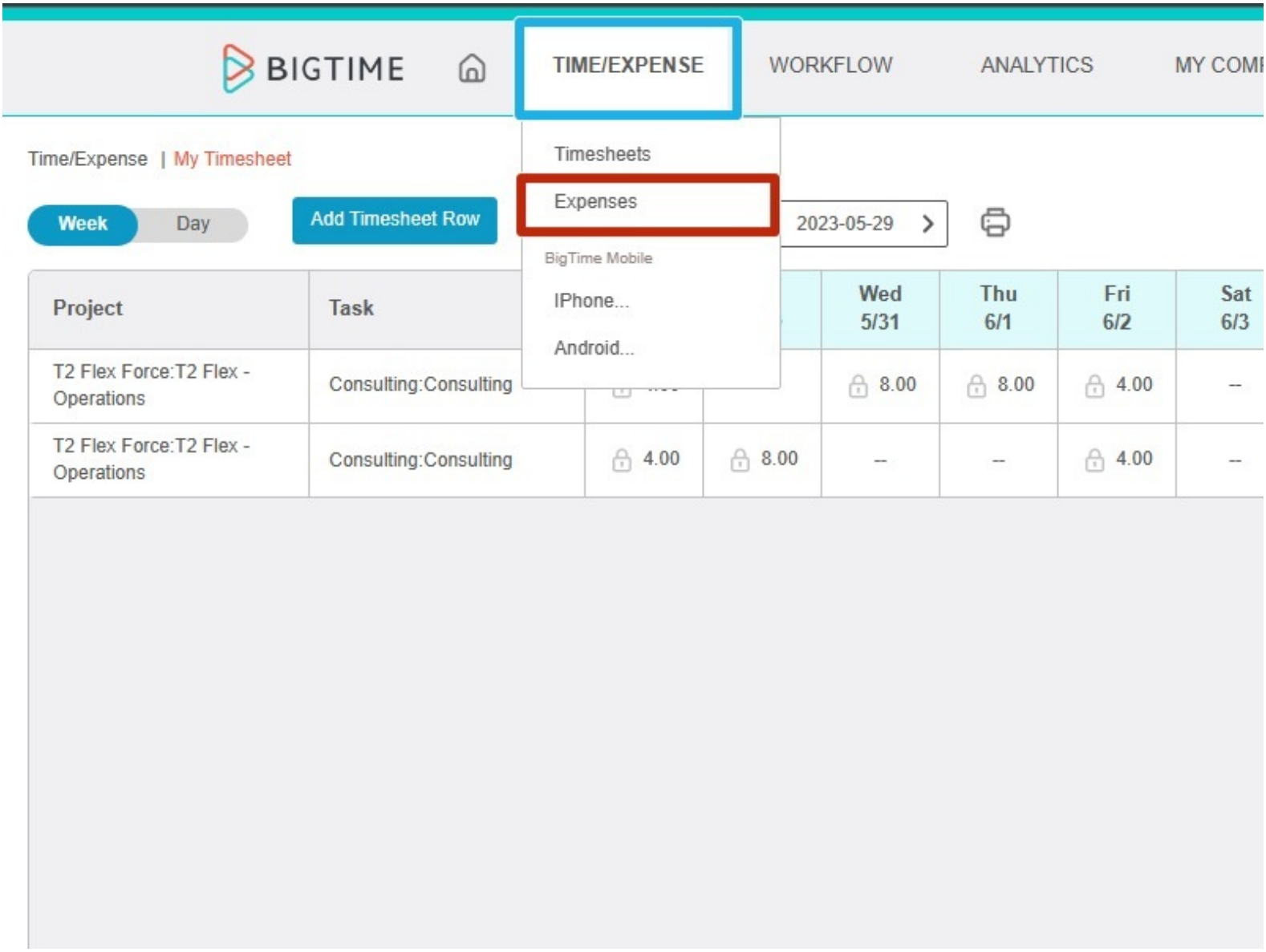
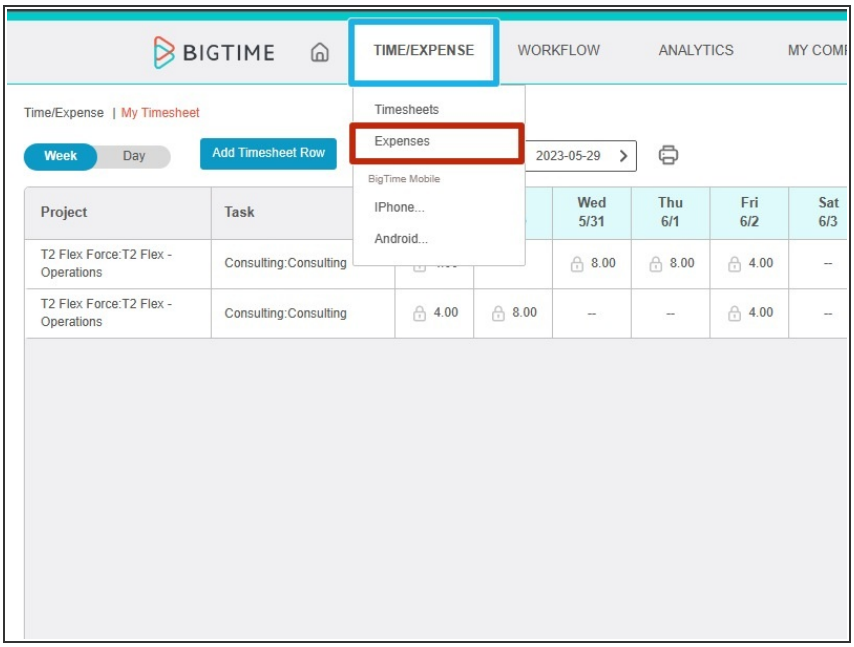
Submitting Expenses

Written By: Brendon Welch

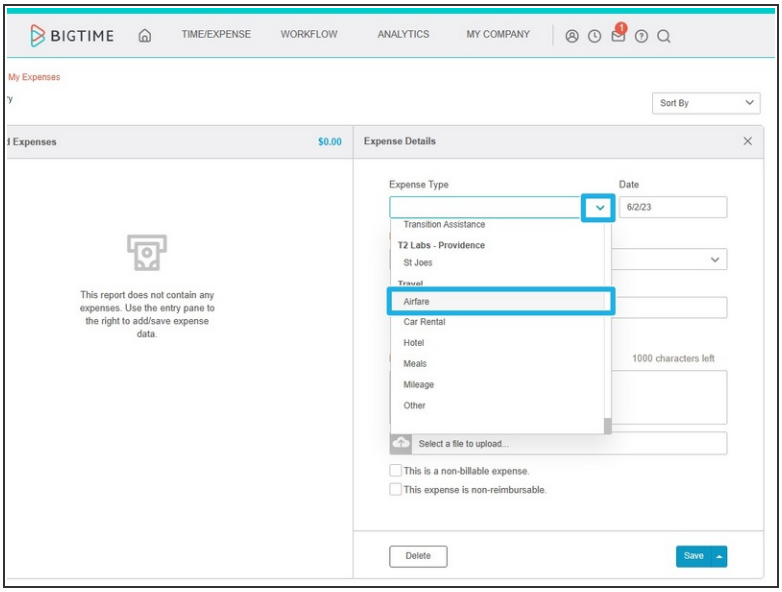


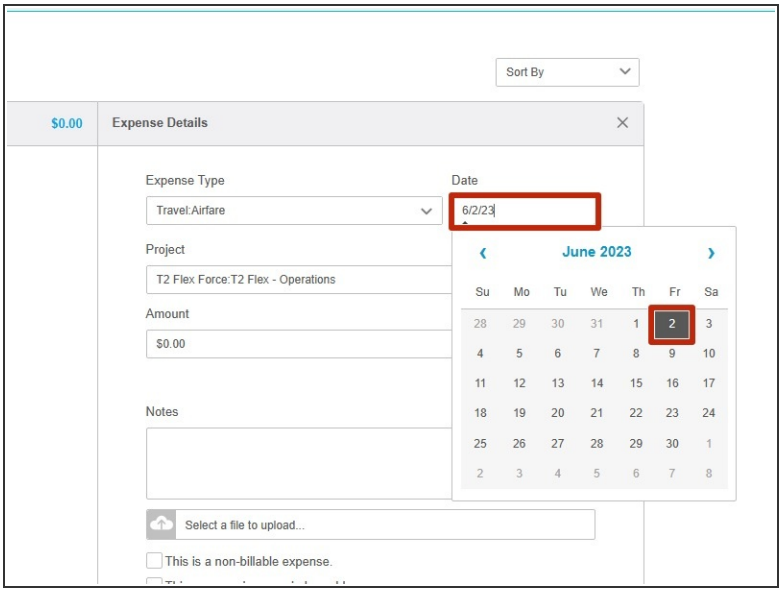
Step 1 — Submitting Expenses



- Click **Time/Expense**
- Click **Expenses**

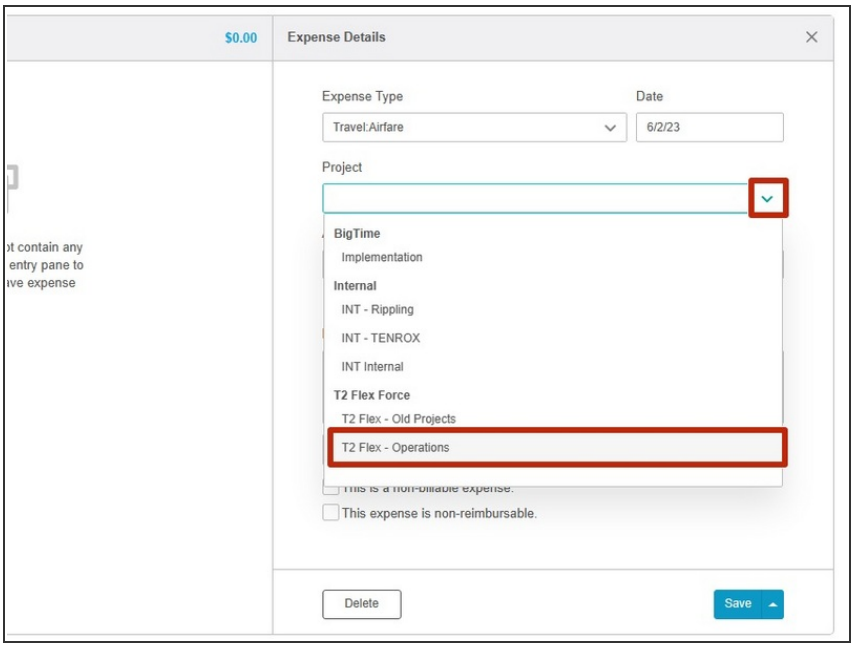
Step 2





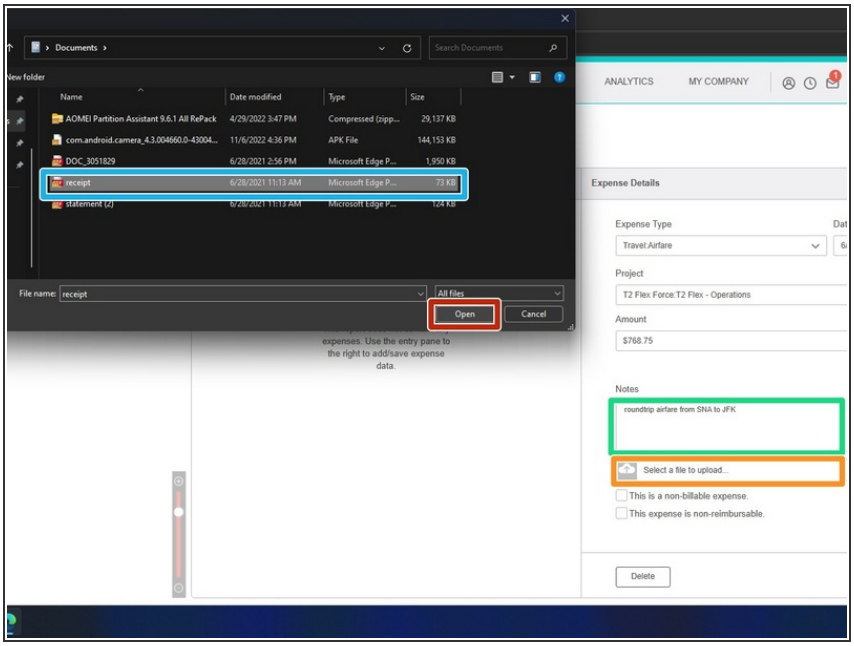
- Select the **Expense Type**
- Select the **Date** of the expense

Step 3



- Select the **Project**

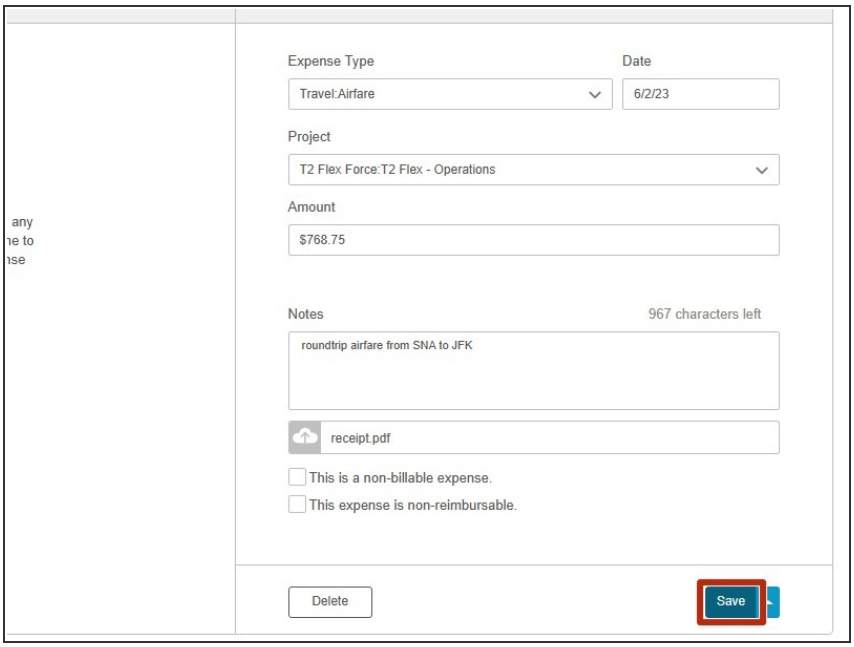
Step 4



- Add **Notes**
- **Upload your receipt:**
- Click **Select a file to upload...**
- Select the **Receipt**
- Click **Open**

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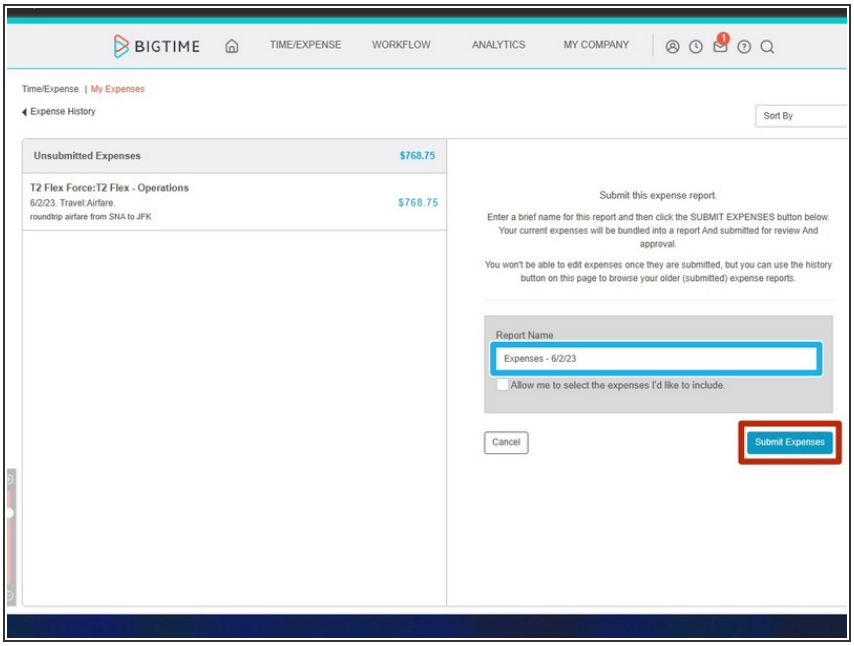
Step 5



To submit the expense:

- Click **Submit**

Step 6



- Enter a **Report Name**
- Click **Submit Expenses**