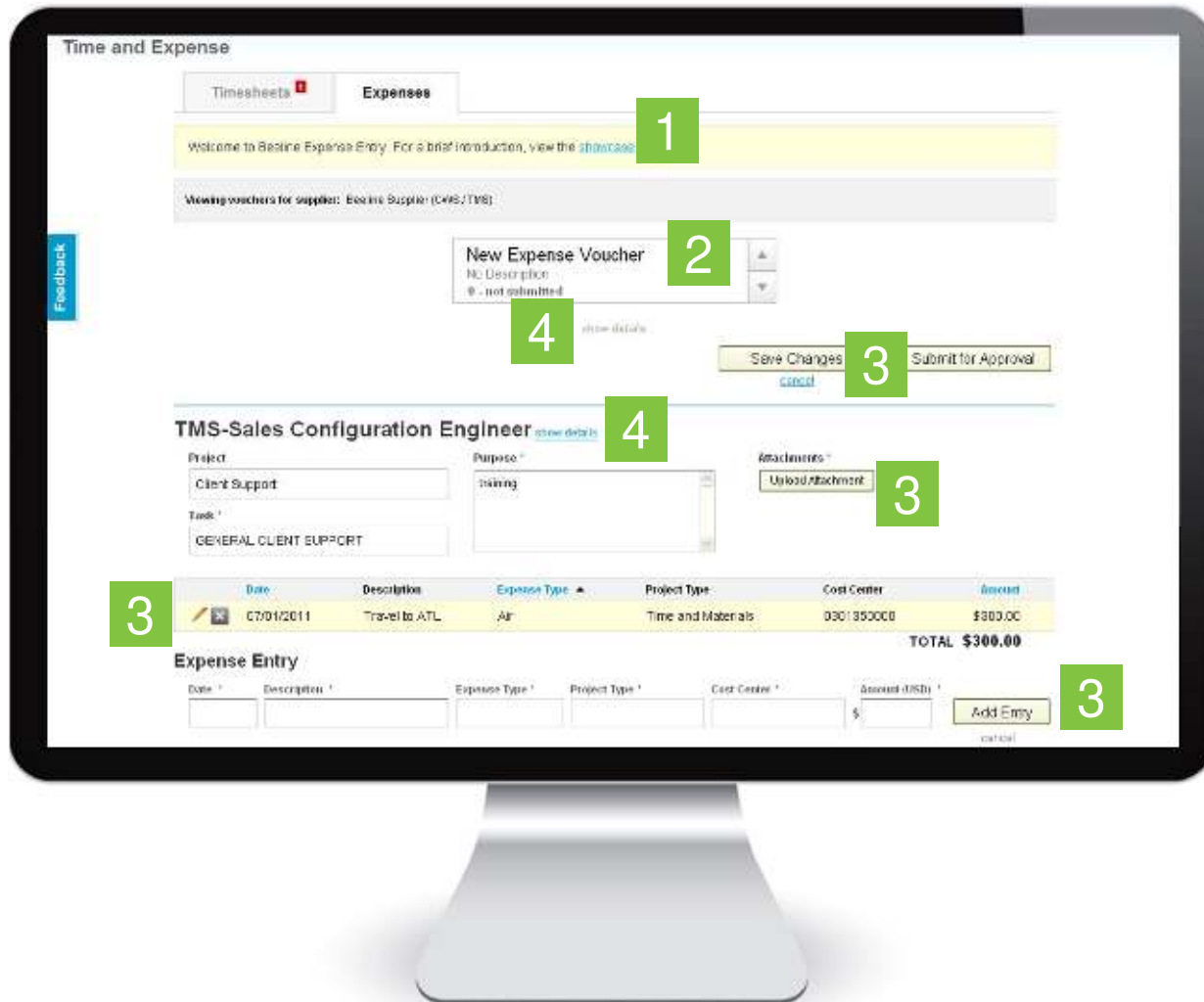


Quick Reference Guide

– Expenses



1. **Overview**
Welcome to the expense entry screen! To become familiar with many of the features, you can start by taking our showcase tour.

2. **Navigation**
Navigate between your timesheets with the Date Picker. You can also click directly on the date picker to see total amount, purpose, and statuses across several vouchers to help identify and select the voucher you are looking for.

3. **Actions**
Add the details of your expenses in the Expense Entry section of the screen. Click Add Entry and that line item will float to the grid above.

Once you have added an expense line item, you can edit or delete them as needed.

Upload Attachments allows you to add receipts to your expense voucher directly from your computer.

After your voucher is complete, you can choose to Save, Submit, or Cancel.

4. **Details**
Review assignment details by clicking the "show details" link.

For saved, submitted, or rejected vouchers, the message center under the Date Picker displays the current status of the voucher. Click the "show details" link here for a log of voucher history.