

Entering Cost Estimates to a Request

Objective: In this section we will go through the general steps to add expenses to your request

1. You will find all available expense types on the right hand side of the *Expense* tab of your request.

Request 36P7

Name Your Request: Training material

Request Header | **Expenses** | Approval Flow | Audit Trail

New Expense | Delete

Date	Expense Type	Amount	Requested
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Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above page.

- 00. Trip Details
- 01. Trip Expenses
 - CERN - Meals and Incidentals
 - CERN Lodging (allowable up to \$150/night)
 - Lodging - Multiple Locations
 - Lodging - Single Location
 - Lodging (If Over Per Diem)
 - Manual Adjustment
 - Meals - Multiple Locations
 - Meals - Single Location
 - Personal Trip Dates
- 02. Transportation
 - Airfare
 - Car Rental
 - Taxi/Car Service/Rideshare/Train
- 04. Other
 - Training/Registration
- 05. Mileage

TOTAL AMOUNT \$0.00 | TOTAL REQUESTED \$0.00

2. **Select** the proper expense from the list on the right.
3. **Fill in** all fields.
4. **Click Save** to add the expense to the list on the left.
5. As you save your expenses, the requested amount will populate on the left screen

Date	Expense Type	Amount	Requested
05/17/2017	Airfare	\$800.00	\$800.00
05/17/2017	Trip Segment(s) [*...]	\$0.00	\$0.00

TOTAL AMOUNT \$800.00 | TOTAL REQUESTED \$800.00



Note: There are differences between the Domestic and Foreign trip expenses for instance when filling out the Destination City field or with regards to currency when estimating expenses. Foreign expenses may also have additional required fields.