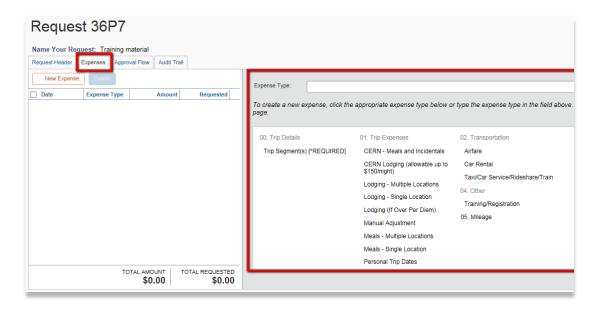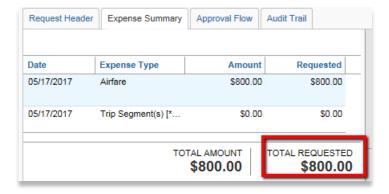## Entering Cost Estimates to a Request

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.

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

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.