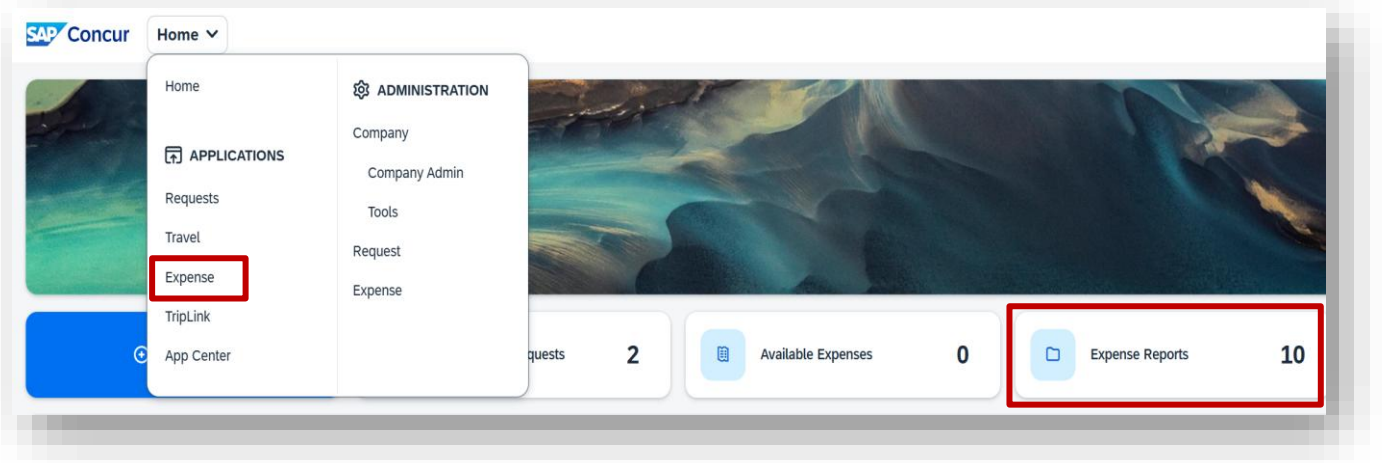
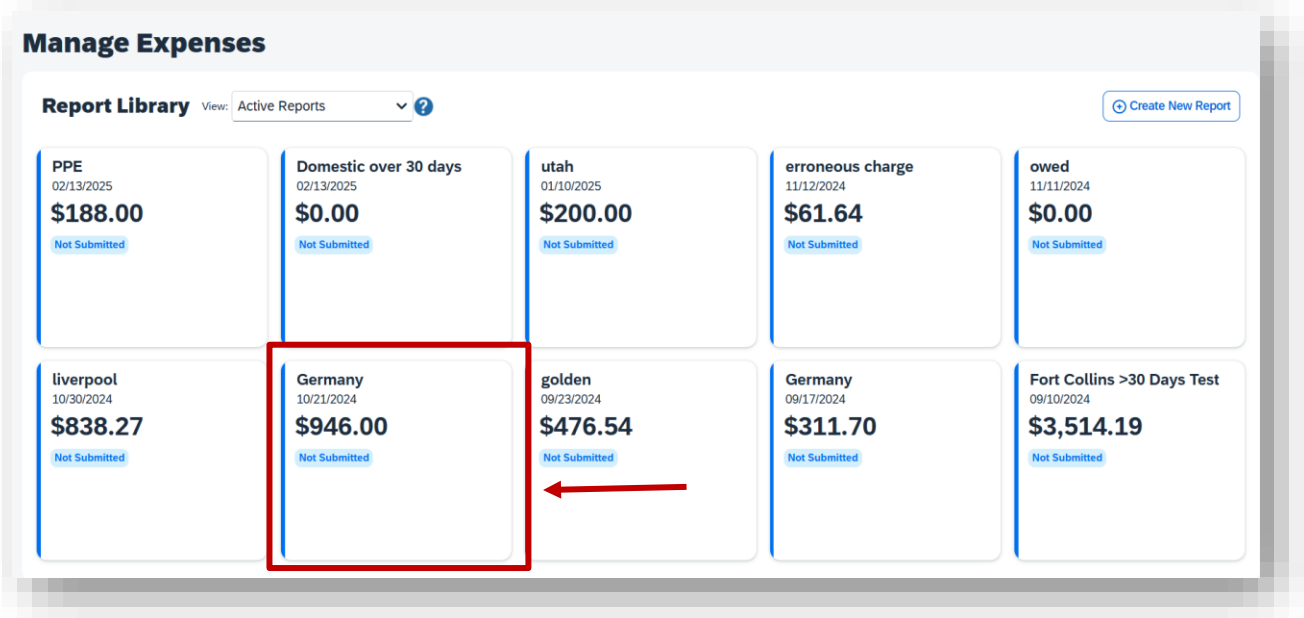
Submitting a Prepared Expense Report

Objective: This guide is for travelers who need to submit an expense report prepared by an admin. Admins can only create and prepare expense reports; only the traveler receiving reimbursement can submit the report.

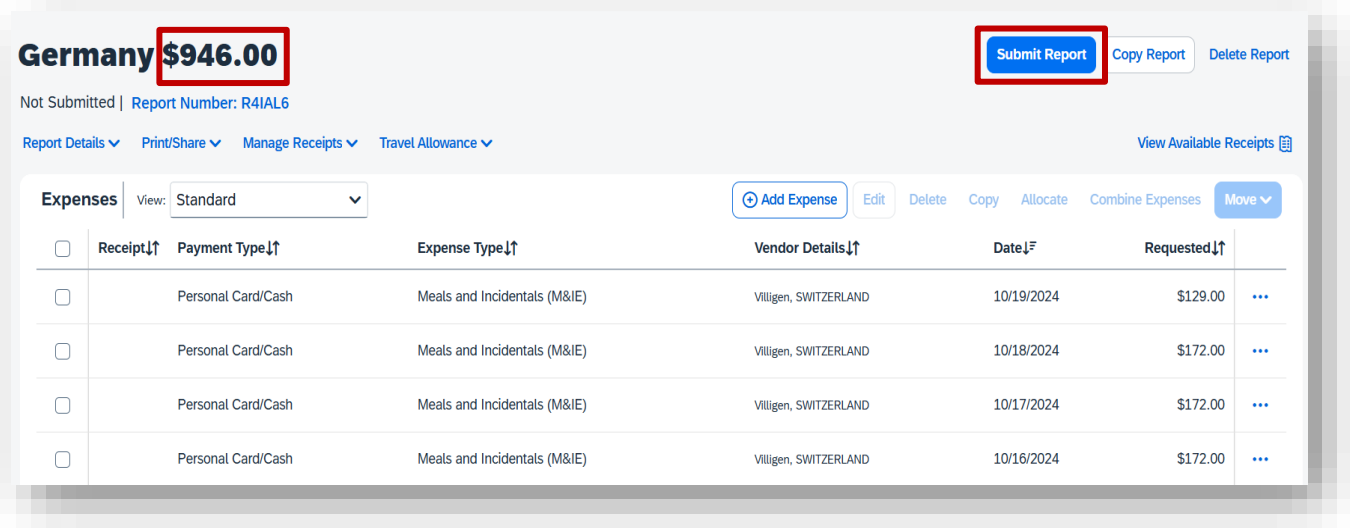
1. **Click** *'Expense'.*



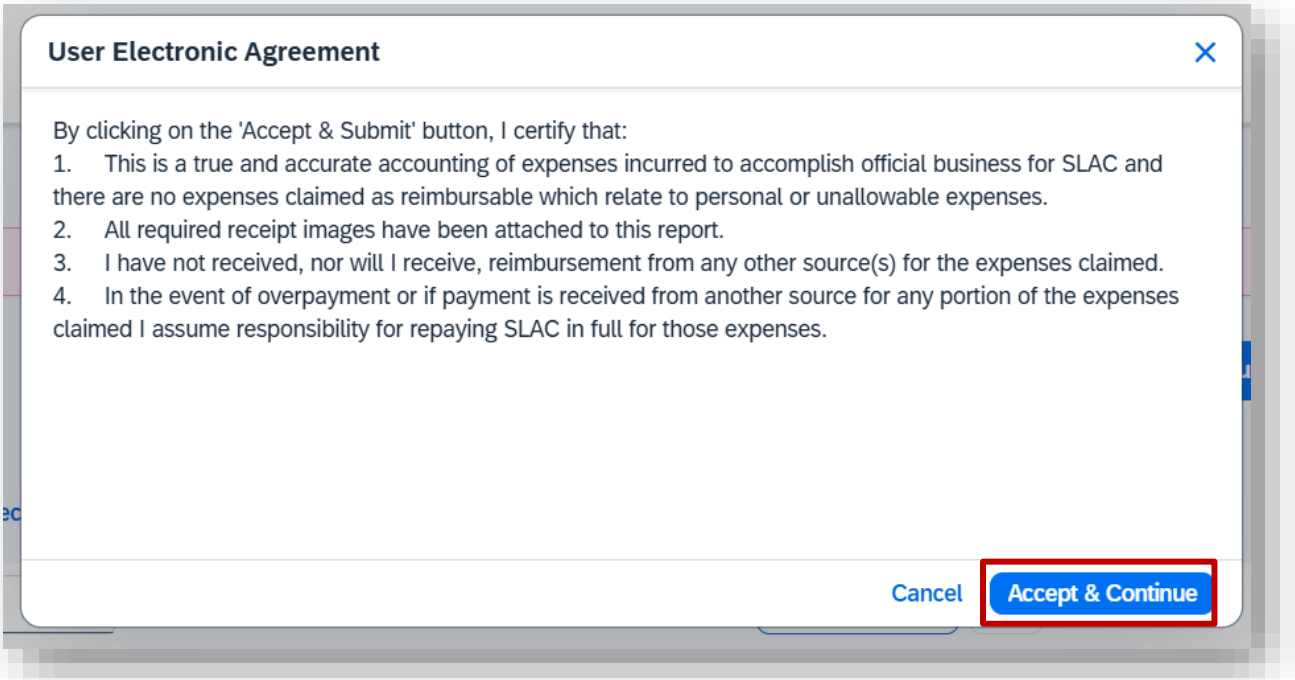
2. **Select** the expense report that you would like to submit.



3. **Review** each expenses, receipts, and the total amount requested and **click** *'Submit Report'.*



4. **Read** *'User Electronic Agreement'* and **click** *'Accept & Continue'*.



Accepting the agreement counts as the traveler signature for the expense report.