

Objective: This section will outline general steps for adding expenses to your request

1. Click Add under "Expected Expenses" in your travel request to see all available expense types.

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Manage Requests Process Requests	Add expected expenses and/or travel plans
Home / Requests / Manage Requests / Domestic Tr	Search for an expense type
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Not Submitted Request ID: 7VCT	Trip Segment(s) [*REQUIRED]
Request Details V Print V Attachments V	CERN - Meals and Incidentals
EXPECTED EXPENSES	CERN Lodging (allowable up to \$150/night) Lodging (If Over Per Diem)
Add Edit Delete Allocate	Lodging - Multiple Locations
	Lodging - Single Location
	Manual Adjustment Meals - Multiple Locations
	Meals - Single Location
	Personal Trip Dates
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2. In the Add Expected Expenses and/or Travel Plans window, select the appropriate expense from the list.

- 3. Fill in all the fields for the selected expense type, then **click** *Save* when finished.
- 4. As you save each expense, the requested amount will appear in the report.

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	Edit D Alerts↓↑	Expense type↓↑ Trip Segment(s) [*REQUIRED]		Details↓↑ Batavia, Illinois	Date↓ [₹] 05/01/2024	Amount↓↑	Requested↓↑
	Edit D Alerts↓↑ (₹)	Expense type↓↑ Trip Segment(s) [*REQUIRED] Lodging - Single Location		Details↓↑ Batavia, Illinois Batavia, Illinois	Date↓= 05/01/2024 05/01/2024	Amount↓↑ \$428.00	Requested↓↑ \$428.00



5. Repeat steps 1-3 as needed to build your estimated expenses for the trip.



Note: It is recommended that you **add** the *Trip Segment(s)** [*REQUIRED*] expense first, as it is a mandatory expense type, and you will not be able to submit your request without it.

	Add expected expenses and/or travel plans	×
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Note: There are differences between Domestic and Foreign trip expenses, such as when filling out the Destination City field or estimating expenses in different currencies. Foreign expenses may also have additional required fields.