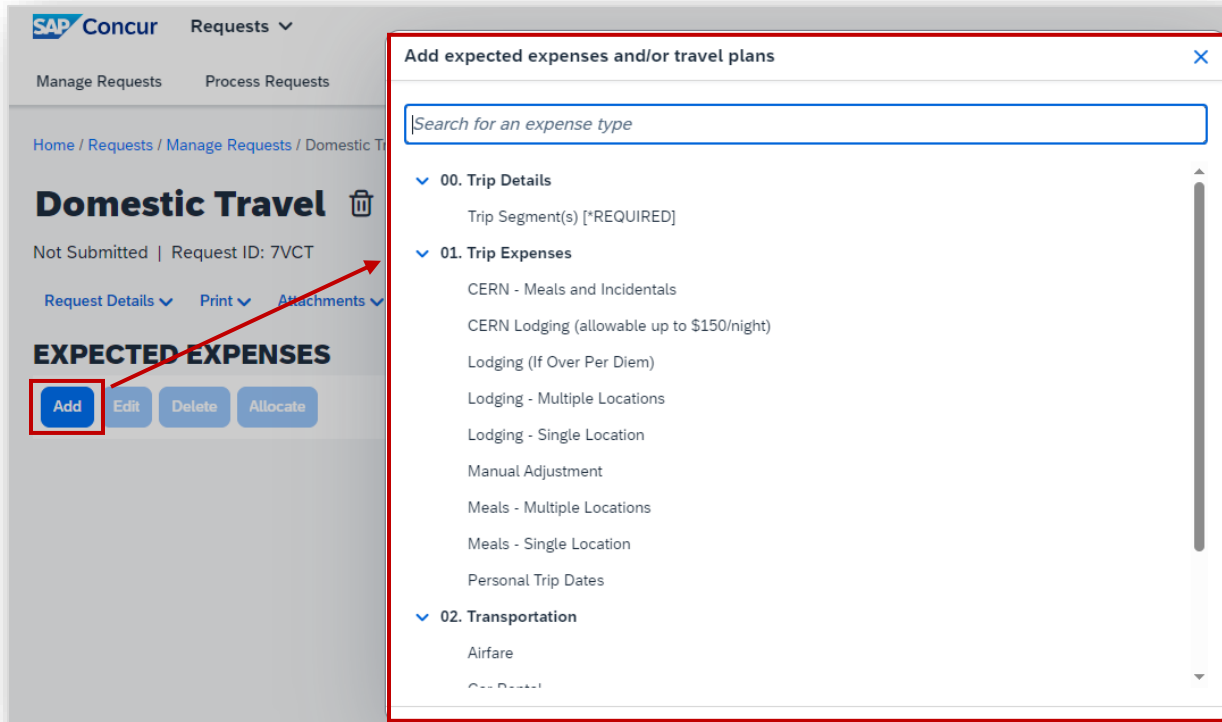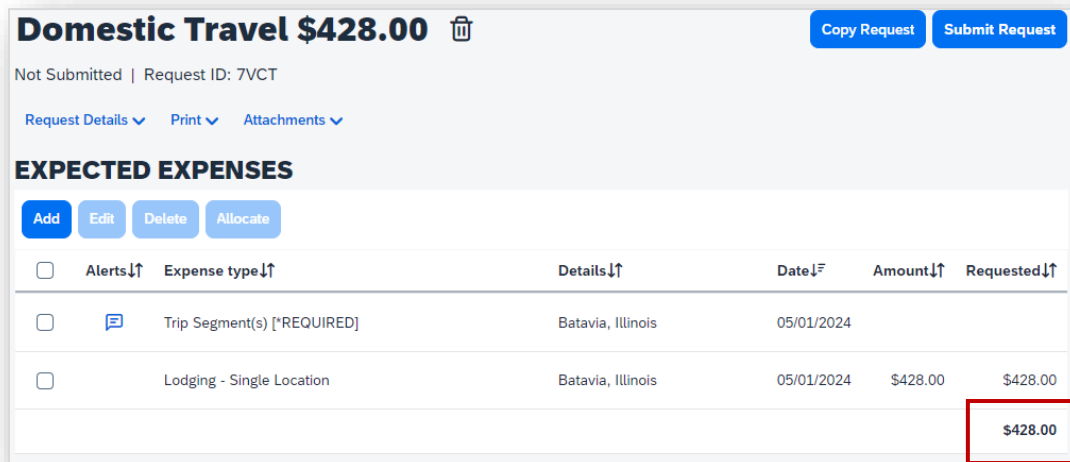# Adding Cost Estimates to a Request

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.

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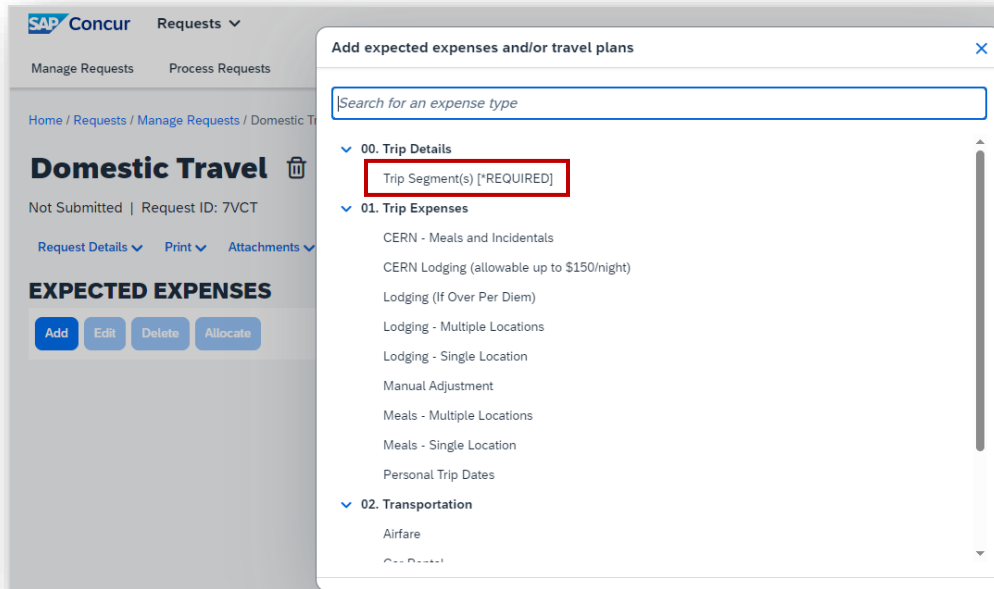
5. Repeat steps 1-3 as needed to build your estimated expenses for the trip.

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.

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.