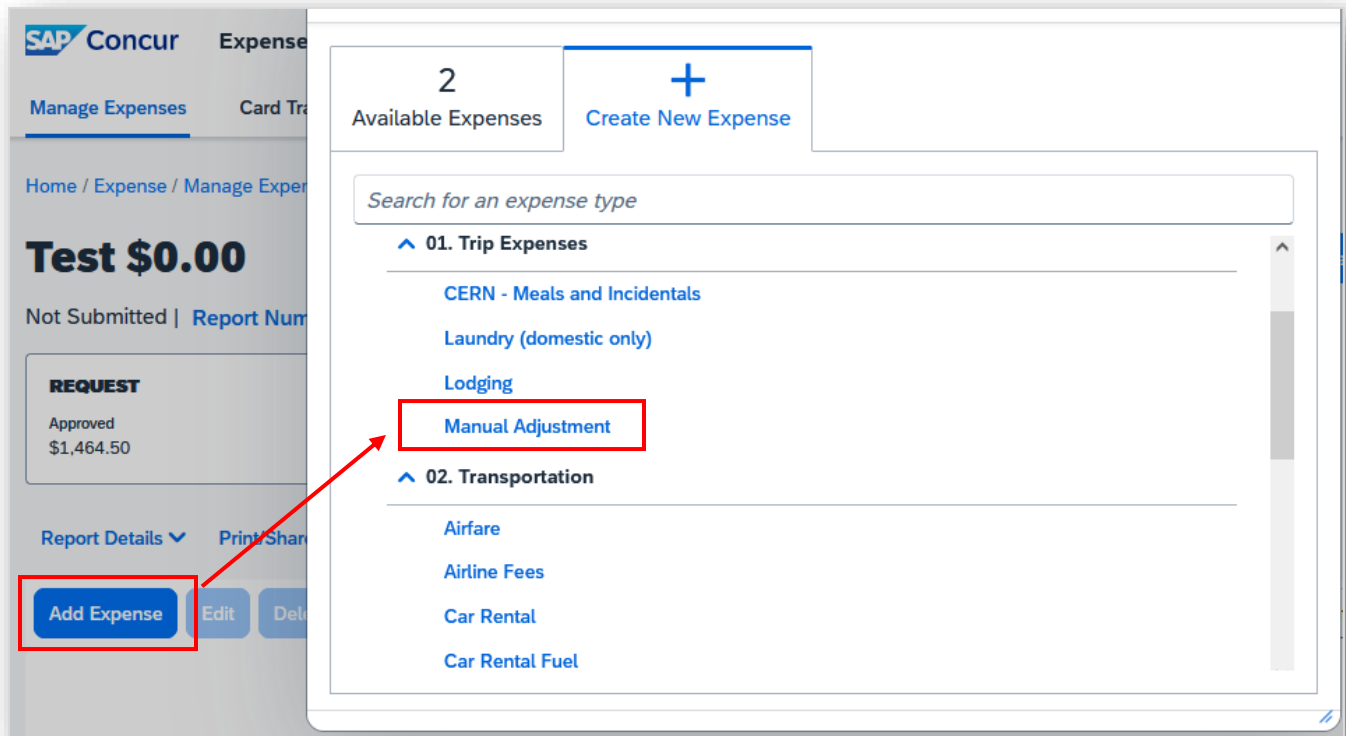


Objective: This quick start guide outlines the steps to create a manual adjustment, which is used to modify a specific part of an expense report, such as reducing the amount of an expense.

1. In the travel request form, **click Add Expense**, then **choose** on *Manual Adjustment*.



Manual adjustment should only be used when reducing/deducting the amount of an existing expense. It should not be used as a substitute for entering actual expenses such as lodging and meals & incidental expenses (M&IE). For any expenses that do not fit into the predefined categories, use the "Miscellaneous" expense type.



2. Enter the Transaction Date, the adjustment Amount, and the reason for the adjustment. (If you are *deducting* money, make sure to include a *negative sign* before the amount, e.g., -\$50).

3. **Click Save Expense**.

New Expense

Details

Itemizations

Allocate

* Required field

Expense Type *

Manual Adjustment

X v

Transaction Date *

06/01/2024



City of Purchase



Payment Type *

Personal Card/Cash



Amount *

50.00

Currency *

US, Dollar (USD)

X v

Comment/Business Reason *

Provide reason for the adjustment

Comment to Approver

0/500

Save Expense

Save and Add Another

Cancel