

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.

Manage Expenses Card Tra	2 Available Expenses Create New Expense	
Home / Expense / Manage Exper	Search for an expense type	
Test \$0.00 Not Submitted Report Num	O1. Trip Expenses CERN - Meals and Incidentals Laundry (domestic only)	
REQUEST Approved \$1,464.50	Lodging Manual Adjustment	I
Report Details V Print Shan Add Expense Edit Det	Airfare Airline Fees Car Rental	
	Car Rental Fuel	

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.



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Save Expense	Save and Add Another	Cancel			