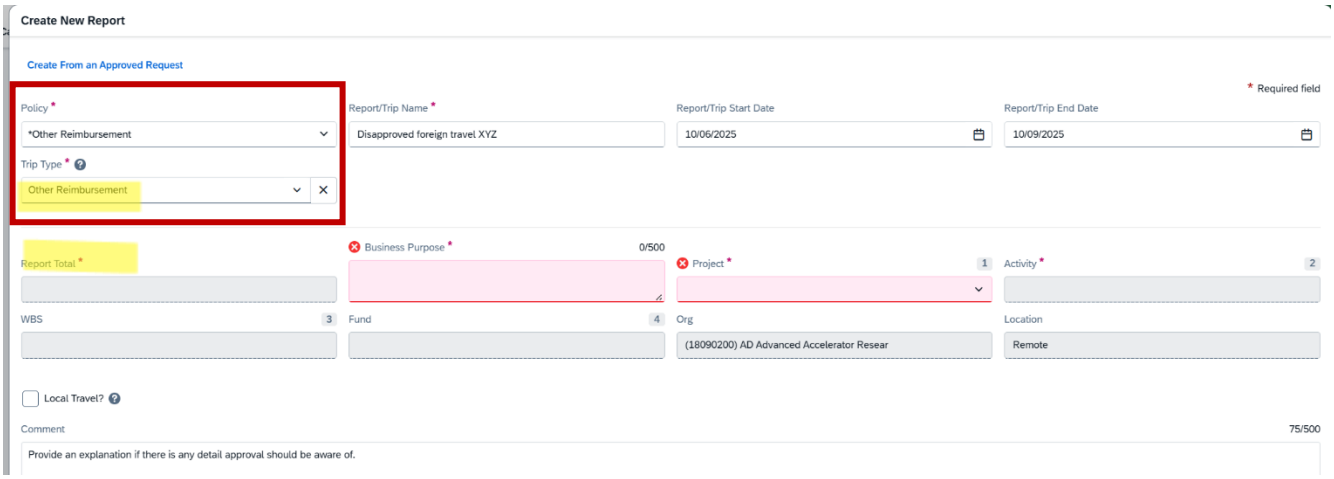
Submitting an Expense Report for Disapproved Foreign Travel

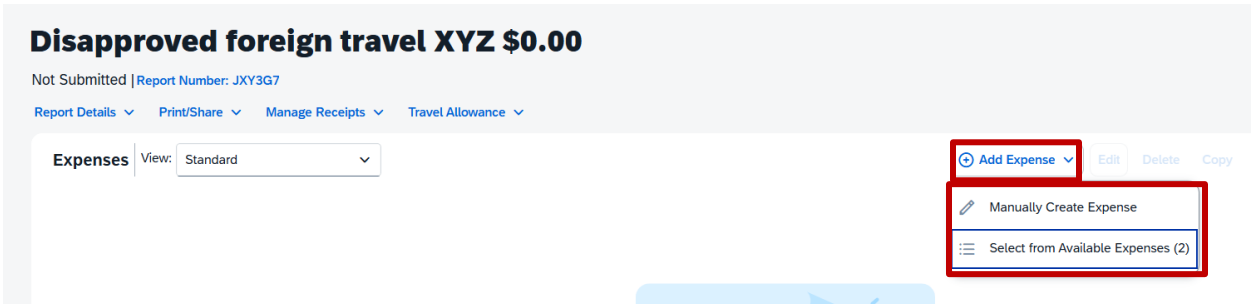
Objective: This Quick Start Guide details how to submit an expense report to reconcile a travel card airfare transaction when the related travel request has been disapproved.

1. **Click** *Create New Report*.

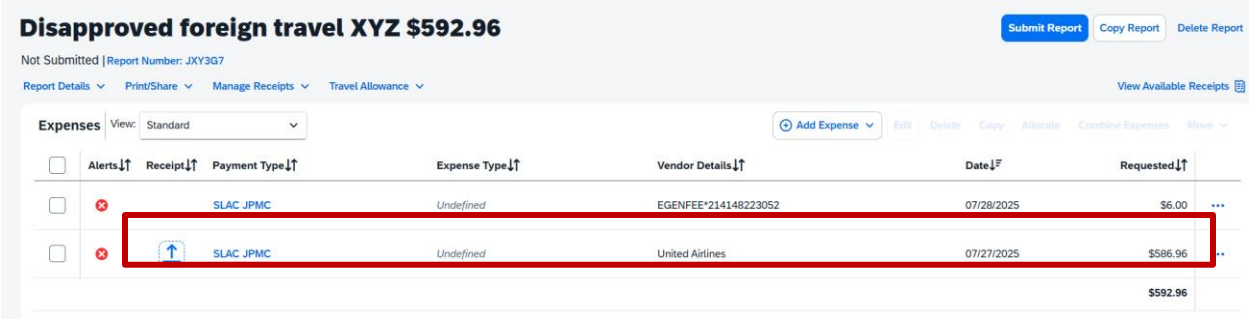
2. In the report header, **select** *Other Reimbursement* for *Policy* and *Trip Type*. Complete all *required fields.



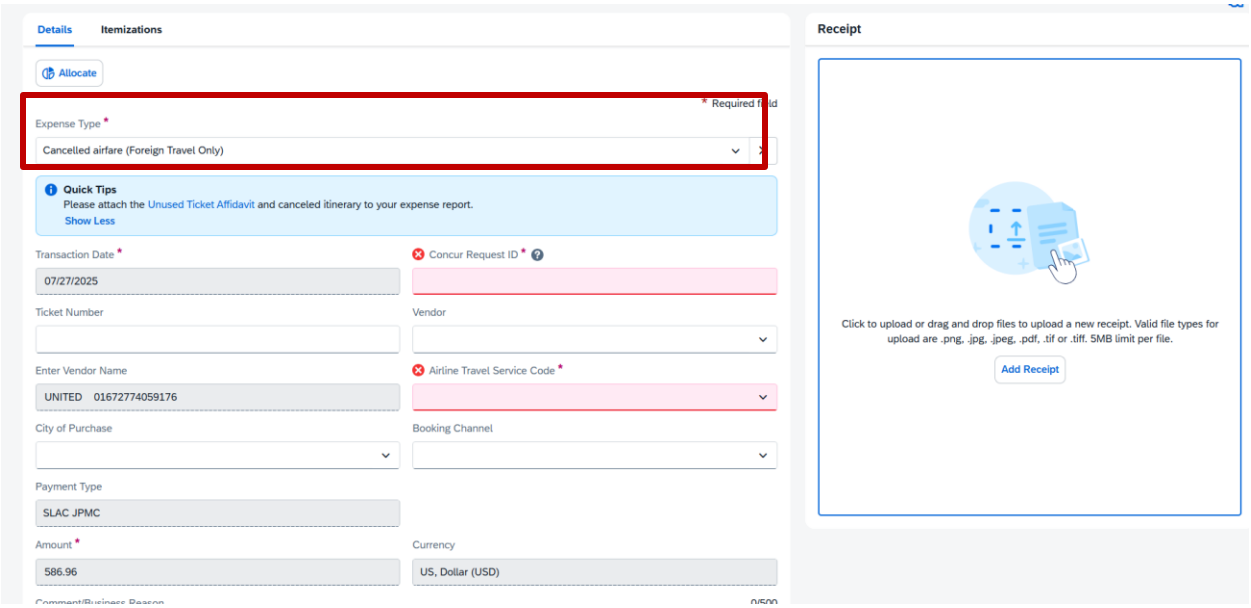
3. **Select** *Add Expense*, then **choose from of the following options:**
   - *Select from Available Expense* if you are reconciling a travel card transaction(s).
   - *Manually Create Expense* if you are claiming the airfare cost paid with your personal credit card.



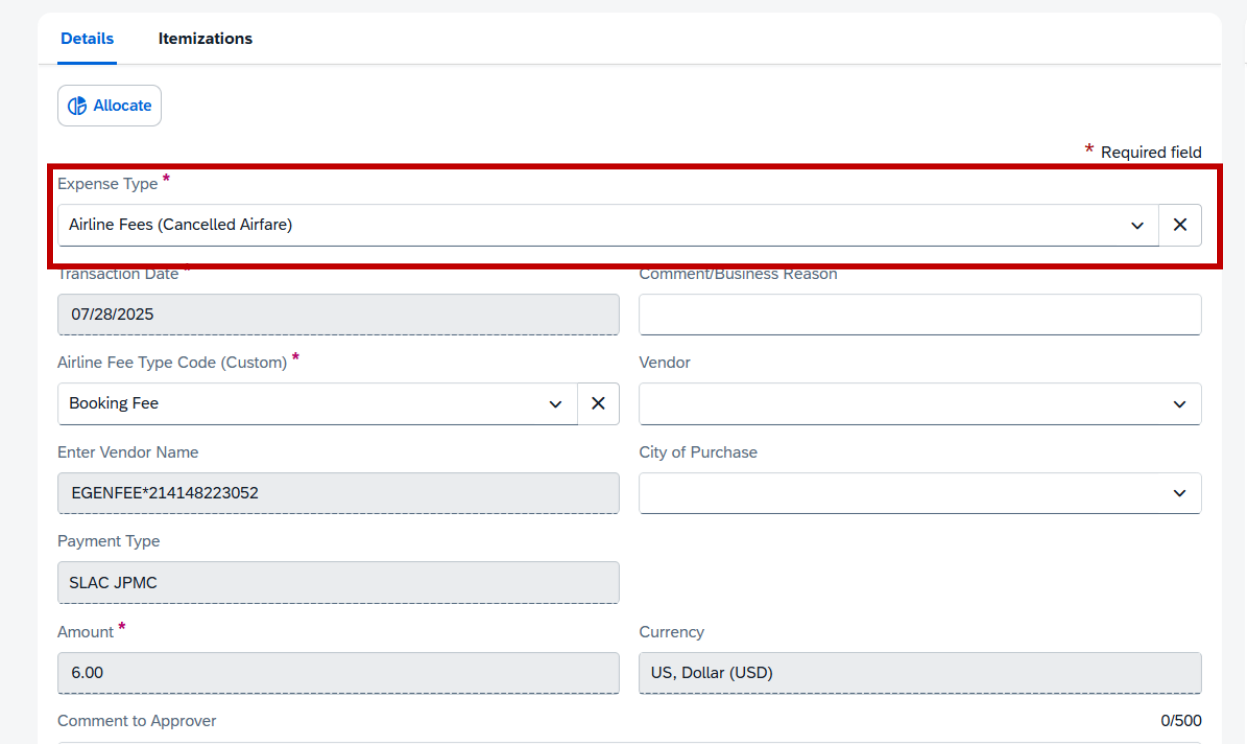
4. Navigate to *Airfare expense* and **click** onto the expense.



5. **Select** *Cancelled airfare (Foreign Travel Only)* in Expense Type field, complete all *required fields, and attach the corresponding receipt.



6. Navigate to Airline Fee, **click** on the expense, and **select** *Airline Fees (Cancelled Airfare)* and complete all *required fields.



Please fill the Unused Air Ticket Affidavit and attach it to the expense report.

7. **Submit** the report when finished.