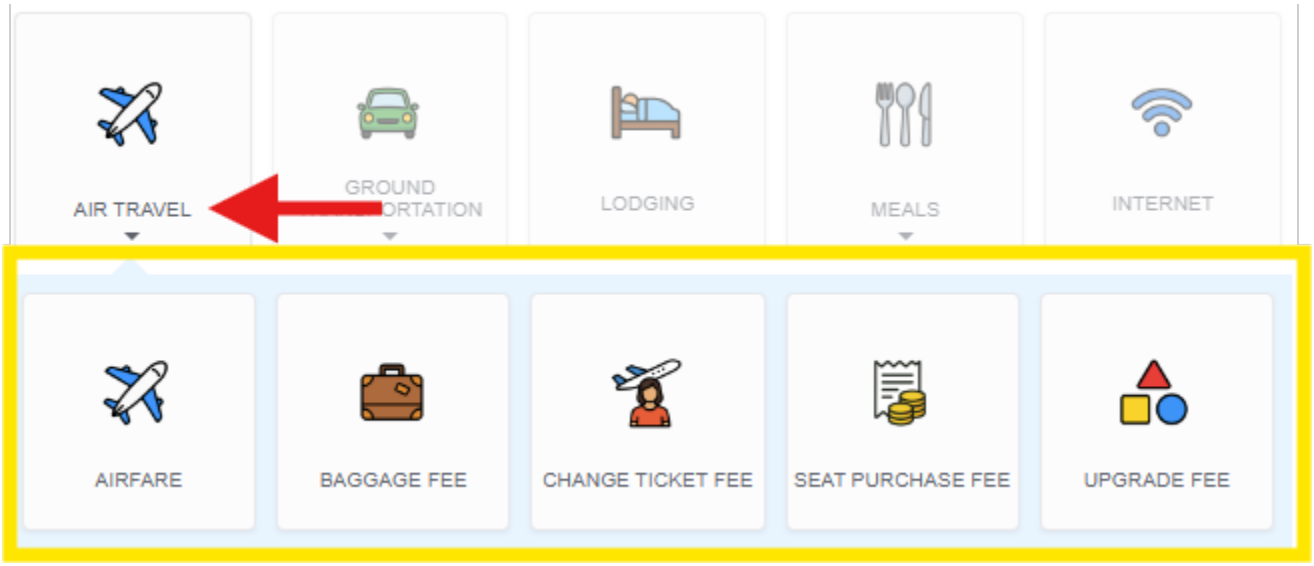
Emburse User Guide:
Air Travel Expense Type

This expense type has five sub-tiles: Airfare, Baggage Fee, Change Ticket Fee, Seat Purchase Fee, and Upgrade Fee.

- Tip: If these expense types were estimated on the Pre-Approval, then click that expense type in the Expense Report to edit.
- Tip: If these expense types were not estimated on the Pre-Approval, then add them to the Expense Report by going to the **Add Expenses** menu (see Step 2 in the Create and Submit an Expense Report guide).



Each of these sub-tiles requires the following fields to be populated:

- **Date**: date of the receipt
- **Spent**: total of the receipt
- **Attachments**: receipt related to the expense (PDF or JPEG format)